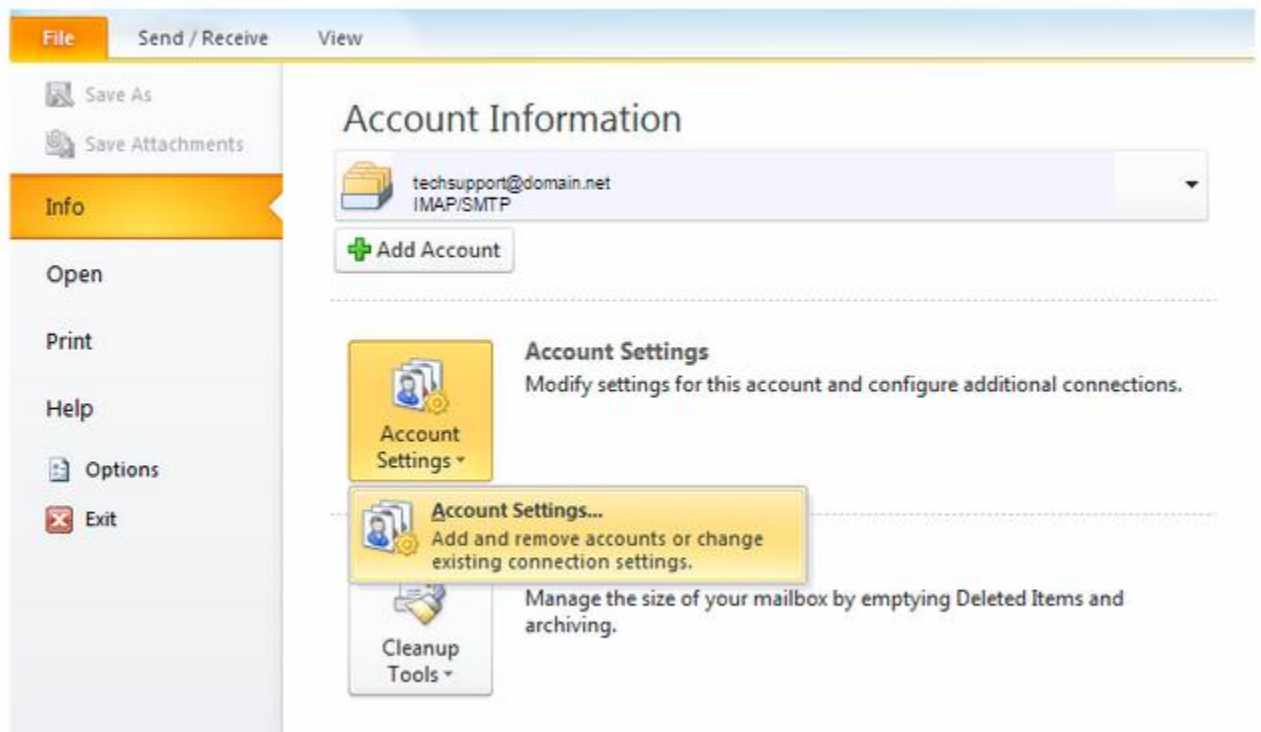


Updating your e-mail account in Outlook 2010

These easy steps will help you change your email settings for the New HTC Email.

Step 1. Navigate to your Account Settings:

