

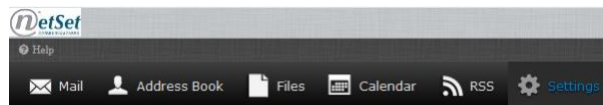
Changing NetSet Email Settings in Microsoft Outlook 365/2019 for Windows

You were issued a **new random email password** about a week before the migration. If you haven't done so already, you should **change it** first; otherwise proceed to step 6.

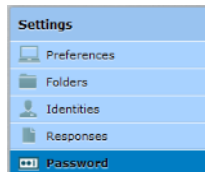
1. Log into Webmail at <https://mail.mynetset.ca/> on a computer (not a mobile device) with your full email address and new random password



2. Click on **Settings**



3. Under Settings, click on **Password**



4. Enter your **Current** random **Password**, and then your **New Password** twice

5. Click **Save**

Backup your Email (recommended)

Before you change any settings, it's highly recommended (but not required) that you export (backup) your email first (see <https://support.office.com/en-us/article/export-or-backup-email-contacts-and-calendar-to-an-outlook-pst-file-14252b52-3075-4e9b-be4e-ff9ef1068f91>). Outlook can export email and contacts to a .pst file as a backup.

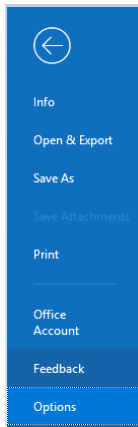
6. Open **Outlook**
7. Follow the steps under "**Outlook without Office 365: Export Outlook items to a .pst file**" from the link above

Changing Your Settings

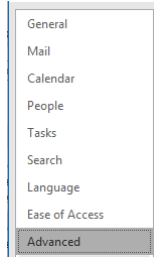
8. Open **Outlook**



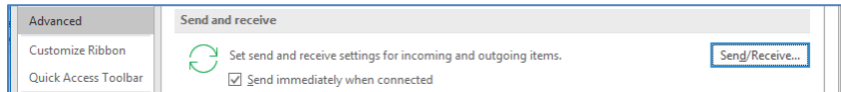
9. Click **File, Options** (on the left)



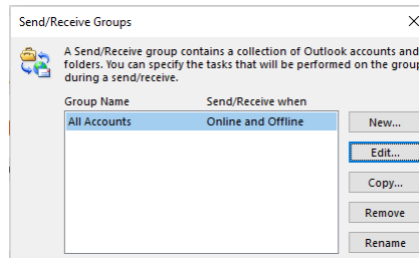
10. Select **Advanced** (on the left)



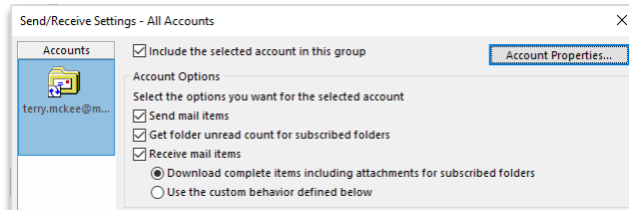
11. Scroll down to **Send and receive** and click **Send/Receive...**



12. Click **Edit...**



13. Select your **Account** on the left (typically your email address) and click **Account Properties...**



14. Take note of the left-hand side **tab** name (either **IMAP Email** or **POP Email**)

Internet Email Settings

IMAP Email | General | Outgoing Server | Advanced

User Information

Your Name: Terry McKee

Email Address: terry.mckee@mynetset.ca

Server Information

Incoming Mail Server (IMAP): imap.securedurl.com

Outgoing Mail Server (SMTP): smtp.securedurl.com

Logon Information

User Name: terry.mckee@mynetset.ca

Password: *****

Remember password

Require Secure Password Authentication (SPA)

OK Cancel

If using IMAP

OR

Internet Email Settings

POP Email | General | Outgoing Server | Advanced

User Information

Your Name: Terry McKee

Email Address: terry.mckee@mynetset.ca

Server Information

Incoming Mail Server (POP3): pop.securedurl.com

Outgoing Mail Server (SMTP): smtp.securedurl.com

Logon Information

User Name: terry.mckee@mynetset.ca

Password: *****

Remember password

Require Secure Password Authentication (SPA)

OK Cancel

If using POP

15. If using **POP**, go to **step 19**; otherwise continue here for the **IMAP** steps

IMAP Account

16. Go to the **IMAP Email** tab

- Change the **Incoming Mail Server (IMAP)** to **imap.mynetset.ca**
- Change the **Outgoing Mail Server (SMTP)** to **smtp.mynetset.ca**
- Enter your **new** email **Password**

