

## Enable Outgoing Authentication

### Outlook

1. Open Outlook
2. Click on **Tools** and then on **Account Settings**
3. On the email tab highlight your email account and click on **Change**
4. Click the **More Settings** button
5. Click the **Outgoing Server** Tab
6. Place a checkmark in the box beside **My outgoing server (SMTP) requires authentication**
7. The option **Use same settings as my incoming mail server** should be fine but if you wish you may type in your email address and password for the **Log on using** option.
8. Next, click on the Advance tab and put a checkmark in the box beside **This server requires an encrypted connection (SSL)**. The port number should automatically change to **995**
9. Click **OK** and the window will close.
10. Click **Next** and then **Finish** on the next screen
11. Click on **Close** and you are done

### Thunderbird

1. Open Thunderbird
2. Locate your email address on the left hand side of the program screen
3. Highlight your email with a single click
4. On the main view of the screen under **Accounts** click **View settings for this account**
5. Click **Server Setting** under your email address account settings. Click the dropdown box beside **Connection security** and choose **SSL/TLS**. The port number should change to **995** automatically
6. Click **Outgoing Server (SMTP)**
7. Highlight your email account and click on the **Edit** button
8. Using the dropdown box for **Authentication method** choose **Password, transmitted insecurely**
9. Type your email address in the **User Name** box if not present already
10. Click **OK** and then click **OK** again and you are done

### Windows Live Mail

1. Open Windows Live Mail
2. Click the blue dropdown in the top left corner
3. Go down to **Options** and choose **@ Email accounts**
4. Highlight your mail account and click the **Properties** button
5. Click on the **Servers** tab
6. Under **Outgoing Mail Server** there should be a checkmark for **My server requires authentication** and then click the **Settings** button
7. The setting **Use same settings as my incoming mail server** is fine or you may enter your email address and password manually if you wish.
8. Click **OK**

9. Click on the **Advanced** tab and put a checkmark in the box underneath **Incoming mail (POP3)**.  
The port number should automatically change to **995**
10. Click **Apply** and **OK**
11. Click **Close** and you are now done