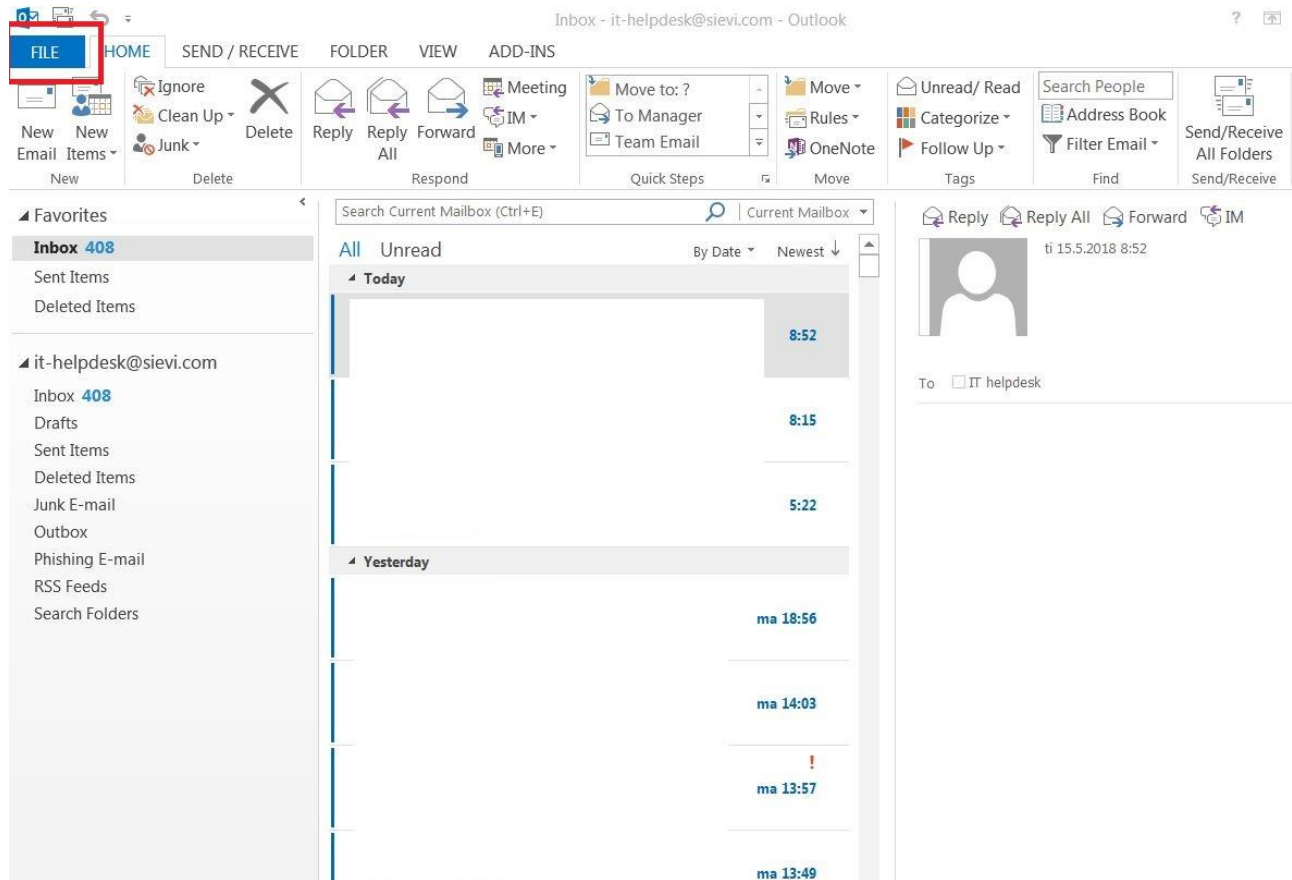


## Changes to Outlook POP3/SMTP –account

Make these changes to your account settings by 24.5.2018 to ensure that your email works after migration.

Open Outlook and then open “File” –menu.