Internet Email Settings

IMAP Email | General | Outgoing Server | Advanced

User Information

Your Name: Terry McKee

Email Address: terry.mckee@mynetset.ca

Server Information

Incoming Mail Server (IMAP): imap.securedurl.com

Outgoing Mail Server (SMTP): smtp.securedurl.com

Logon Information

User Name: terry.mckee@mynetset.ca

Password: *****

Remember password

Require Secure Password Authentication (SPA)

OK Cancel



Internet Email Settings

IMAP Email | General | Outgoing Server | Advanced

User Information

Your Name: Terry McKee

Email Address: terry.mckee@mynetset.ca

Server Information

Incoming Mail Server (IMAP): imap.mynetset.ca

Outgoing Mail Server (SMTP): smtp.mynetset.ca

Logon Information

User Name: terry.mckee@mynetset.ca

Password: *****

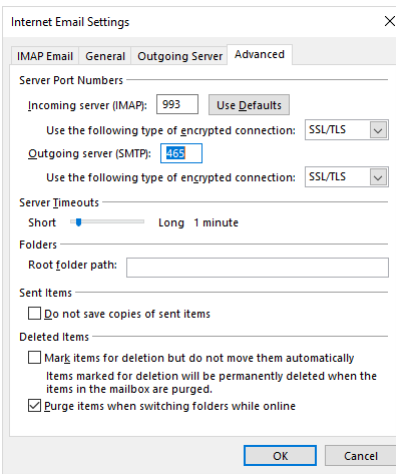
Remember password

Require Secure Password Authentication (SPA)

OK Cancel

17. Go to the **Advanced** tab

- Verify that “**Use the following type of encrypted connection**” is set to **SSL/TLS** for **both** the Incoming and Outgoing servers
- Verify that the **Incoming server (IMAP) Port Number** is **993**
- Verify that the **Outgoing server (SMTP) Port Number** is **465**



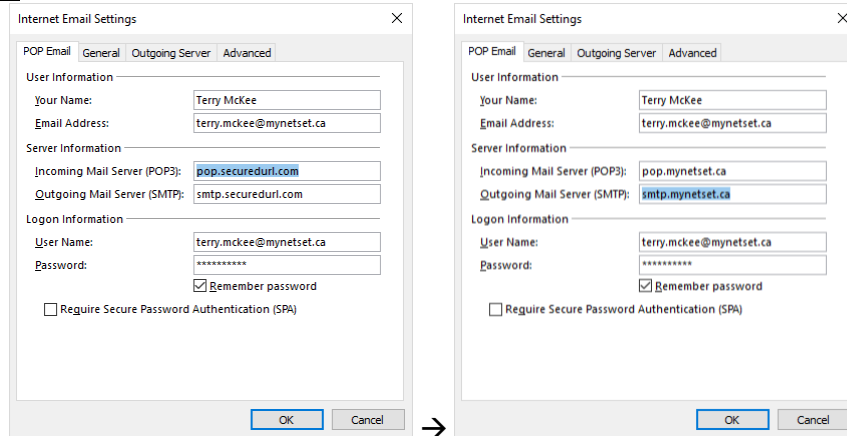
18. Click **OK, OK, Close**, and then **OK**

Your **IMAP** account is now ready for post-migration use in Outlook for Windows.

POP Account

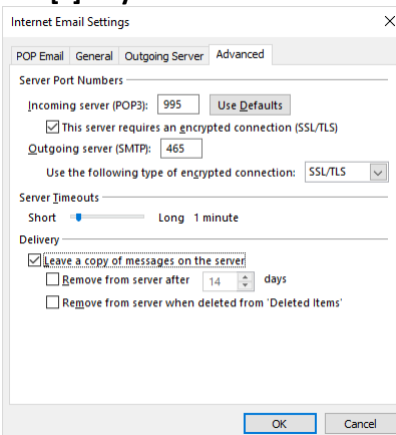
19. Go to the **POP Email** tab

- g. Change the **Incoming Mail Server (POP3)** to **pop.mynetsset.ca**
- h. Change the **Outgoing Mail Server (SMTP)** to **smtp.mynetsset.ca**
- i. Enter your new email **Password**



20. Go to the **Advanced** tab

- j. Verify the box for **“This server requires an encrypted connection (SSL/TLS)”** is checked for the **Incoming server**
- k. Verify that the **Incoming server (POP3) Port Number** is **995**
- l. Verify that **“Use the following type of encrypted connection”** is set to **SSL/TLS** for the **Outgoing server**
- m. Verify that the **Outgoing server (SMTP) Port Number** is **465**
- n. Check **“Leave a copy of messages on the server”**
- o. Uncheck **“Remove from server after [x] days”**



21. Click **OK**, **OK**, **Close**, and then **OK**

Your **POP** account is now ready for post-migration use in Outlook for Windows.