SNC
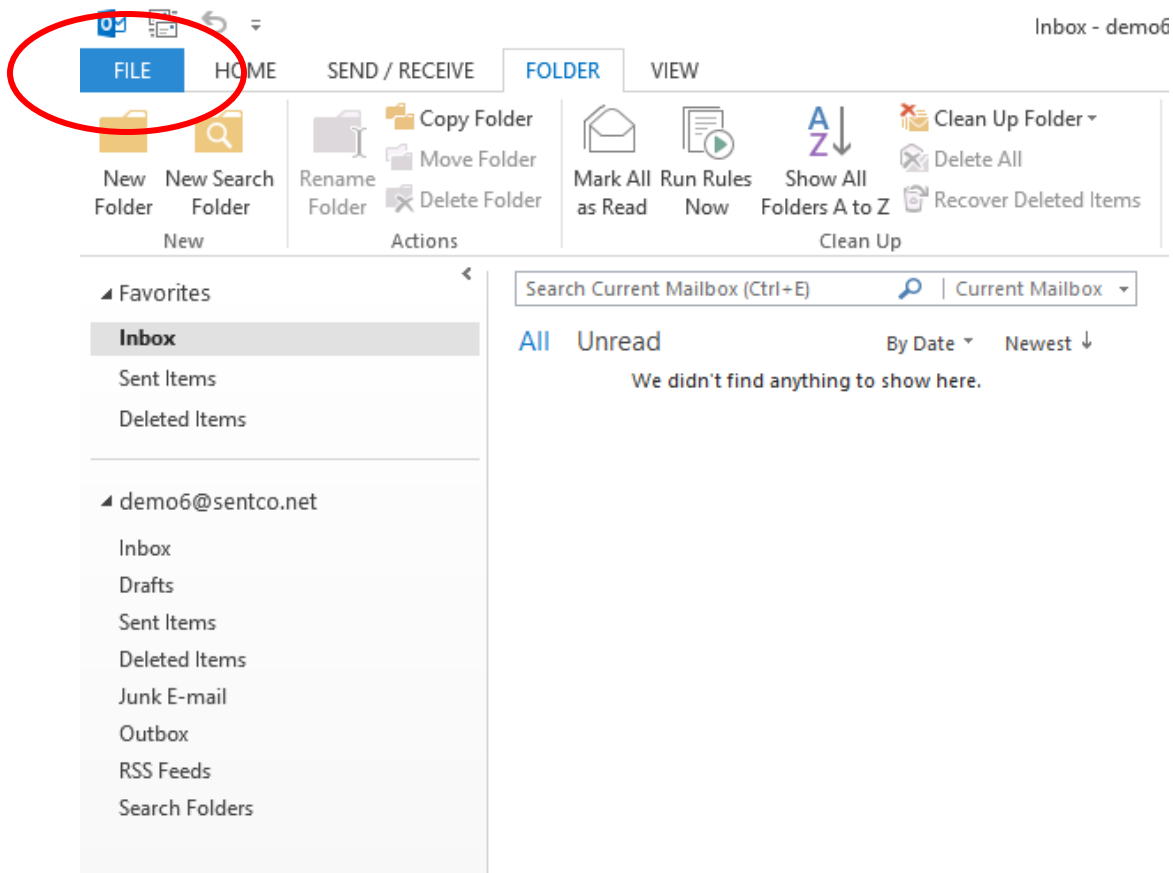Southeast Nebraska
COMMUNICATIONS
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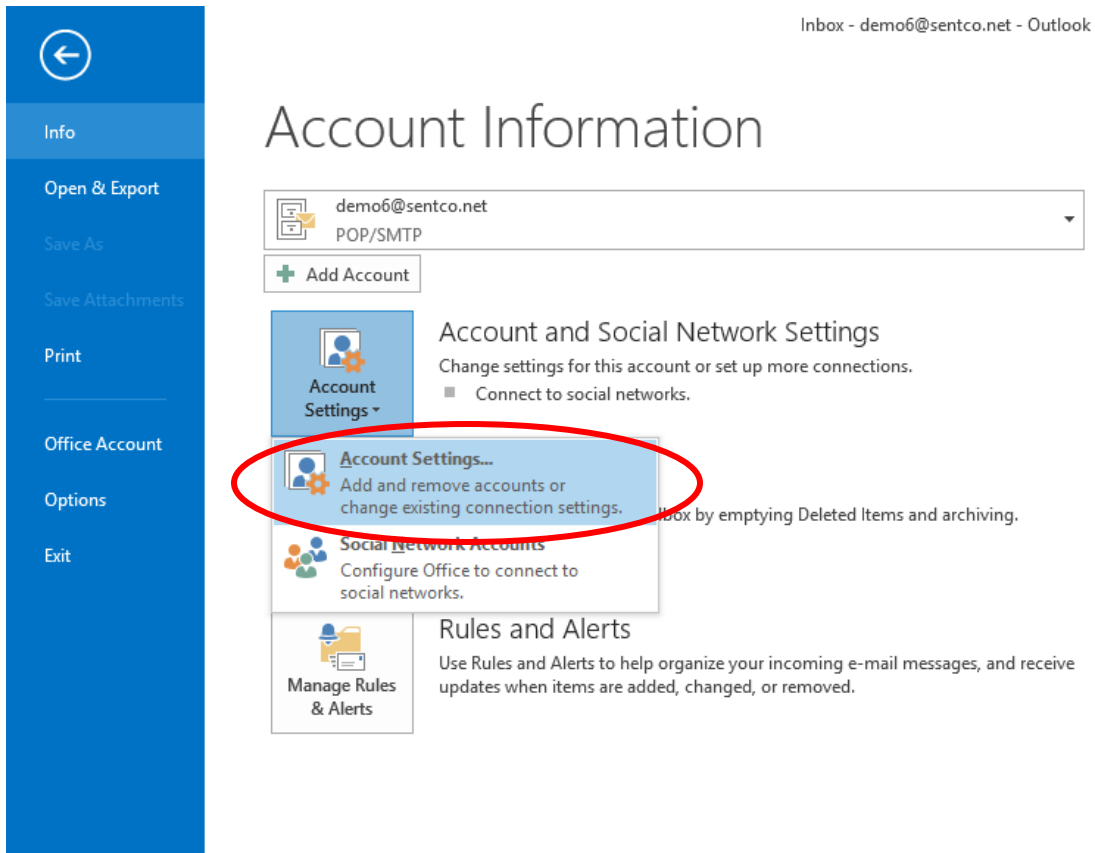110 West 17th Street, Falls City, NE 68355
245-4451 • www.sentco.net