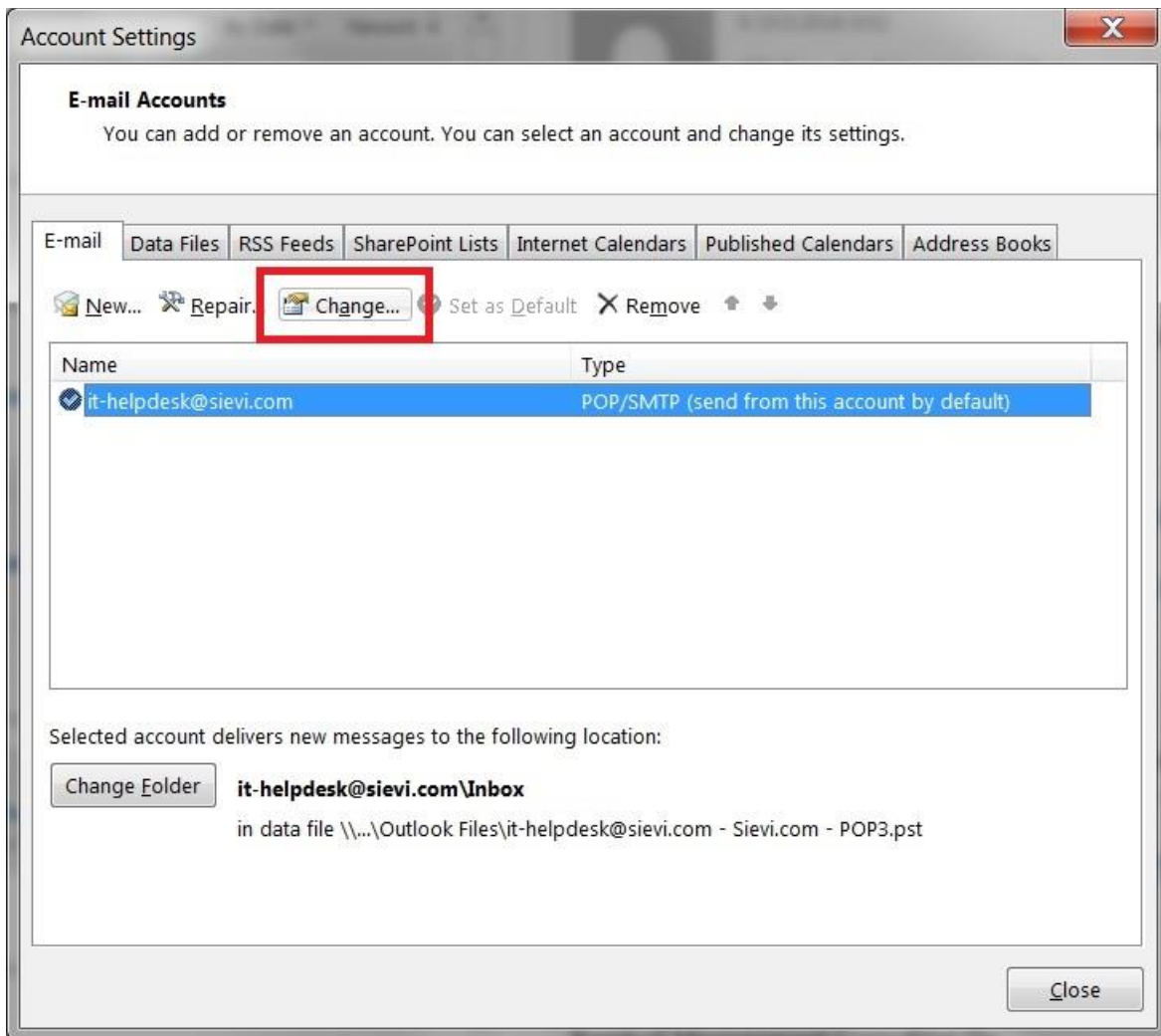


At first, check step 1, that account type is **POP/SMTP**. If account type is **Exchange**, this instruction does not apply to you. In that case, please read instruction named **EN - Outlook settings Exchange**.

Select Account Settings (2) and then again Account Settings (3).

