



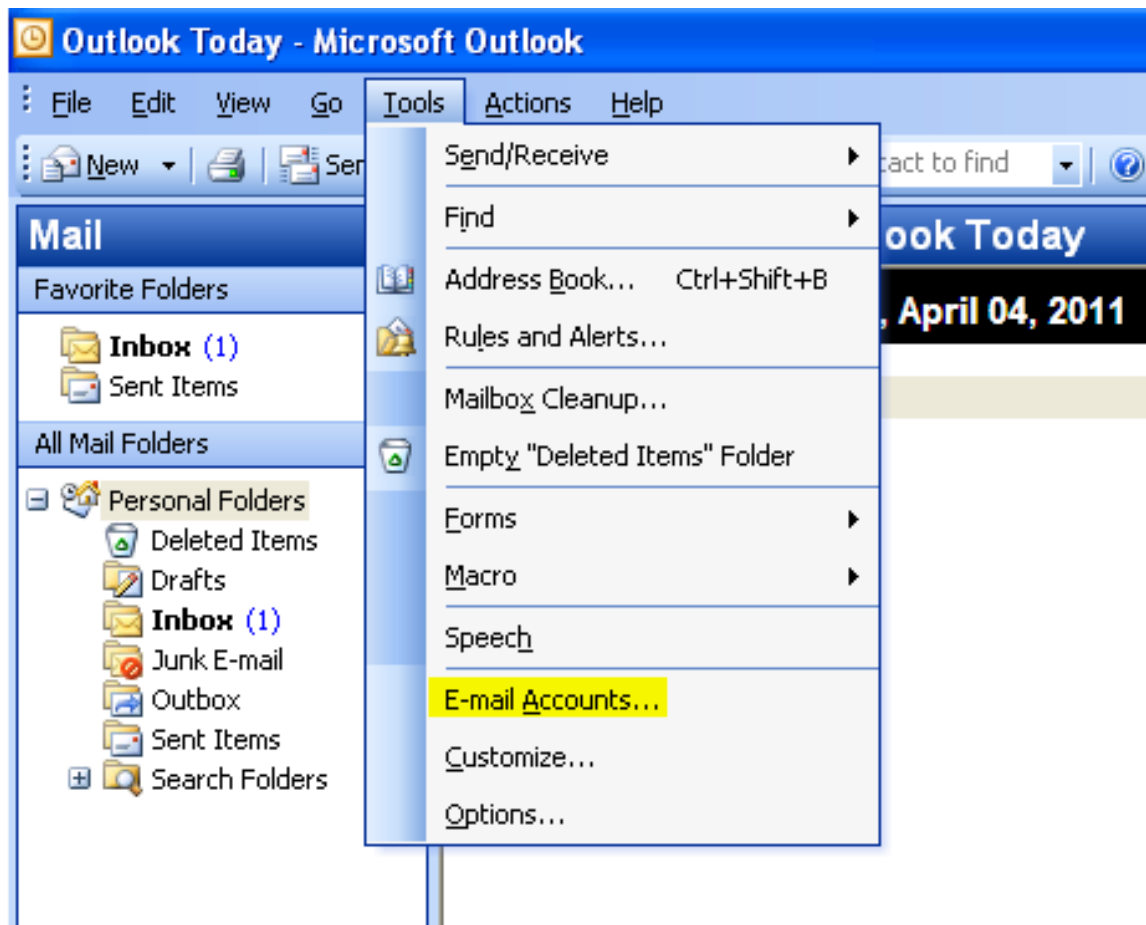
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