Manual Conversion Steps for SMTP Authentication – <u>Outlook 2013</u>
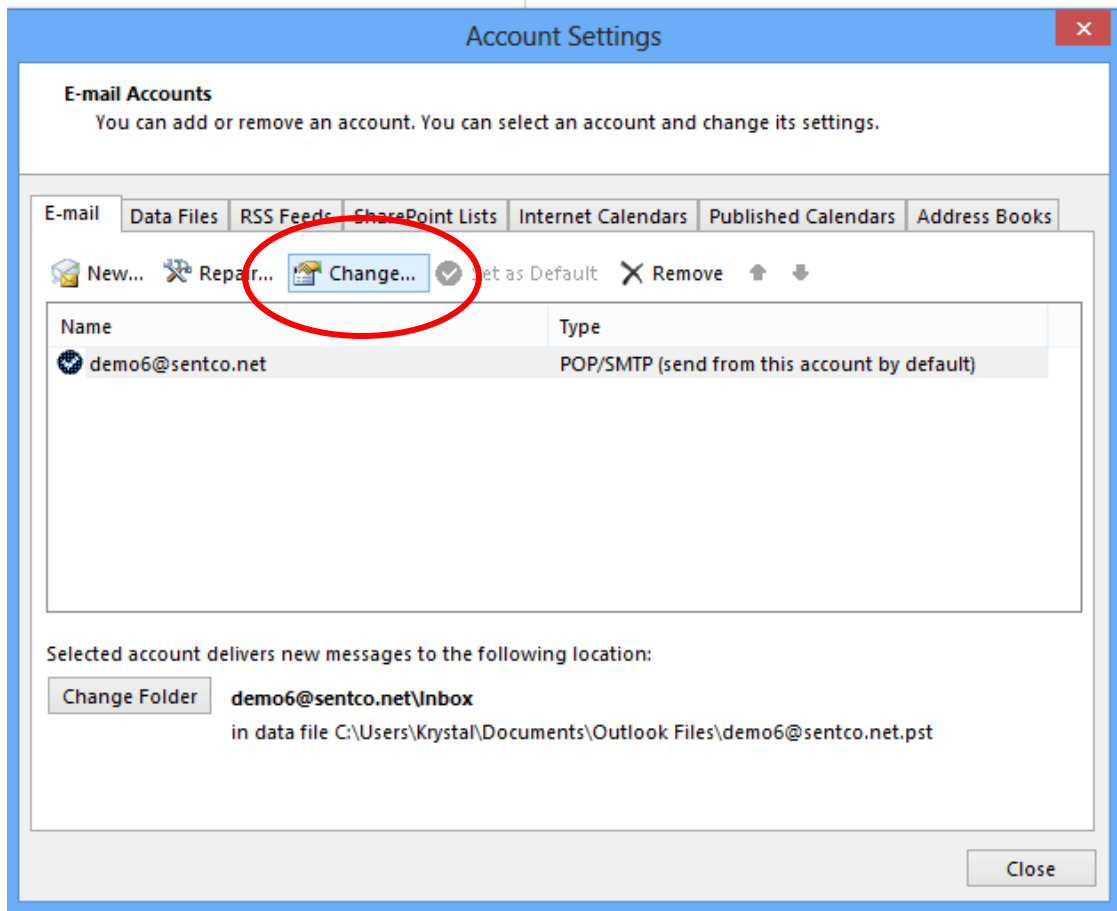
1. Click the **File** tab.

2. Click **Account Settings** and then click **Account Settings** from the drop down

3. A new window will open. Select your sentco.net email account and then click **Change…**

