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.

	Inb	ox - it-helpdesk@sievi.com	- Outlook			? 1
FILE HOME SEND / RECEIVE	FOLDER VIEW ADD-INS					
New New New New Email Items - New Delete	Reply Reply Forward More * All Respond	Move to: ?	Move * Rules * OneNote Move	 ☐ Unread/ Read ☐ Categorize * ▶ Follow Up * Tags 	Search People	Send/Receive All Folders Send/Receive
▲ Favorites	Search Current Mailbox (Ctrl+E)	🔎 Curre	ent Mailbox 👻	Reply	Reply All 🕞 Forwa	rd 🐔 IM
Inbox 408	All Unread	By Date 🎽	Newest 🗸 🔺		ti 15.5.2018 8:52	8
Sent Items	▲ Today					
Deleted Items			8:52			
▲ it-helpdesk@sievi.com					1673	
Inbox 408 Drafts Sent Items			8:15	To ∟IT helpde:	sk	
Deleted Items						
Junk E-mail Outbox			5:22			
Phishing E-mail	✓ Yesterday					
RSS Feeds						
Search Folders		ma	18:56			
		ma	14:03			
		ma	! 13:57			
		ma	13:49			

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**.

? – & X

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



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

E-mail Accoun You can ad	ts d or remove an account. You can select an account and change its settings.
E-mail Data File	s RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books
Name	Туре
() it-helpdesk@	sievi.com POP/SMTP (send from this account by default)
Selected account Change <u>F</u> older	delivers new messages to the following location: it-helpdesk@sievi.com\Inbox

Your original account settings should look like this.

User Information		Test Account Settings
<u>Y</u> our Name:	Π-Helpdesk	We recommend that you test your account to ensure that
<u>E</u> mail Address:	it-helpdesk@sievi.com	the entries are correct.
Server Information	POP3	Iest Account Settings
Incoming mail server:	mail.toimisto.elisa.fi	Automatically test account settings when Next is
Outgoing mail server (SMTP):	mail.toimisto.elisa.fi	uicked
Logon Information	2	
<u>U</u> ser Name:	it-helpdesk@sievi.com	
Password:	*****	
V	Remember password	
Reguire logon using Secure	e Password Authentication (SPA)	
		More Settings

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 Set Enter the mail server setting	tings ngs for your account.	×
User Information <u>Y</u> our Name: Email Address:	Π-Helpdesk	Test Account Settings We recommend that you test your account to ensure that the entries are correct.
Server Information	Innepdeskøslevi.com	Test Assount Cettings
<u>A</u> ccount Type: Incoming mail server: <u>O</u> utgoing mail server (SMTP):	POP3 outlook.office365.com smtp.office365.com	Automatically test account settings when Next is clicked
Logon Information	it-helpdesk@sievi.com	
Password:	**************************************	2
Reguire logon using Secure	Password Authentication (SPA	3 More Settings
		< <u>B</u> ack <u>N</u> ext > Cancel

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

eneral	Outgoing Serv	er Advanced
My c	utgoing server	(SMTP) requires authentication
<u>o u</u>	Jse same setting	as my incoming mail server
OL	og on using	
	User <u>N</u> ame:	
	Password:	
	1	Remember password
OL	.oa on to incom	ina mail server before sendina mail
© L	og on to <u>i</u> ncom	ing mail server before sending mail

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

Close window by pressing **OK**

General	Outgoing Server	Advanced		
Server P	ort Numbers			
Incom	ing server (POP3):	995 Use Di	efaults	
) - 1:		mention (CCL)	
V	i mis server requir	s an <u>encrypted</u> cor	inection (SSL)	
<u>O</u> utgo	ing server (SMTP):	587		
Us	e the following typ	of encrypted con	nection: TLS	-
Server T	imeouts			
Short	-W	Long 1 minute		
Delivery	<u></u>	-		
Denvery				

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

User Information		Test Account Settings
Your Name:	Π-Helpdesk	We recommend that you test your account to ensure that
<u>E</u> mail Address:	it-helpdesk@sievi.com	the entries are correct.
Server Information		
<u>A</u> ccount Type:	POP3	Lest Account Settings
Incoming mail server:	outlook.office365.com	Automatically test account settings when Next is
Outgoing mail server (SMTP):	smtp.office365.com	Cicked
Logon Information		
<u>U</u> ser Name:	it-helpdesk@sievi.com	
Password:	*****	
	Remember password	
Require logon using Secure	e Password Authentication (SPA)	
Reguire logon using Secure	e Password Authentication (SPA)	

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.

ngratulations! All tests completed successfully. Cli	ck Close to continue.	<u>S</u> top
		Close
asks Errors	Status	
✓ Log onto incoming mail server (POP3) ✓ Send test e-mail message	Completed Completed	

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

Change Account	X
You're all set!	
We have all the information we need to set up your account	
We have an the information we need to set up your decount.	1
< <u>B</u> ack Finish	

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.