The screenshot shows the Outlook 'Account Information' settings page. The interface includes a blue sidebar on the left with navigation options: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Options, and Exit. The main content area is titled 'Account Information' and features a dropdown menu at the top showing 'it-helpdesk@sievi.com' and 'POP/SMTP', with a red box labeled '1' around it. Below the dropdown is an 'Add Account' button. The 'Account and Social Network Settings' section is highlighted with a red box labeled '2', containing a sub-section 'Account Settings' with a dropdown arrow. The 'Account Settings...' option is highlighted with a red box labeled '3'. Other visible sections include 'Social Network Accounts', 'Manage Rules & Alerts', and 'Slow and Disabled COM Add-ins'. The top right of the window shows the title 'Inbox - it-helpdesk@sievi.com - Outlook' and standard window controls.

Select your own @sievi.com –email account from list and click "Change" –button.



Your original account settings should look like this.

The screenshot shows a 'Change Account' dialog box with the following sections and fields:

- POP and IMAP Account Settings**  
Enter the mail server settings for your account.
- User Information**
  - Your Name: IT-Helpdesk
  - Email Address: it-helpdesk@sievi.com
- Server Information**
  - Account Type: POP3
  - Incoming mail server: mail.toimisto.elisa.fi
  - Outgoing mail server (SMTP): mail.toimisto.elisa.fi
- Logon Information**
  - User Name: it-helpdesk@sievi.com
  - Password: \*\*\*\*\*
  - Remember password
  - Require logon using Secure Password Authentication (SPA)
- Test Account Settings**
  - We recommend that you test your account to ensure that the entries are correct.
  - Test Account Settings ...
  - Automatically test account settings when Next is clicked
- Buttons:** More Settings ... (bottom right), < Back (bottom left), Next > (bottom center), Cancel (bottom right).

New settings:

Server Information (1): Incoming mail server: **outlook.office365.com**

Server Information (1): Outgoing mail server: **smtp.office365.com**

Logon Information (2): Password: **Use your new password here**

Open "**More Settings**" –button (3).

**Change Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name: IT-Helpdesk  
Email Address: it-helpdesk@sievi.com

**Server Information**  
Account Type: POP3  
Incoming mail server: outlook.office365.com  
Outgoing mail server (SMTP): smtp.office365.com

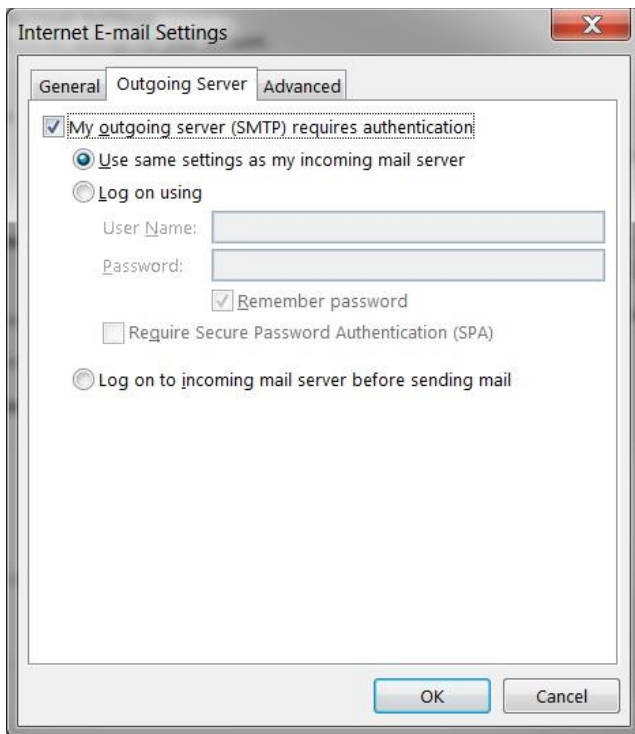
**Logon Information**  
User Name: it-helpdesk@sievi.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
 Automatically test account settings when Next is clicked

**More Settings ...**

< Back   Next >   Cancel

In **Outgoing Server** –tab the settings should already be like in a picture below.



In **Advanced** – tab the settings should already be like in a picture below.

Close window by pressing **OK**



In a settings main window, click **Next**.

**Change Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name: IT-Helpdesk  
Email Address: it-helpdesk@sievi.com

**Server Information**  
Account Type: POP3  
Incoming mail server: outlook.office365.com  
Outgoing mail server (SMTP): smtp.office365.com

**Logon Information**  
User Name: it-helpdesk@sievi.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
  
 Automatically test account settings when Next is clicked

Outlook will check that server settings and the password are correct. If testing fails, some setting is mistyped and you need to re-check them. Close test –window from **Close** –button.