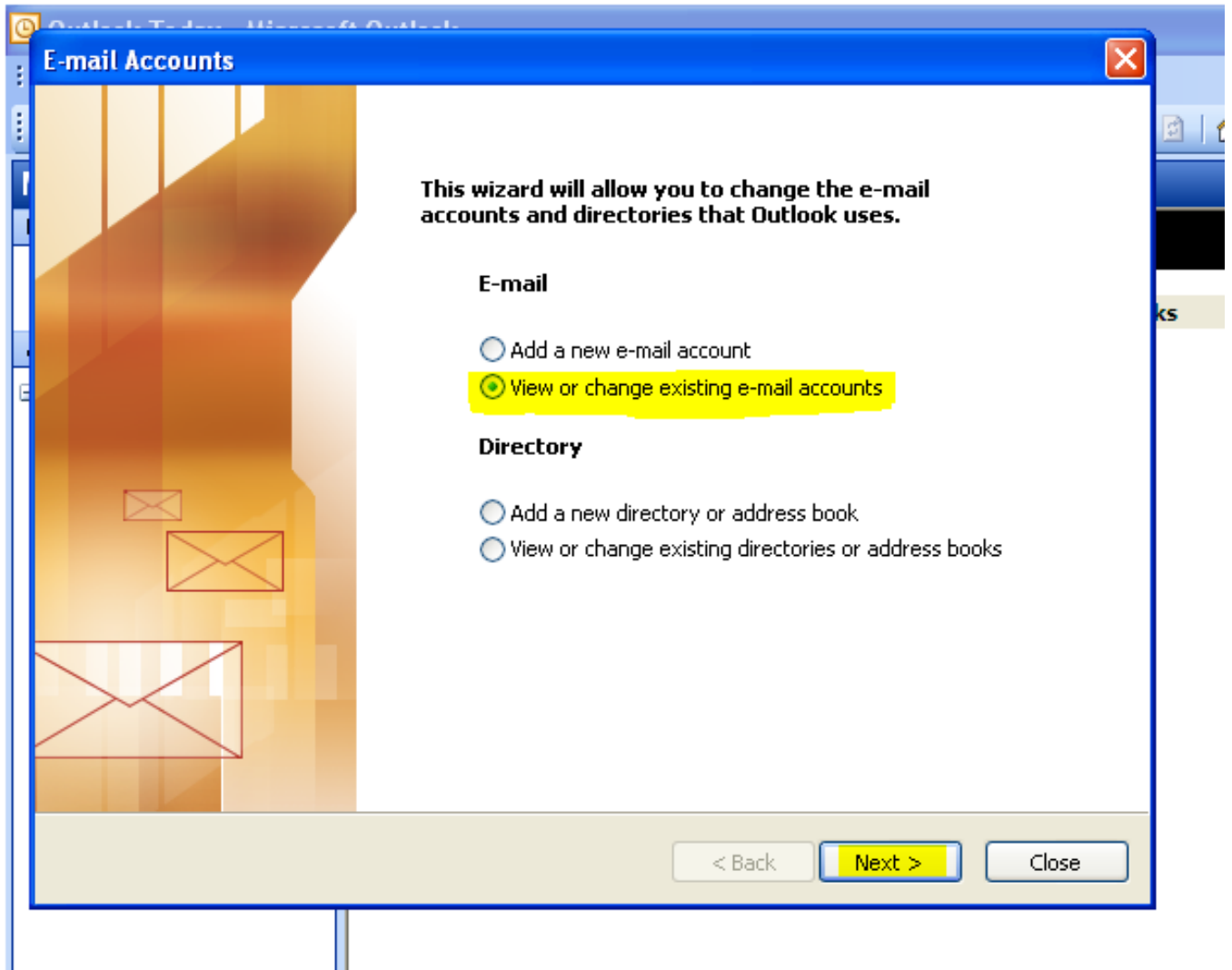
### Manual Conversion Steps for SMTP Authentication – Outlook 2003

