

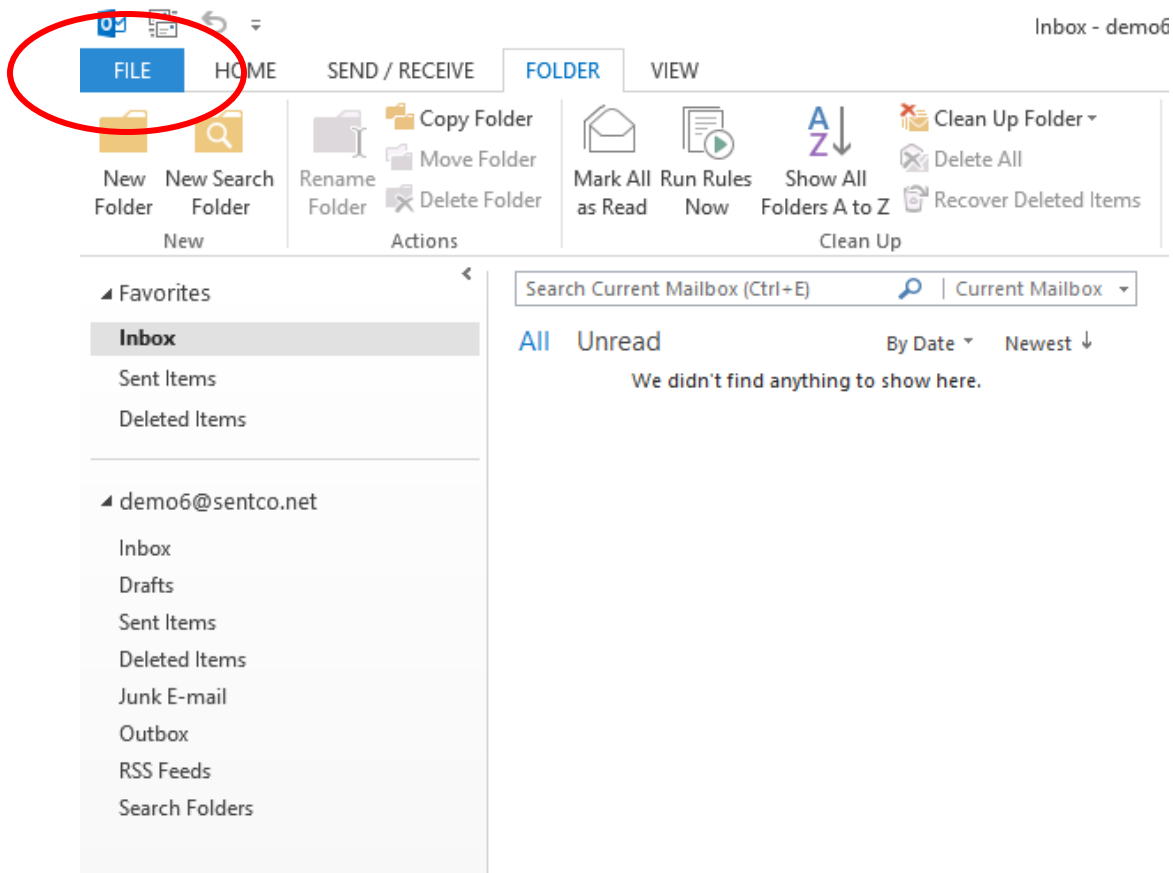


Southeast Nebraska  
COMMUNICATIONS  
*People • Service • Quality*

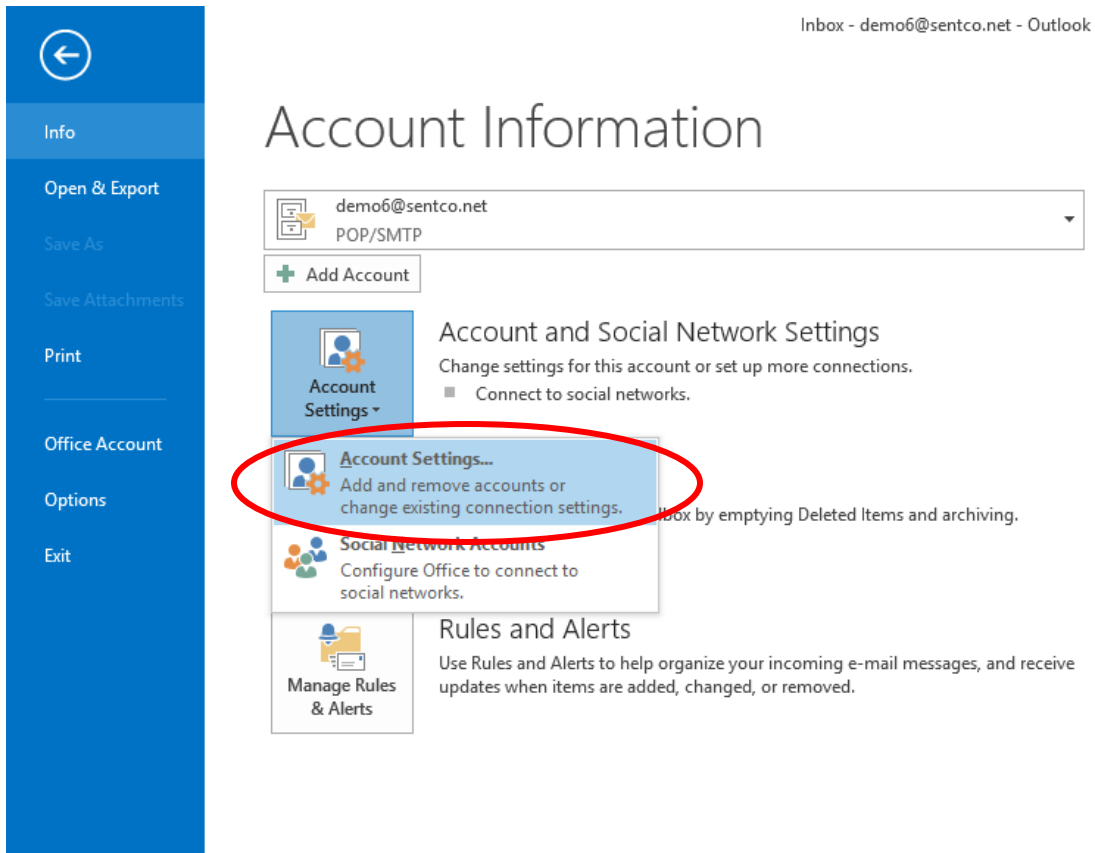
110 West 17th Street, Falls City, NE 68355  
