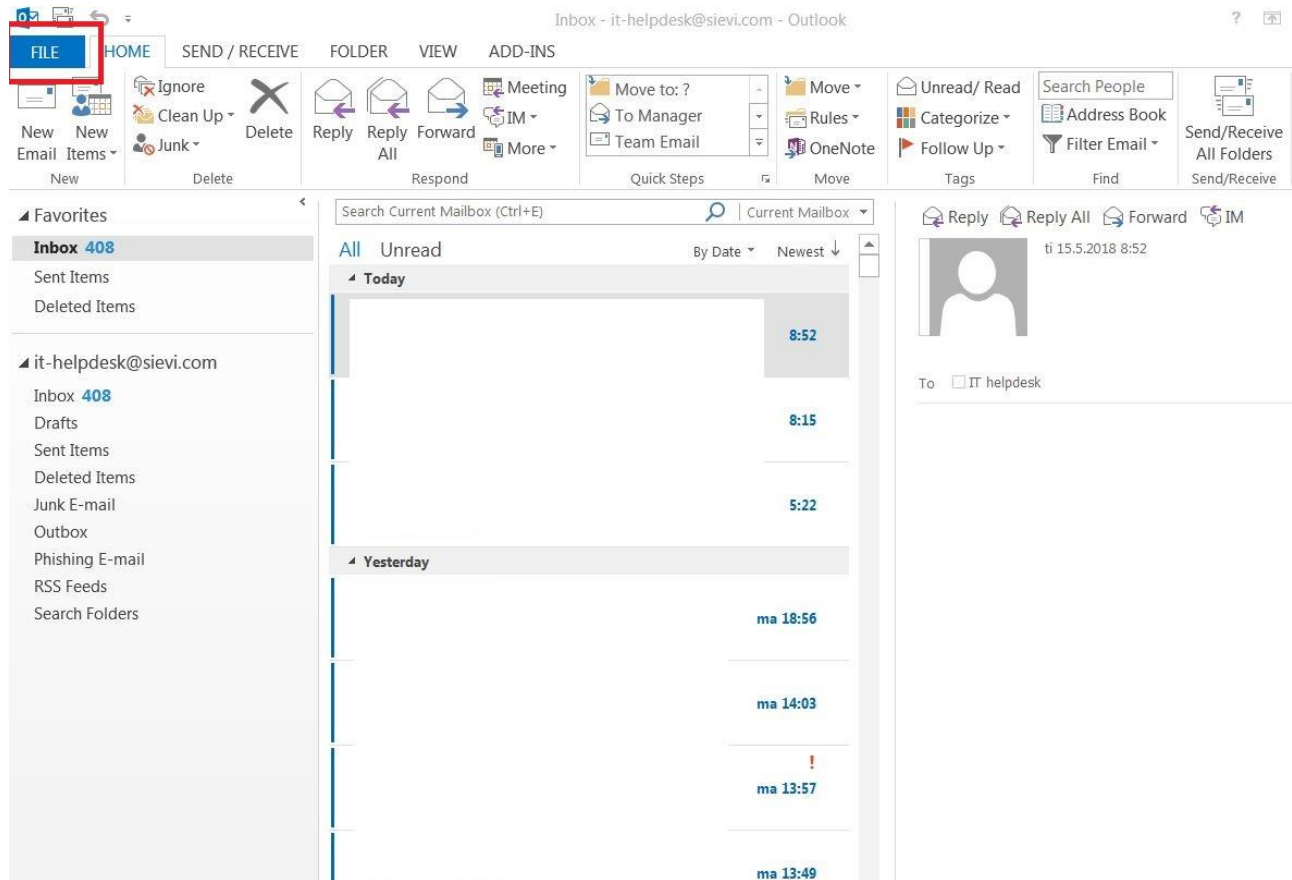# Changes to Outlook POP3/SMTP –account

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

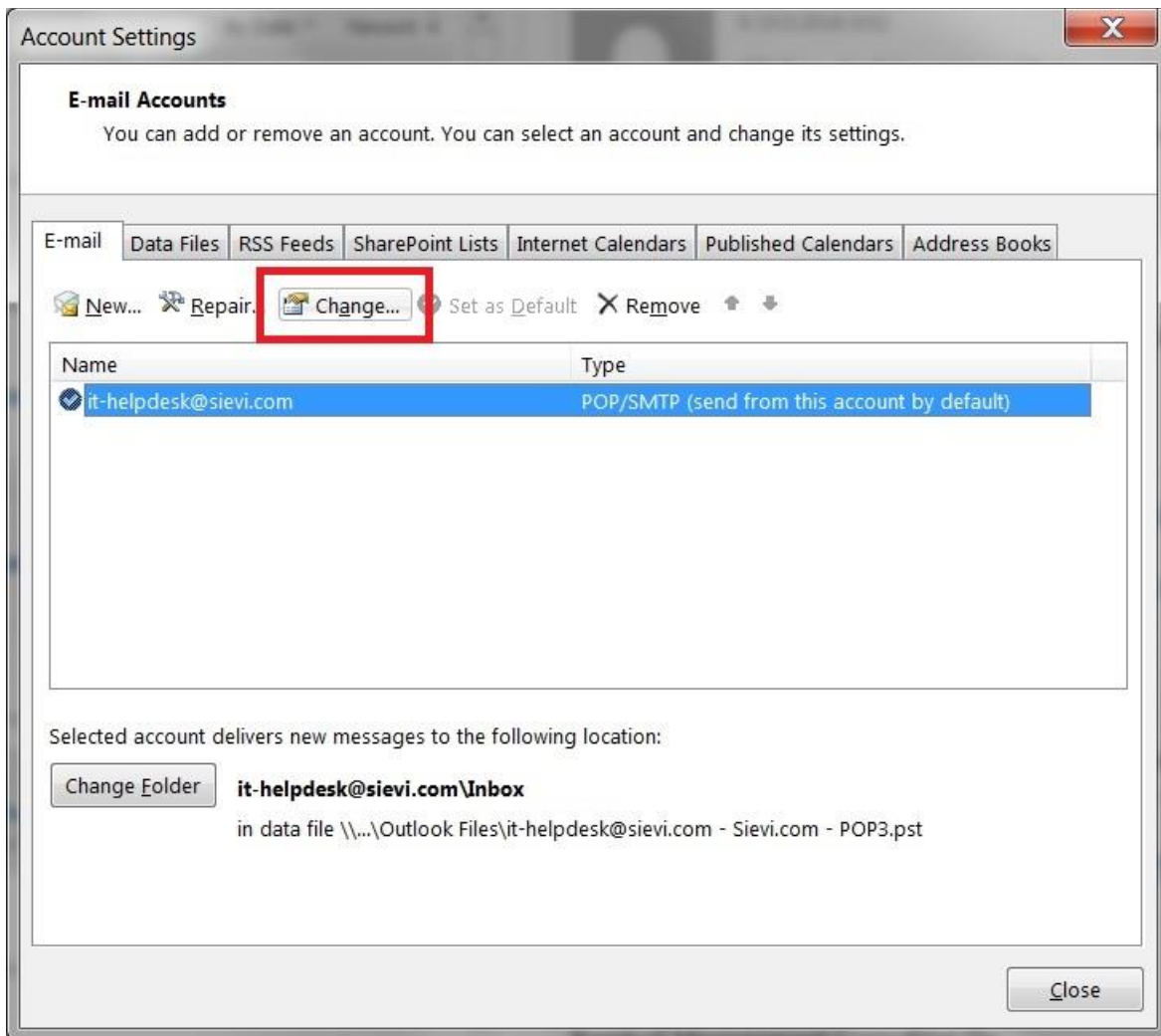Open Outlook and then open "**File"** –menu.

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**).

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

