

## To Change settings in Outlook 2007 – POP Account (Scroll down for IMAP settings)

Open Outlook

Click the **Tools** menu, and select **Account Settings...**

On the **E-mail** tab, select your POP account and click **Change...**

Only change the following fields:

**Incoming mail server:** mail.bnin.net

**Outgoing mail server (SMTP):** mail.bnin.net

**Require logon using Secure Password Authentication (SPA):** Leave this option unchecked.

Click the **More Settings...** button

**Change E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

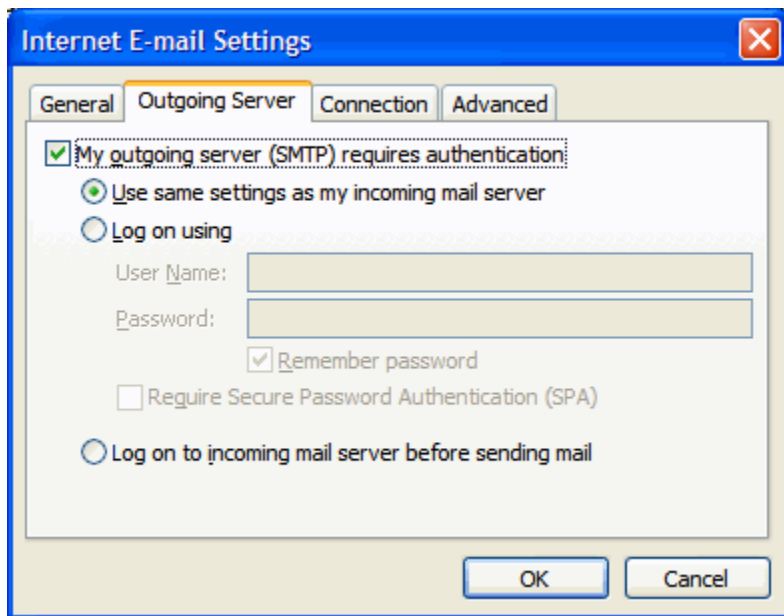
**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

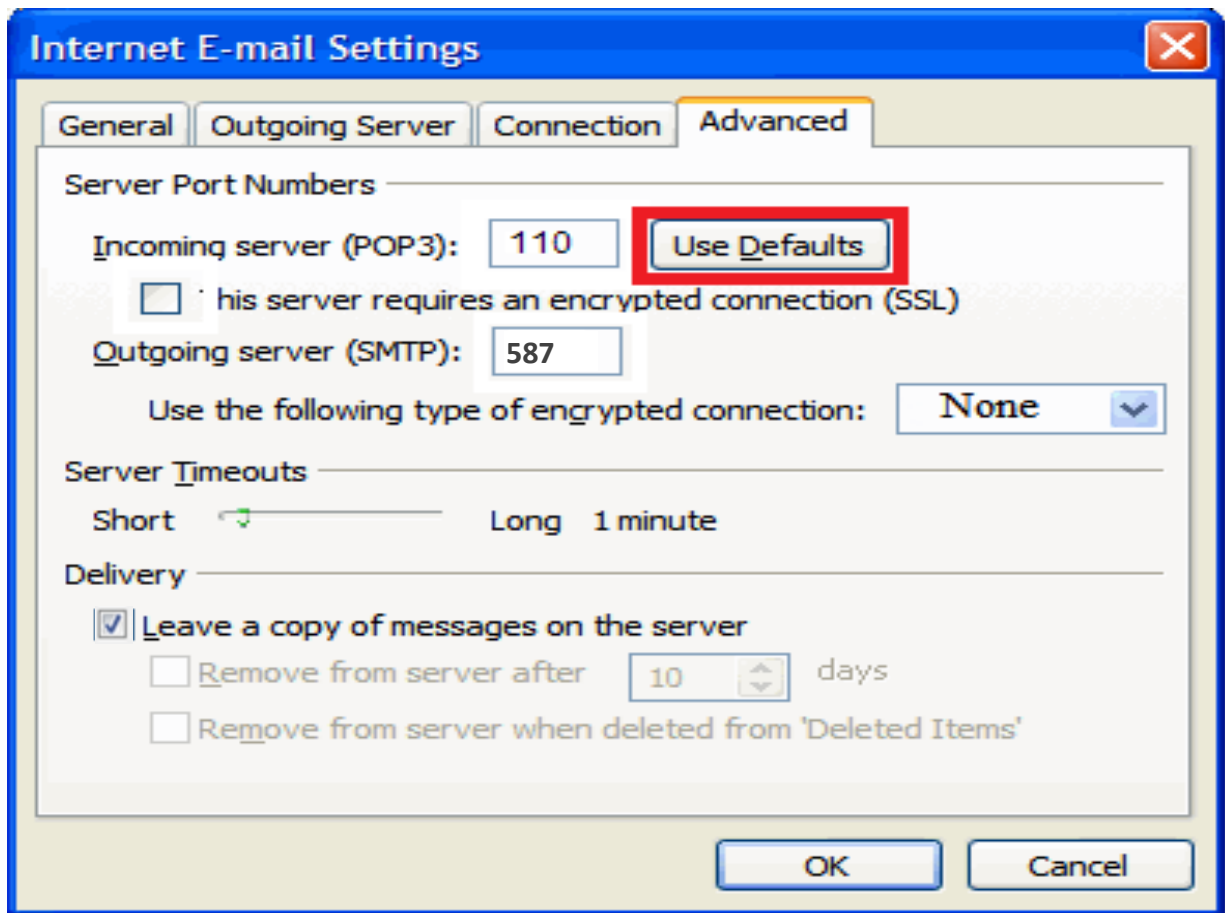
< Back   Next >   Cancel

Select the **Outgoing Server** tab.

Verify the box next to **My outgoing server (SMTP) requires authentication** is checked and select **Use same settings as my incoming mail server**.



Click the **Advanced** tab, and Click the **Use Defaults** button



Verify that the settings were reset to the following:

**Incoming server (POP3):** 110 (This server requires an encrypted connection (SSL) should **NOT** be checked.)

**Outgoing server (SMTP):** 587 (This will need to be changed from 25 to 587. "Use the following type of encrypted connection" should be set to NONE)

Click **OK**.

Click **Next**, and then click **Finish**.

### **For IMAP Accounts**

Follow the same basic instructions, but use different ports.

Incoming Server (IMAP): 143

Outgoing Server (SMTP): 587

No SSL on either one. Uncheck box for Incoming and None for Outgoing.