

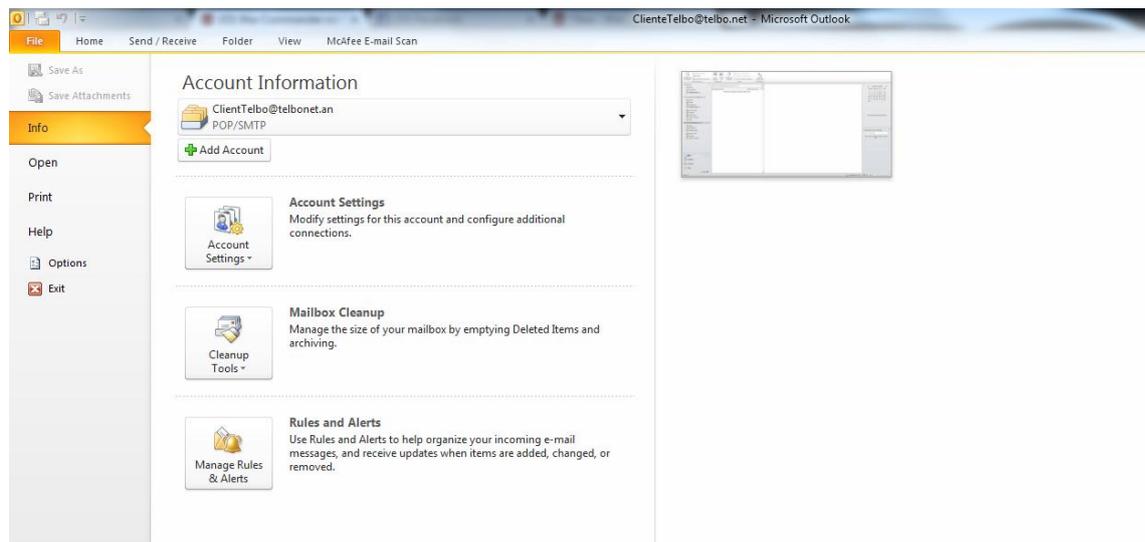
## How-To Change your TELBO e-mail Account Settings in Microsoft Outlook 2010

This document will guide you step-by-step in order to change your TELBO e-mail account settings in Microsoft Outlook 2010.

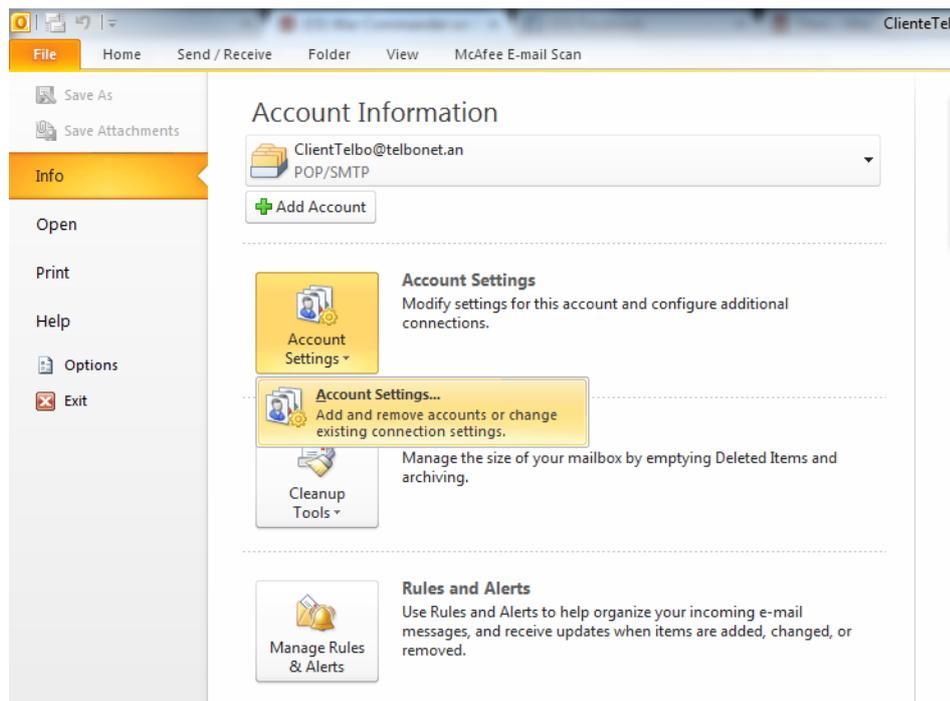
**Note:** From step 8, and on will work in Microsoft Outlook 2007 as well.