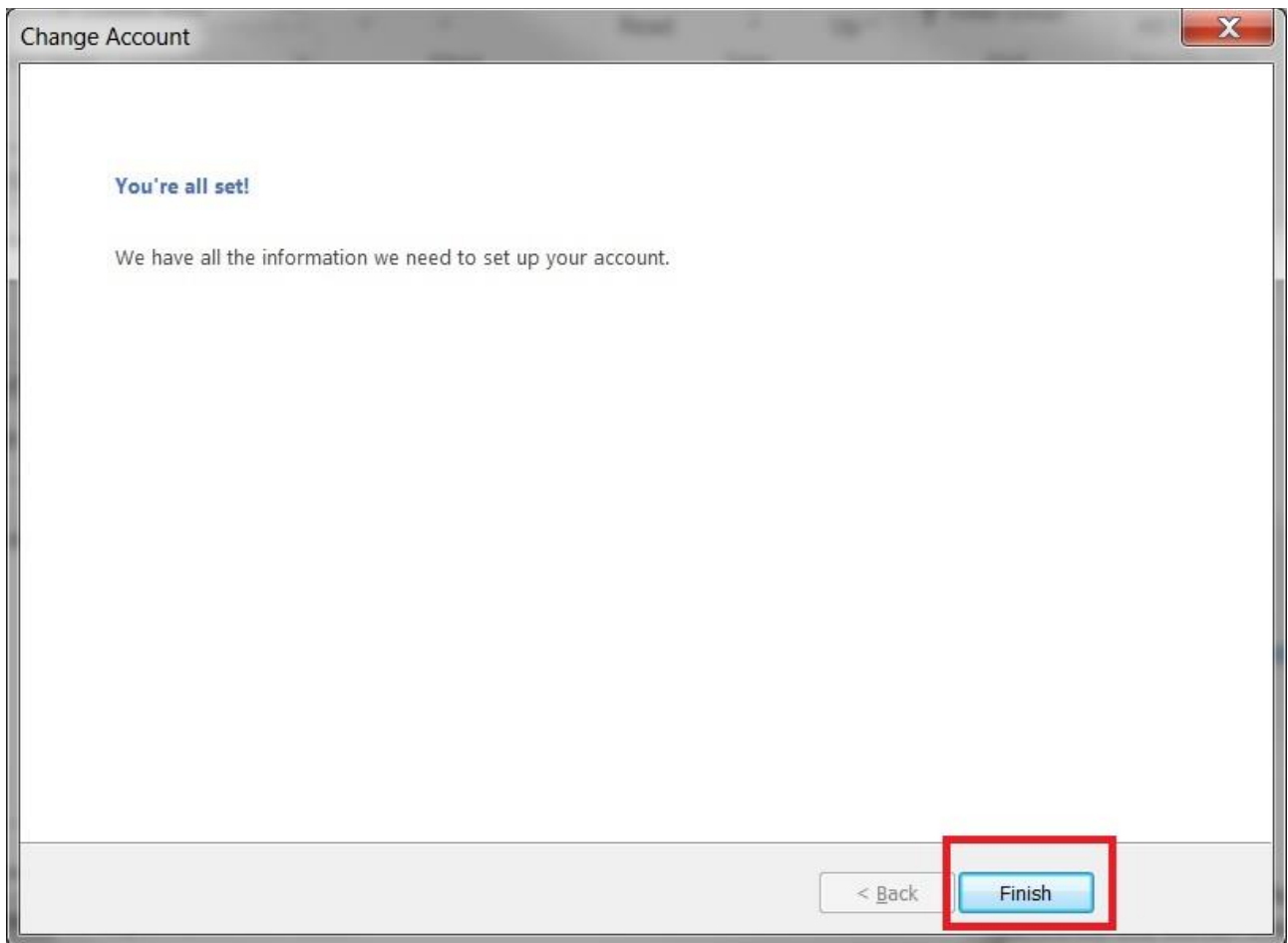
**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

Tasks | Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

Push **"Finish"** –button and Outlook is ready to work.



Note: It is possible that you will receive duplicate messages from last 14 days. This is because messages are migrated between old and new mail server.