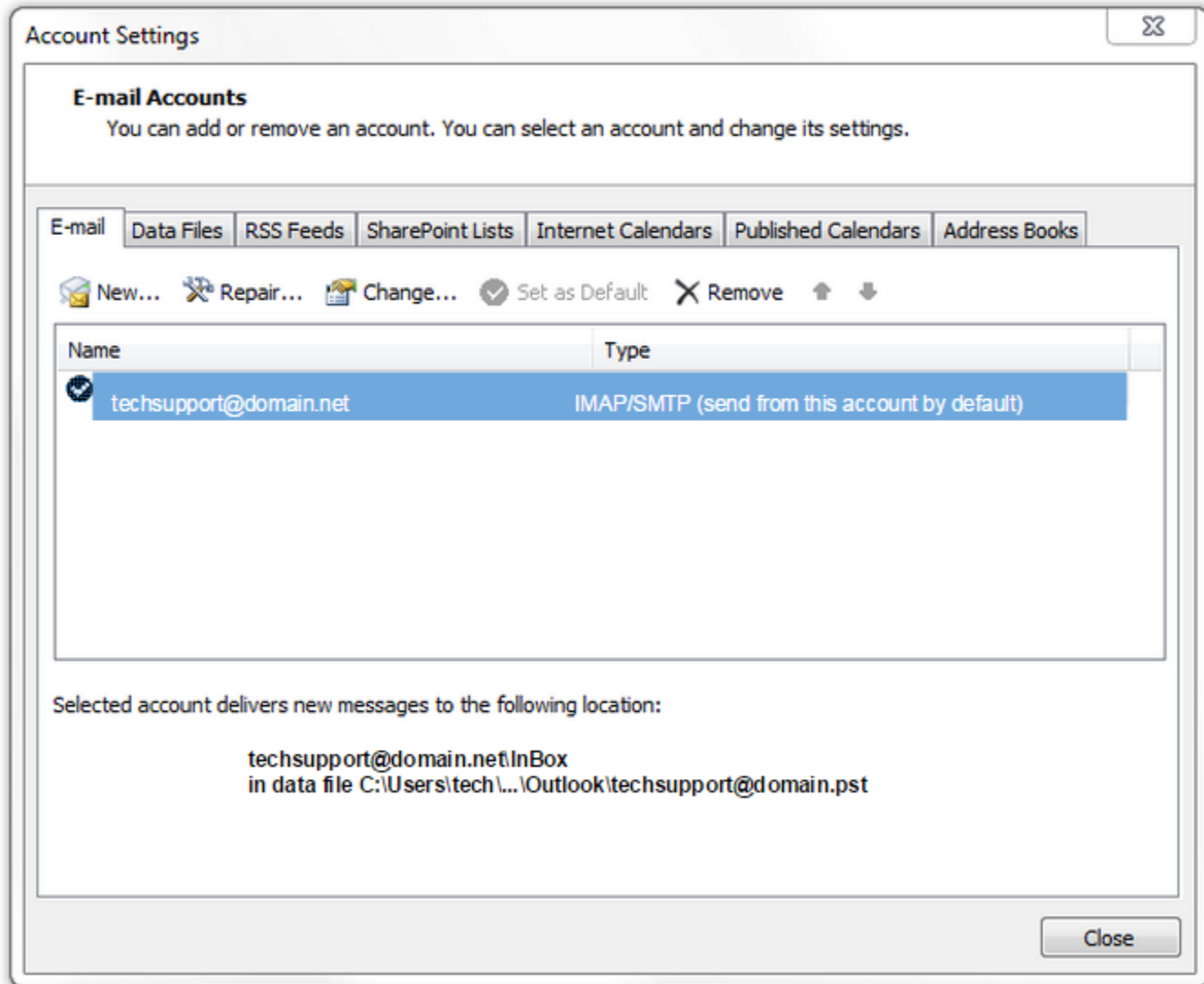
- Open Outlook 2010 or 2013
- Click the **File** menu, and then select **Info**
- In the **Account Information** window, click **Account Settings**, and then click **Account Settings** again from the menu that appears.



Step 2. Open the **Account Settings** window:

- Select your e-mail address (in the center of the window) to highlight it

- Click **Change...**



Step 3. Update Account Settings:

WARNING: use IMAP if you check email with a smartphone AND a computer. After settings changes there may be a delay while your emails synch. To access emails before synch completion, log in [here](#).

- Edit the **Incoming mail server** to: **pop.sccoast.net** or **imap.sccoast.net**
- Edit the **Outgoing mail server (SMTP)** to: **smtp.sccoast.net**
IMPORTANT: Make sure your **Name**, **Email Address**, and **Password** are correct.
- Click **Test Account Settings...**
Note: If you receive an error, double-check that all steps were completed correctly and that your Internet connection is active.

- When the test is successful, click **Next >**

Change Account

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

User Information
Your Name: John Doe
E-mail Address: johndoe@domain.net

Server Information
Account Type: IMAP or POP
Incoming mail server: see instructions
Outgoing mail server (SMTP): see instructions

Logon Information
User Name: johndoe@domain.net
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

More Settings ...

< Back Next > Cancel

Congratulations! You're done.

Change E-mail Account



Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back

Finish