**Step 1:** Open Microsoft Outlook 2010

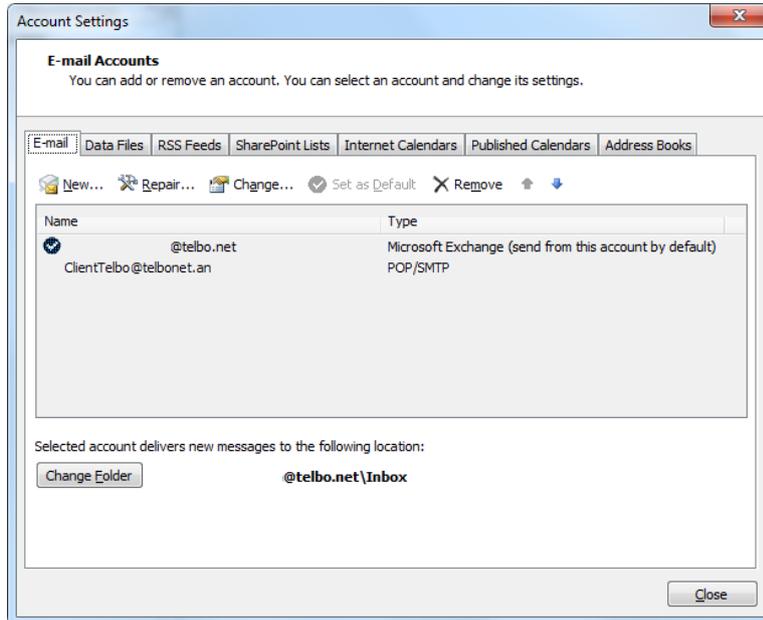
**Step 2:** Click on the 'File' tab, followed by the 'Info' tab



**Step 3:** To change your account settings click on the box 'Account Settings'. Once you clicked on the box another rectangle named "Account Settings" appears.

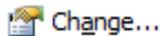


**Step 4:** After clicking on the 2<sup>nd</sup> 'Account Settings' box you will enter the account settings window:

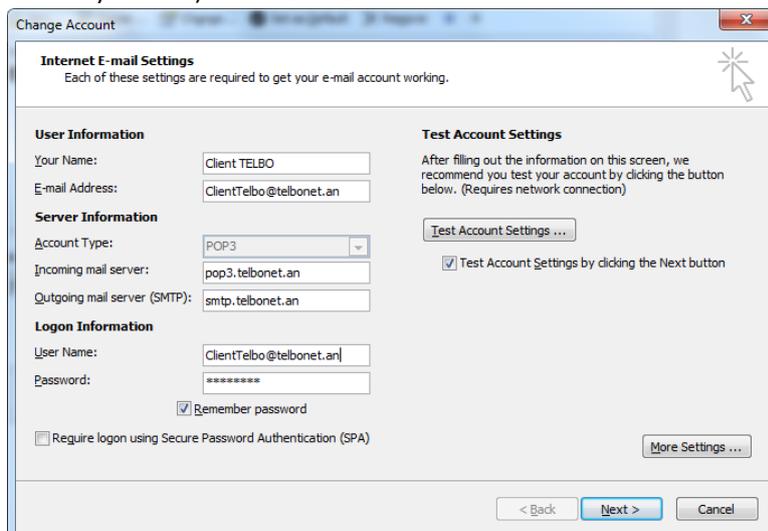


**Step 5:** In the Account Settings window you should see your telbonet e-mail account. Once you have located your telbonet e-mail account click on it once to highlight it.

**Step 6:** Once your email account is highlighted click on the 'Change' icon (pictured below):



**Step 7:** Another window will open, which is the Change Account window (pictured below) all of your account information will be here:



**Step 8:** On this page you will need to make several changes. See highlighted area to compare changes.

**1. E-Mail Address**

Replace: the 'an' to 'net'. For example: ClientTelbo@telbonet.an to ClientTelbo@telbonet.net