Upgrading to the new SNC Email requires an update to your email client settings. Please follow the steps below to ensure a seamless transition to the new system.

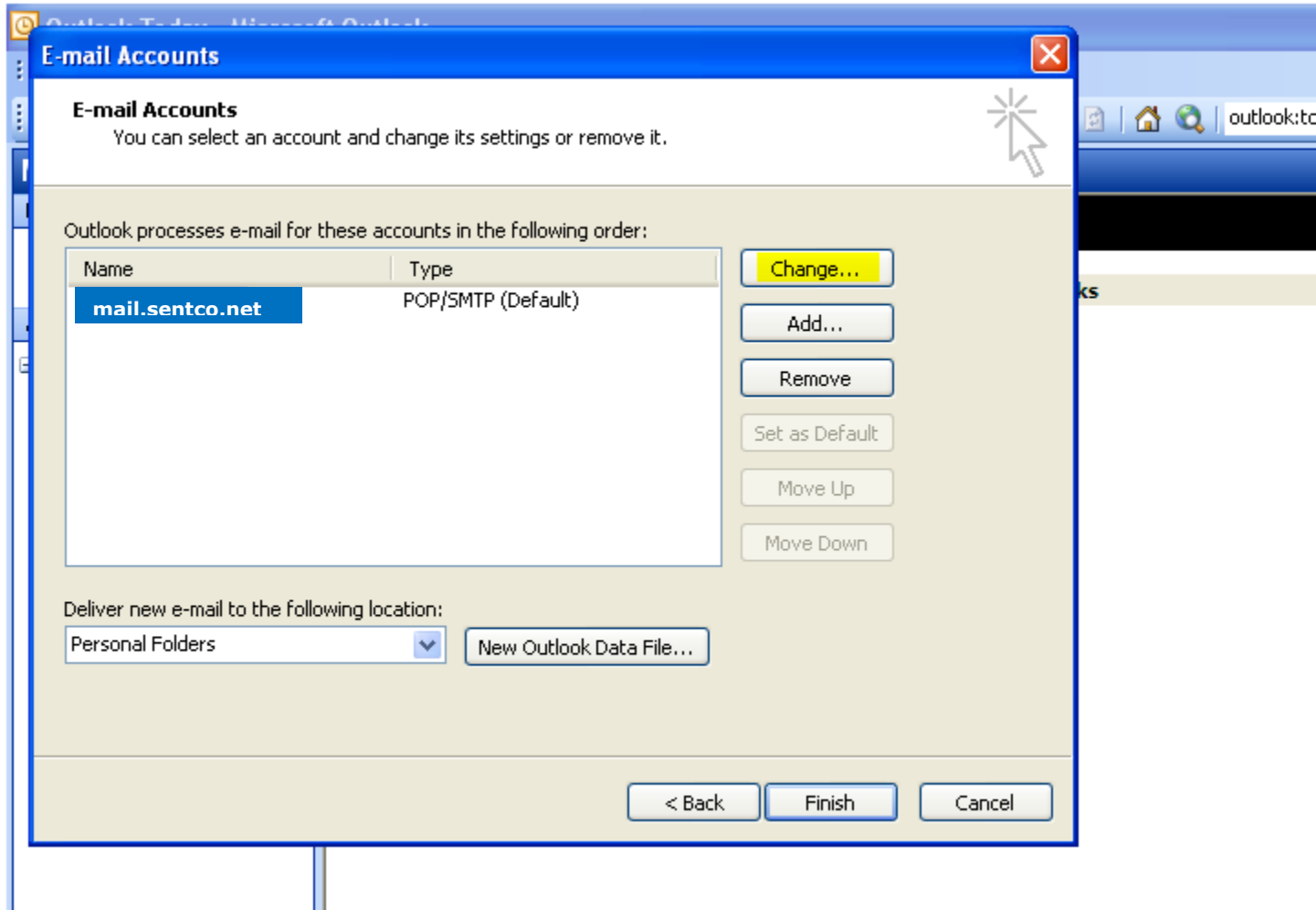
1. Open Outlook. Click on **Tools** and select **E-mail Accounts**.