SNC Email Authentication - Outlook 2013

4. A second new window will open. Click on **More Settings...**
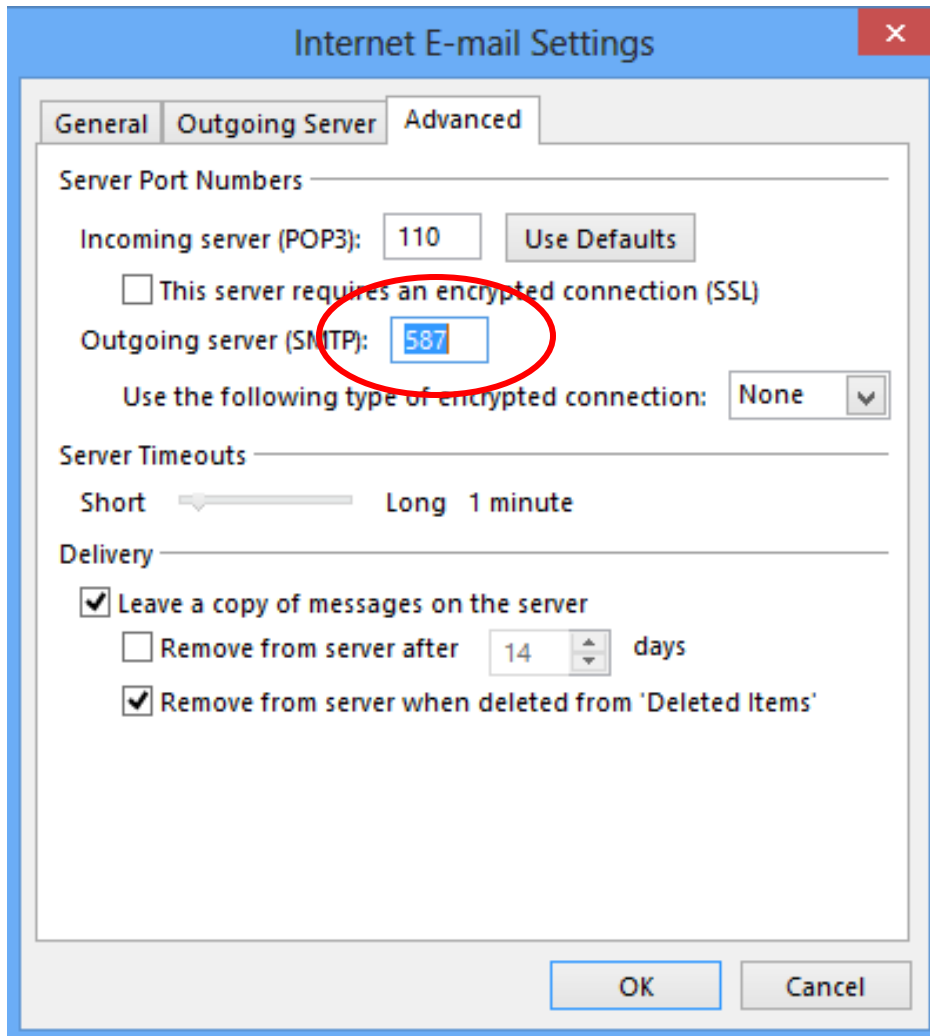
5. A third new window will open. Click the **Outgoing Server** tab. Place a check in the box next to **My outgoing server (SMTP) requires authentication**.
