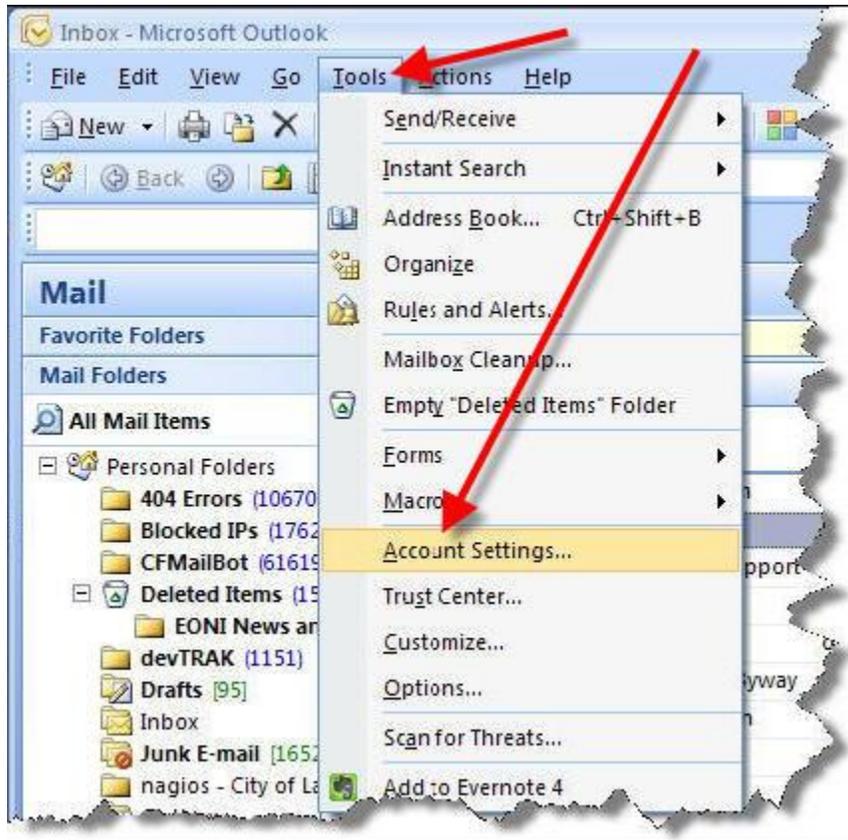


# Email Username Setup and Update - Outlook 2003-2010

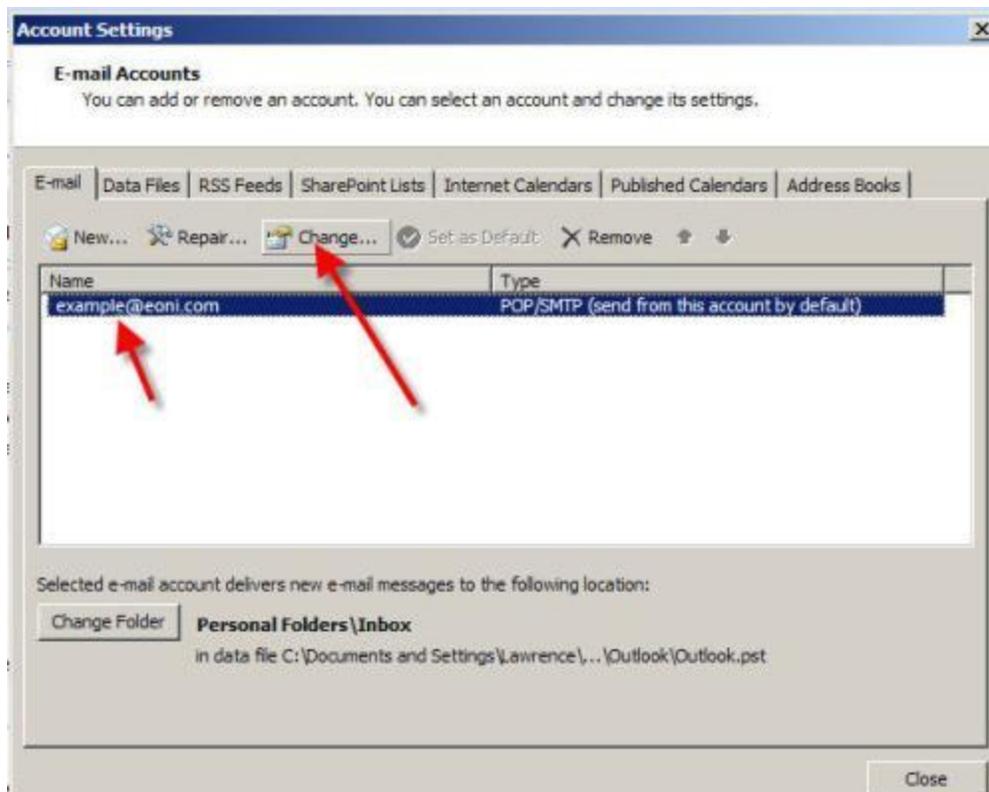
## IF YOU USE MICROSOFT OUTLOOK EMAIL SOFTWARE