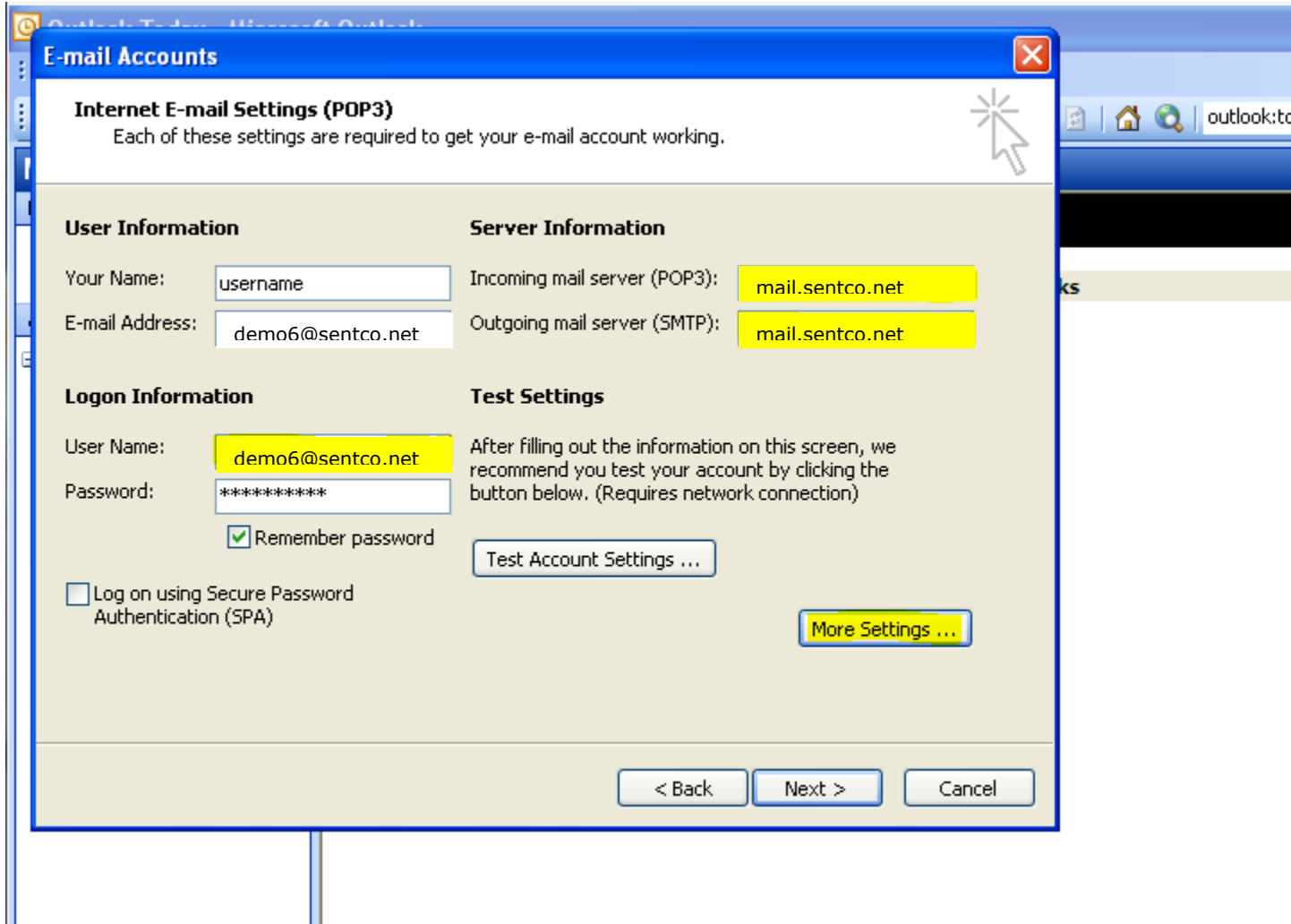
2. Select **View or change existing e-mail accounts** and then click **Next**.