245-4451 • www.sentco.net

## Manual Conversion Steps for SMTP Authentication – Outlook 2013

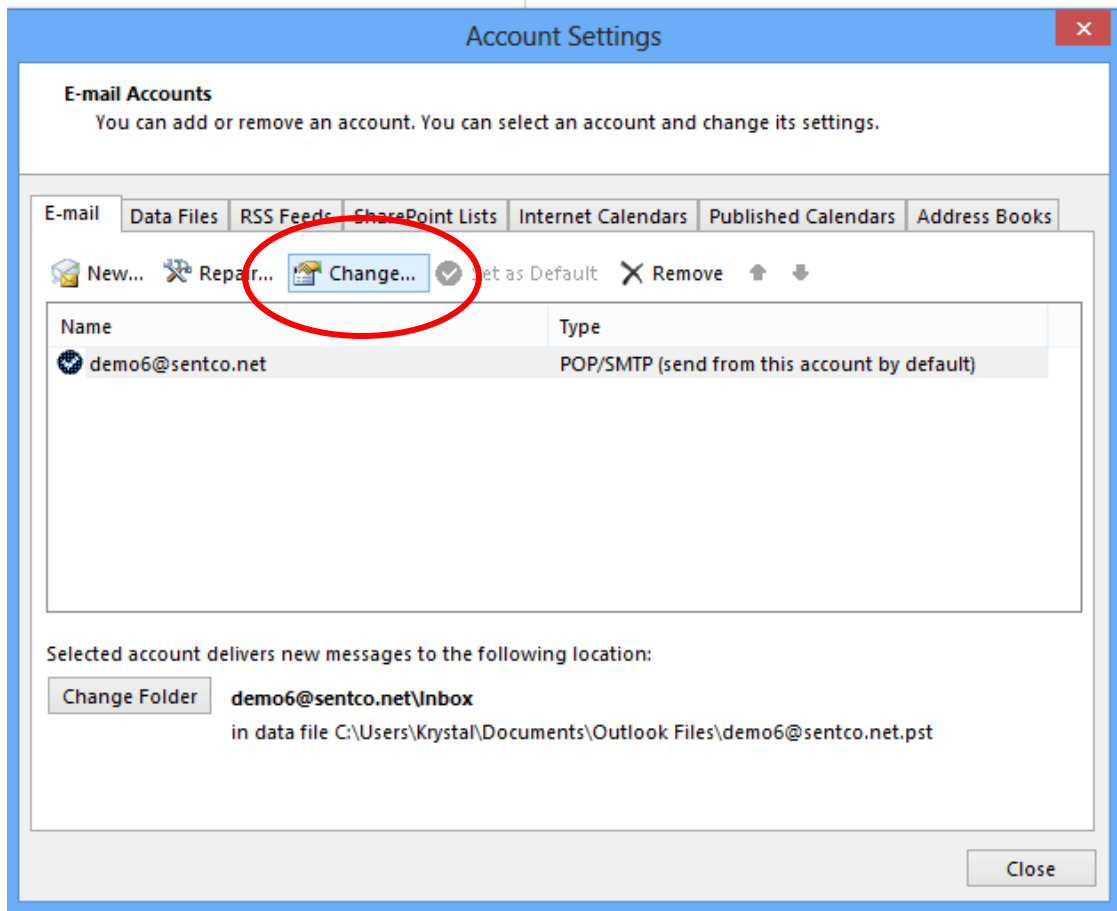
1. Click the **File** tab.