**2. Incoming mail server**

Replace: pop3.telbonet.an with pop3.telbonet.net

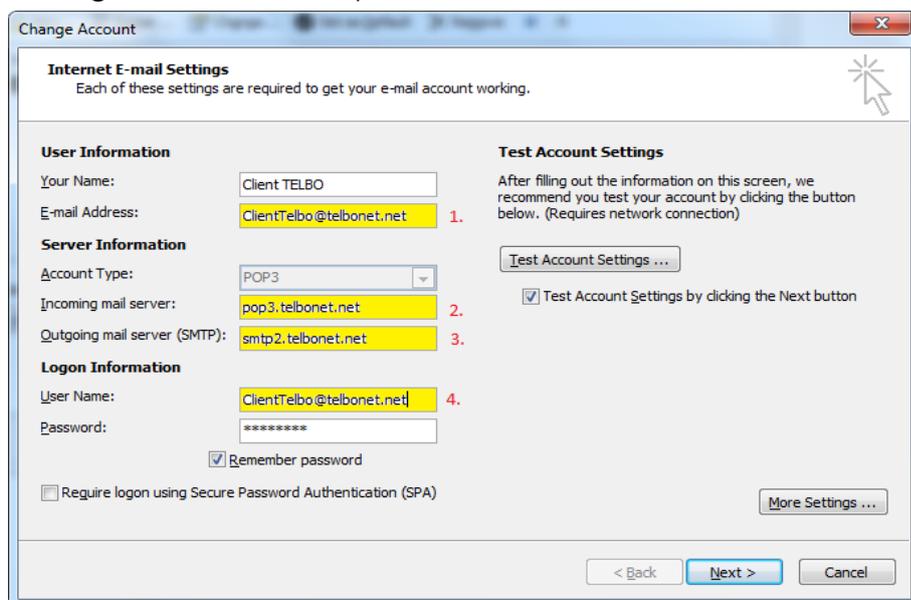
**3. Outgoing mail server (SMTP)**

Replace: smtp.telbonet.an with smtp.telbonet.net or smtp2.telbonet.an with smtp2.telbonet.net

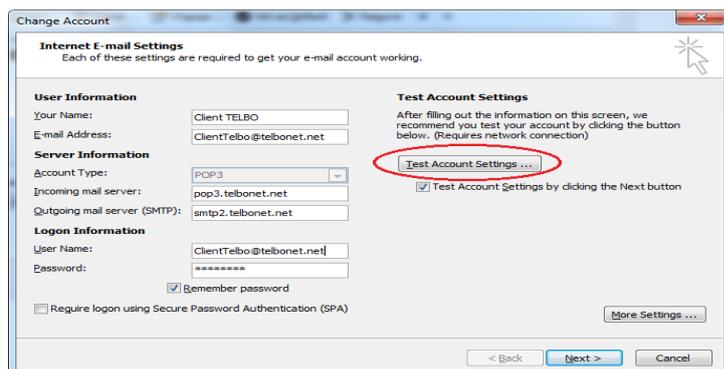
**4. User Name**

Replace: the 'an' to 'net'. For example: ClientTelbo@telbonet.an to ClientTelbo@telbonet.net

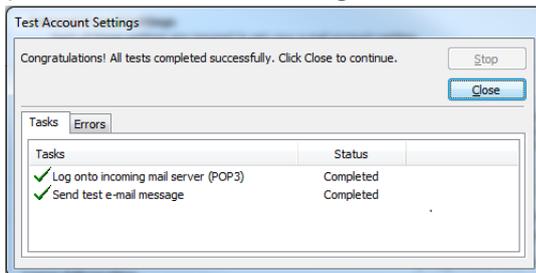
Changes should look as pictured below:



**Step 9:** Before clicking next at the bottom to move on, check the new account settings to make sure they work properly. Click on the 'Test Account Settings' button on the right hand side of the 'Change Account' window.

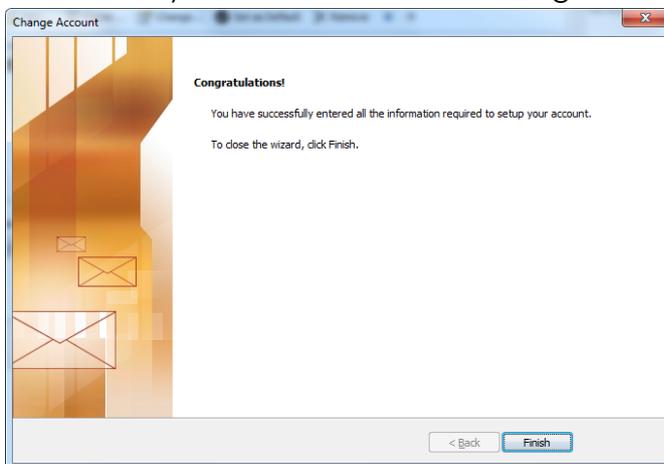


**Step 10:** Once you have clicked on the 'Test Account Settings' button a window will pop up which is the 'Test Account Settings' window. The window will automatically go through and test the settings to make sure that your telbonet e-mail communicates correctly with the new e-mail server. Once both tasks are completed (pictured below), you can go ahead and click on the 'Close' button. This will take you back to the 'Change account' window.



**Step 11:** After we have changed all of the account settings, tested them, and confirmed that they are working properly, click on the 'Next' button in the bottom right hand corner of the 'Change Account' window. Once you clicked the 'Next' button the test account settings box may come up again. That is ok. Just let it run, it will close on its own.

Afterwards you should see the following window:



**Step 12:** Once the 'Congratulations!' screen appears, click on the 'Finish' button to continue. Once you've clicked "Finish" you will be taken back to the 'Account settings' screen. You can go ahead, and close that window as well. Once that is closed you should have a couple of new Microsoft Outlook Test Messages in your inbox.



Now you have set up your TELBO e-mail successfully with Microsoft Outlook 2010. If you need further assistance please contact the Helpdesk at **9220** and they will be happy to assist you.