Your original account settings should look like this.

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**).

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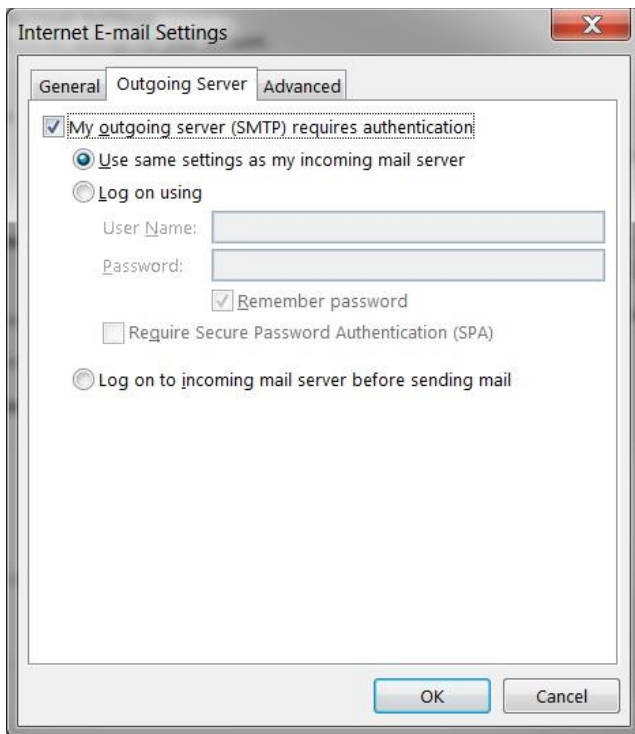
In **Advanced –** tab the settings should already be like in a picture below.