The instructions below are for Microsoft Outlook as used on version 2007; these instructions may vary slightly for Outlook 2003 and 2010 versions, but the process described here is similar.

Run Outlook, then click Account Settings under the Tools menu item.



On the Account Settings window, select the email account you want to examine (in most cases, only one will be listed), then click the Change ... button.



On the Change E-mail Account window, make sure that the value for the User Name field reflects your *full* email address (i.e., "example@eoni.com", not just "example" [without quotes]). Next, click the More Settings ... button near the bottom right corner of this window.

**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: example  
E-mail Address: example@eoni.com

**Server Information**  
Account Type: POP3  
Incoming mail server: pop3.eoni.com  
Outgoing mail server (SMTP): smtp.eoni.com

**Logon Information**  
User Name: example@eoni.com  
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)  
Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

NOTE: Likewise, if you are adding a **new** account, you would see a similar screen after you clicked New ... (instead of Change ...) button on the above (two steps previous) Account Settings window.

**Add New Account**

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

**User Information**  
Your Name: example  
E-mail Address: example@eoni.com

**Server Information**  
Account Type: POP3  
Incoming mail server: pop3.eoni.com  
Outgoing mail server (SMTP): smtp.eoni.com

**Logon Information**  
User Name: example@eoni.com  
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)  
Test Account Settings ...  
 Test Account Settings by clicking the Next button

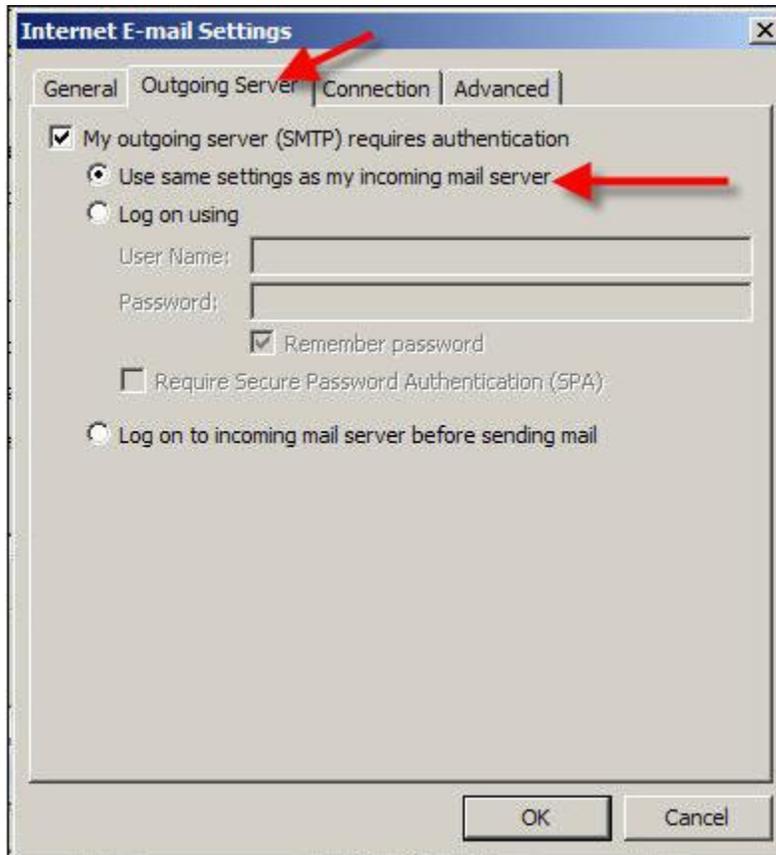
**Deliver new messages to:**  
 New Outlook Data File  
 Existing Outlook Data File  
Browse

