

## New Outlook Email Settings

You will access Change Account depending on your version:

- Outlook 2003  
Tools-> E-mail Accounts...-> View or change existing email accounts-> Change
- Outlook 2007  
Tools-> Account Settings (highlight account) -> Change
- Outlook 2010, 2013 and Outlook 2016  
File-> section Info-> Account Settings-> (highlight account) -> Change

Once you are in the Change Account window change the names for the POP and SMTP servers to match the information below.

Then click ->Advanced or More Settings...-> Advanced tab and change the information there to match the information below.

Next click the Outgoing Server tab, and match the Require sign in information below.

### **Incoming Server Settings POP**

**POP server (incoming server):** mail2.globalvision.net

**Security type:** SSL

**Port:** 995 for SSL

### **Outgoing Server Settings SMTP**

**SMTP Server (Outgoing server):** mail2.globalvision.net

**Security type :** none

**Port:** 25

**Require Sign in:** Yes, check "Use same settings as my incoming mail server".

Click "OK" or "Next" and "Finish" to save the changes and exit Change Account.

Your email password is your network password but without any special characters.

Test the new settings by sending yourself an email. If you are unable to send and receive the email, go back and double check all your changes.

Note, if you receive copies of your office emails on your smartphone, you must make similar settings changes on that device. However you must enter your user name (full email address) and email password for both incoming and outgoing mail servers and use SSL for the outgoing server.

You can access the new Globalvision Mail through the Staff Email Access page on the firm's website. Read the instructions on that page as Auto Response and Forwarding have been changed.