Close window by pressing **OK**

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

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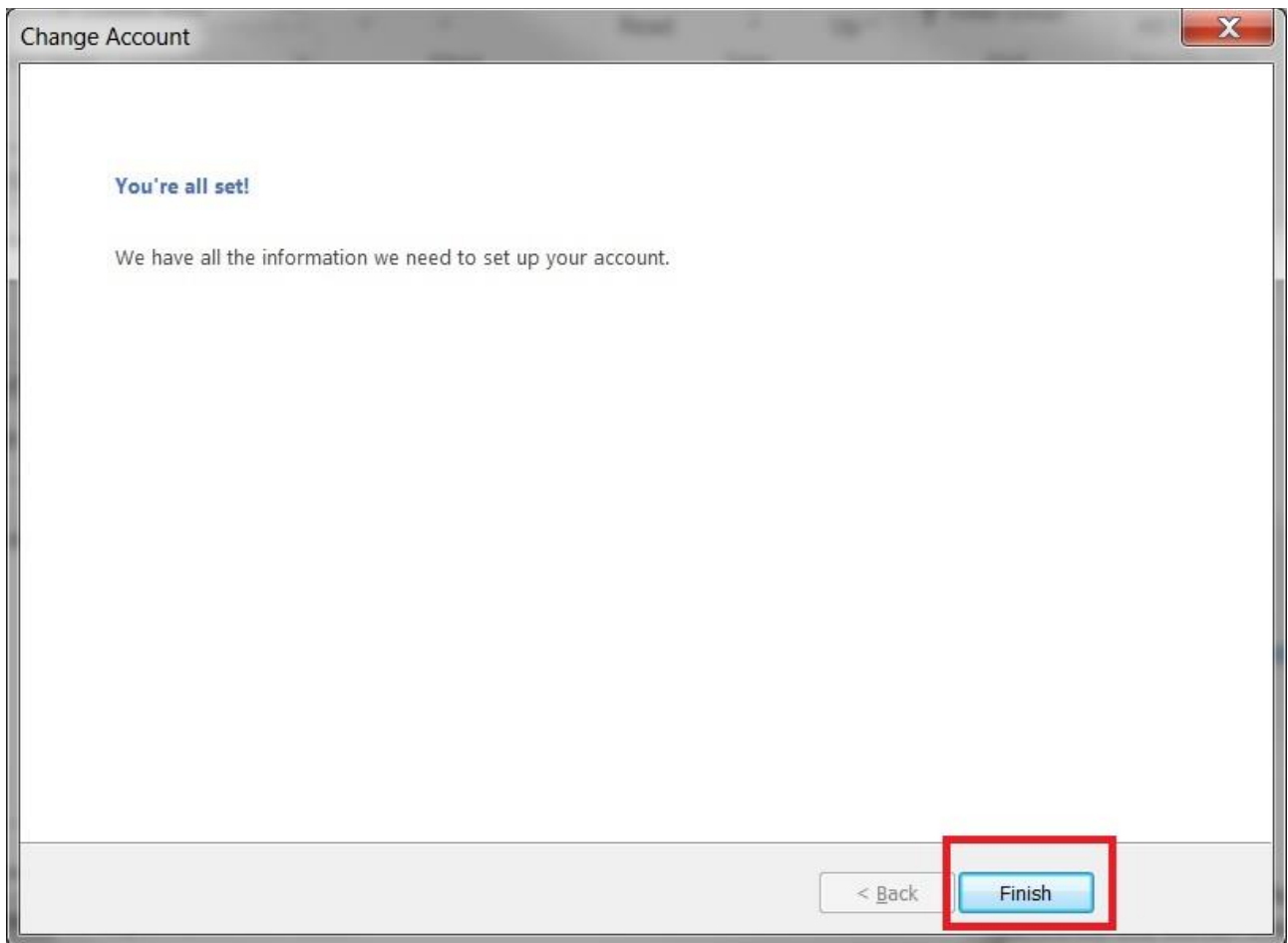
Push "**Finish**" –button and Outlook is ready to work.

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.