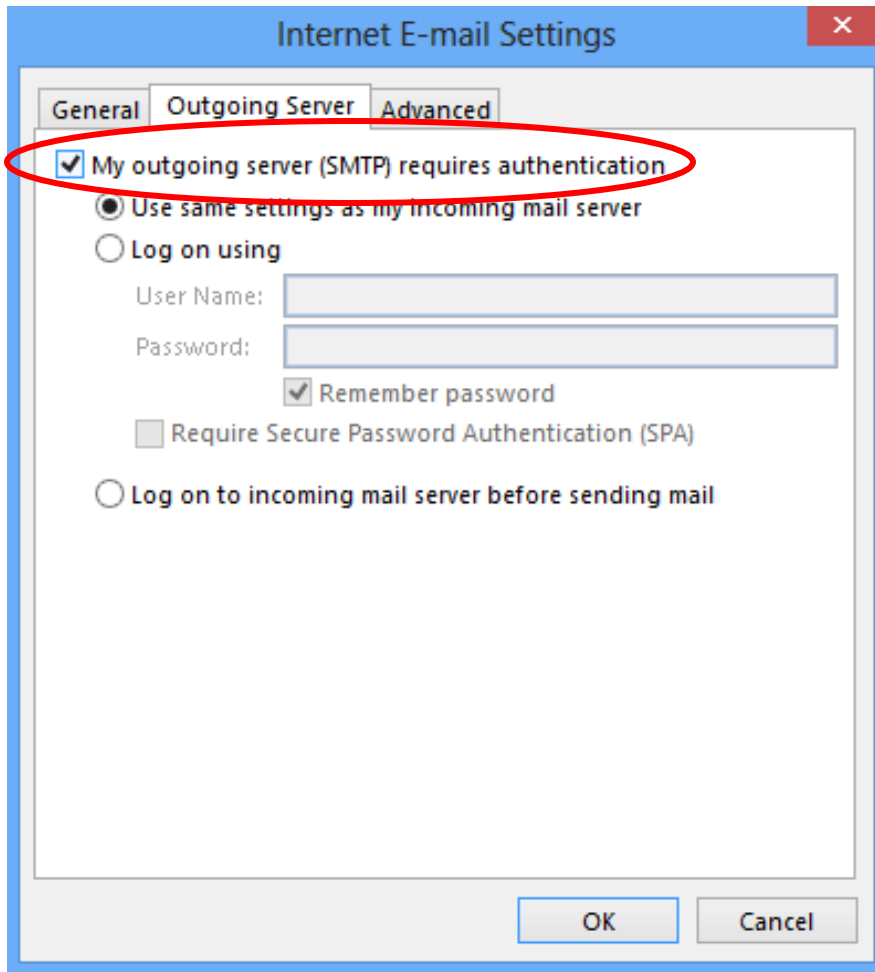
6. Next, click the **Advanced** tab. Change the number in the **Outgoing Server (SMTP):** field to **587**. Click the **OK** button.

7. You may see the following "Test Account Settings" window followed by the "Change Account" window. If so, click **Finish** to complete the settings change.