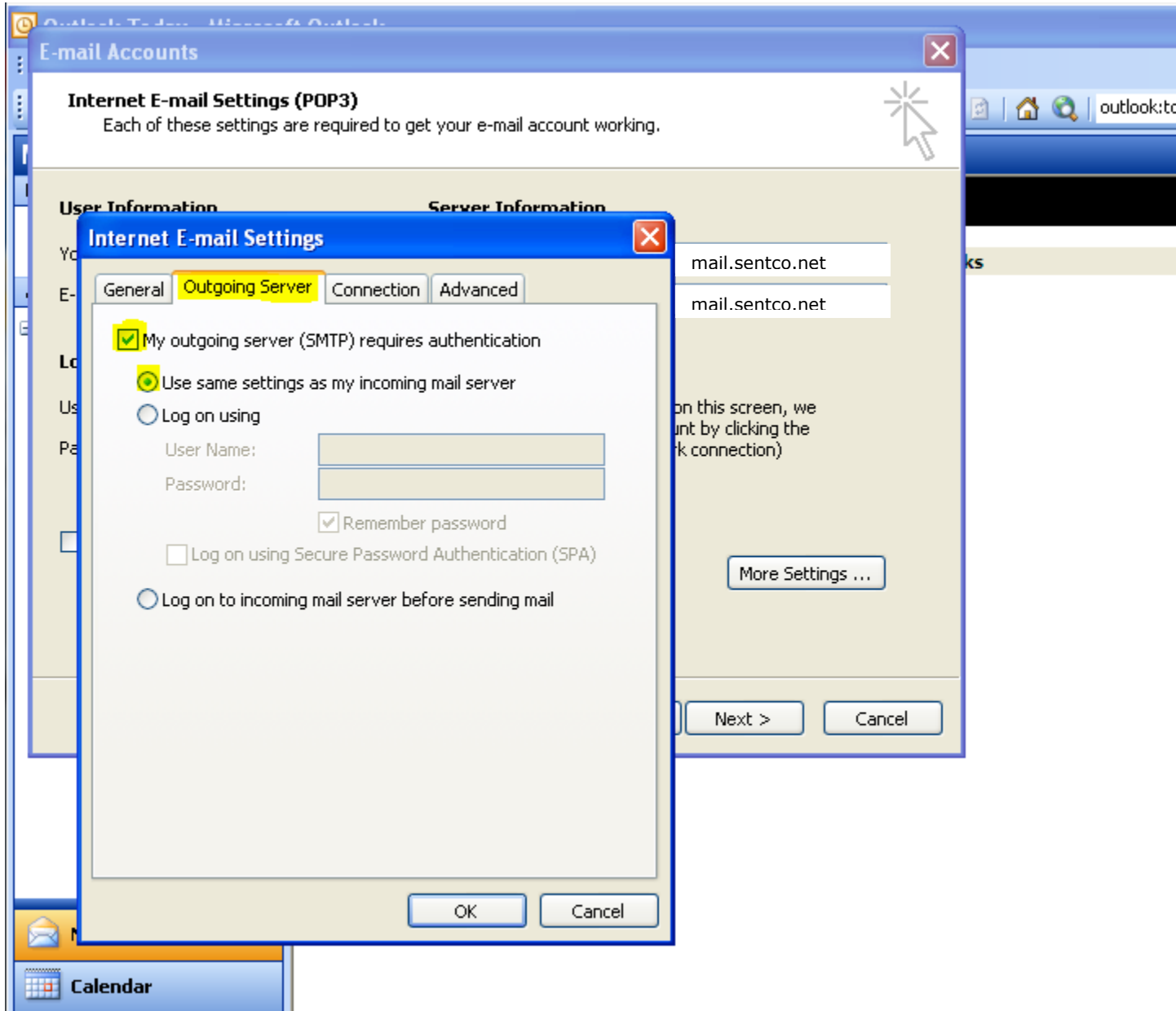
3. Click on your mail.sentco.net account so that it is highlighted then click **Change**.