More Settings ...

< Back   Next >   Cancel

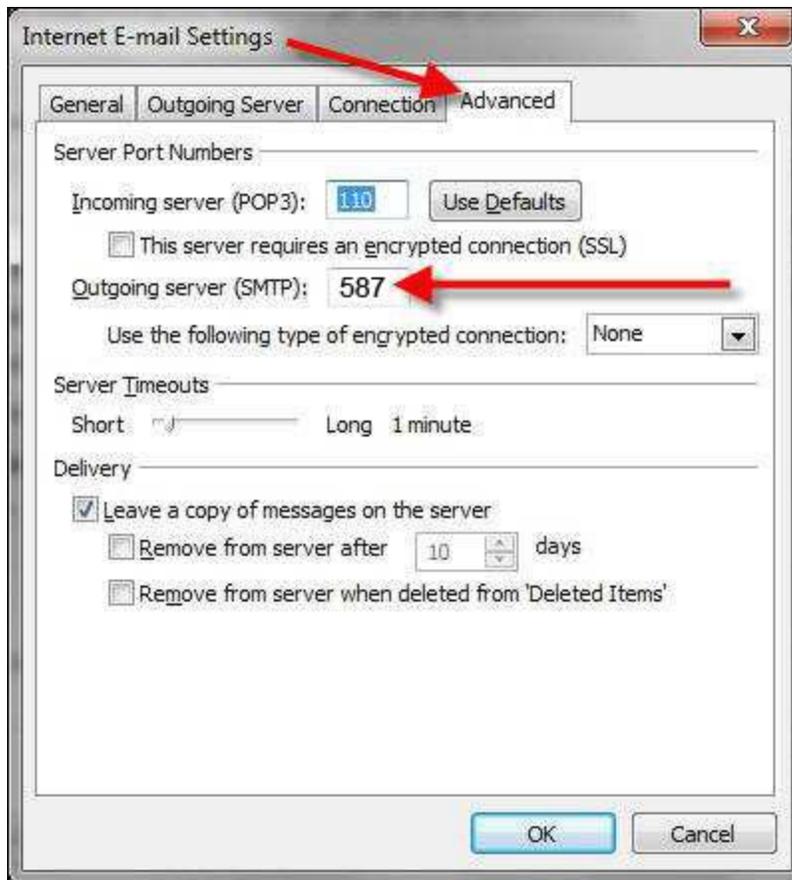
On the Internet E-mail Settings window that is now displayed after you have clicked the foregoing More Settings ... button, click the Outgoing Server tab. Make sure

that the box is checked for "My outgoing server (SMTP) requires authentication" and that the radio button for "Use same settings as my incoming mail server" is selected.



Now you need to click the Advanced tab on the same Internet E-mail Settings window.

In the field for Outgoing server (SMTP), there will be a number. **If that number is 80, you need to change it.** Acceptable numbers are 25 (the default) or 587. After changing this, try sending a test email message. If you are unable to send mail now, try a different number. Not all of those will work for all customers, which is why we give you both options. If you have tried both and are still unable to send out mail, please call EONI Technical Support for assistance, as there may be another problem.



Now you can click OK. You are now finished applying your settings, and could do a trial message send as a test.

