



Southeast Nebraska
COMMUNICATIONS
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Manual Conversion Steps for SMTP Authentication – Outlook 2010

1. Click the **File** tab.
2. Click **Account Settings**, and then click **Account Settings**.



3. On the **E-mail** tab, click the e-mail account you want to change, and then click **Change**.
4. Click **More Settings**, and then select the **Outgoing Server** tab. Check the box next to “**My outgoing server (SMTP) requires authentication.**”
5. Select the **Advanced** tab. Set **Outgoing server (SMTP):** to 587.
6. Click OK.

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.