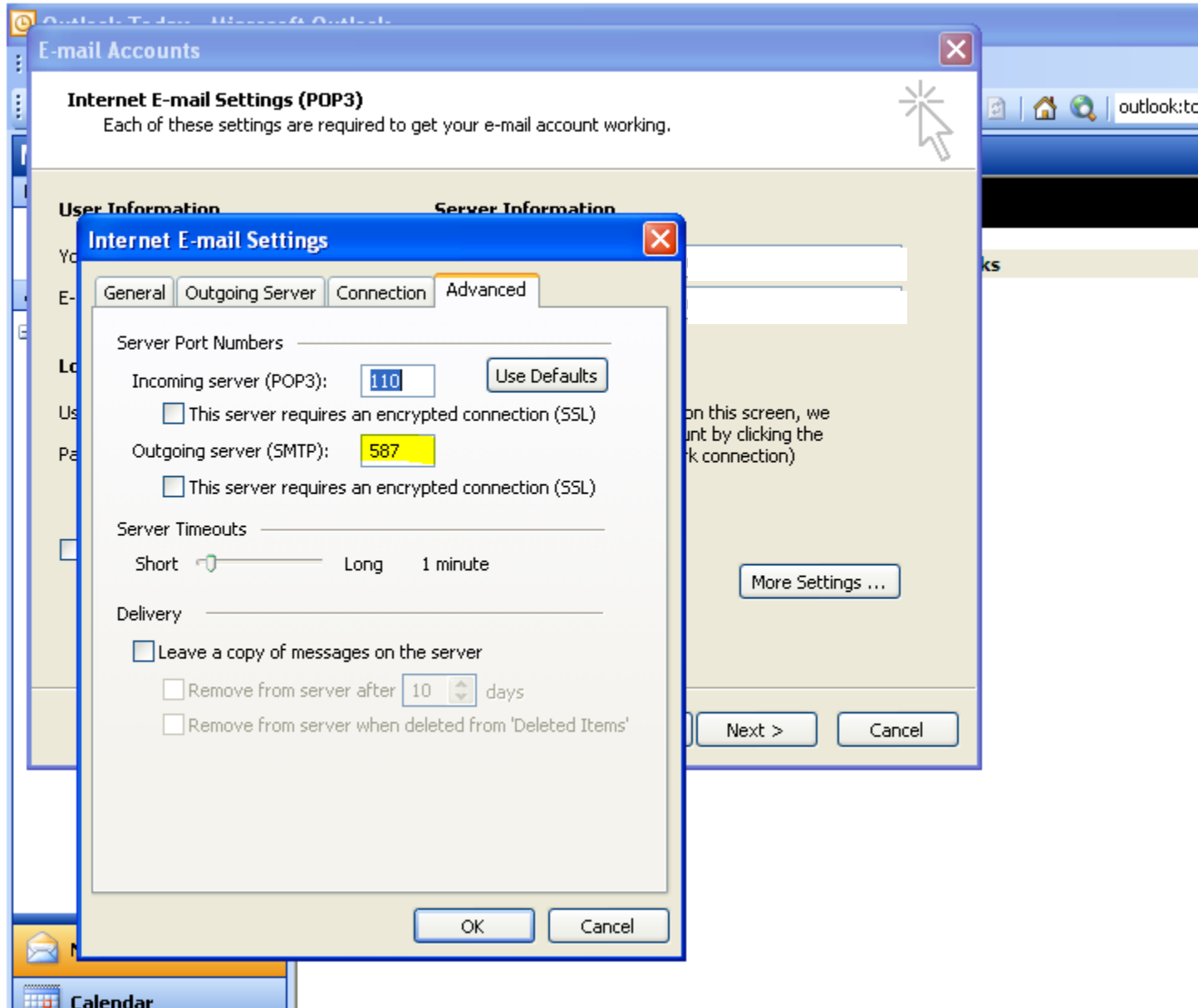
4. Click the **More Settings** button.



5. Select the **Outgoing Server** tab at the top. Place a check in the box labeled **My outgoing server (SMTP) requires authentication**.



6. Click the **Advanced** tab at the top. Set **Outgoing server (SMTP):** to 587.



7. Click **OK**, then click **Next**, and finally click **Finish**.

You have now made the required changes.

If you need further assistance with your sentco.net email account, please give us a call at (402) 245-4451.