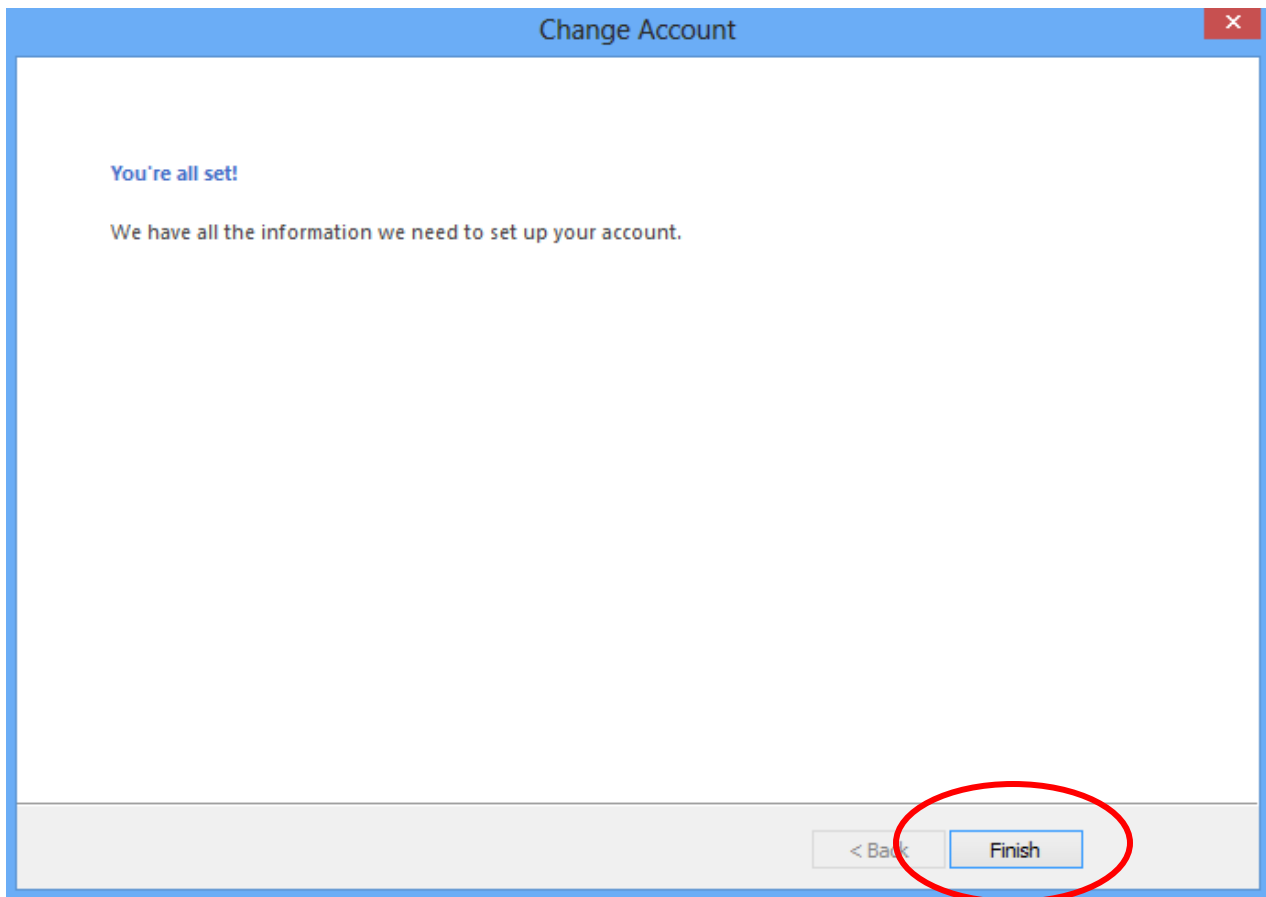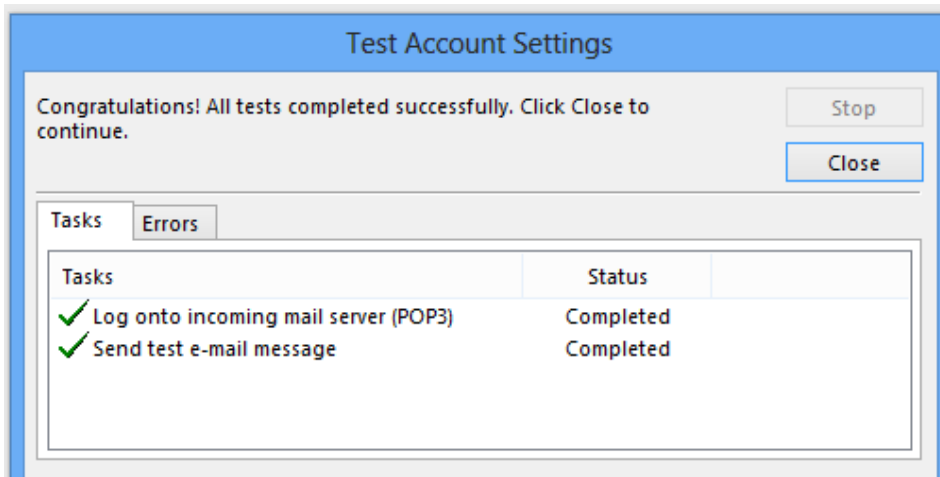
You have now made the required changes.

If you need further assistance with your sentco.net email account, please give us a call at (402) 245-6000.