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...**



4. A second new window will open. Click on **More Settings...**

**Change Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name: demo6  
Email Address: demo6@sentco.net

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.sentco.net  
Outgoing mail server (SMTP): mail.sentco.net

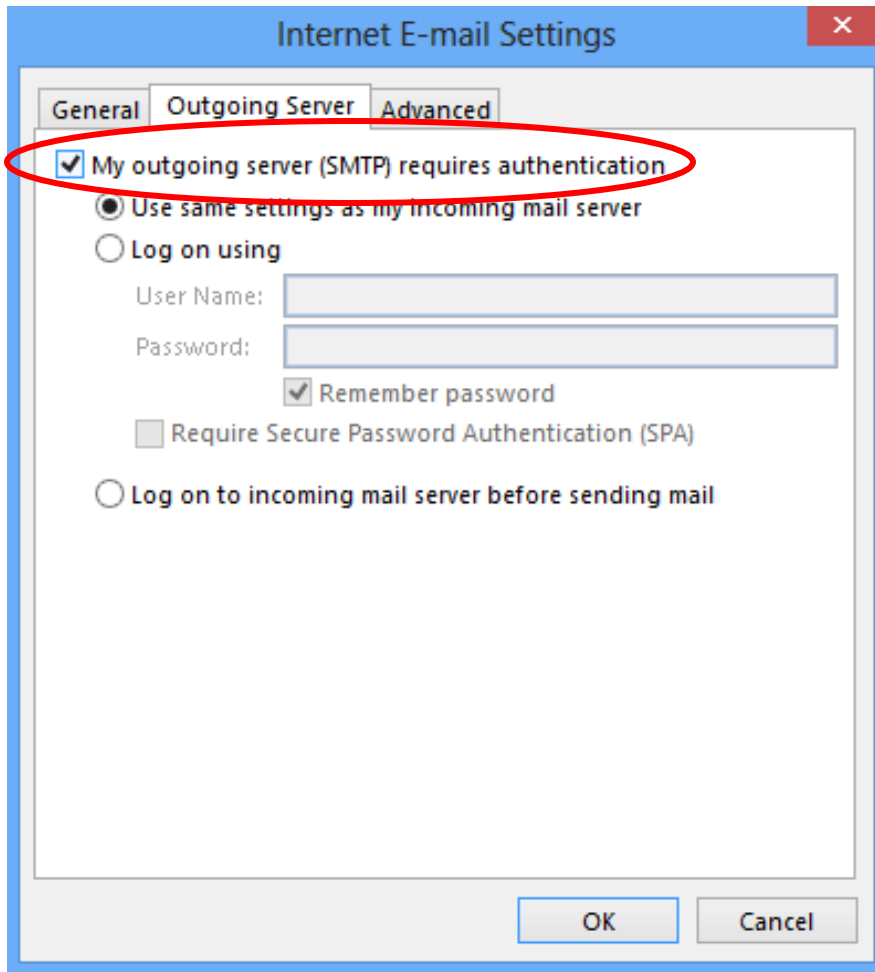
**Logon Information**  
User Name: demo6  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
 Automatically test account settings when Next is clicked

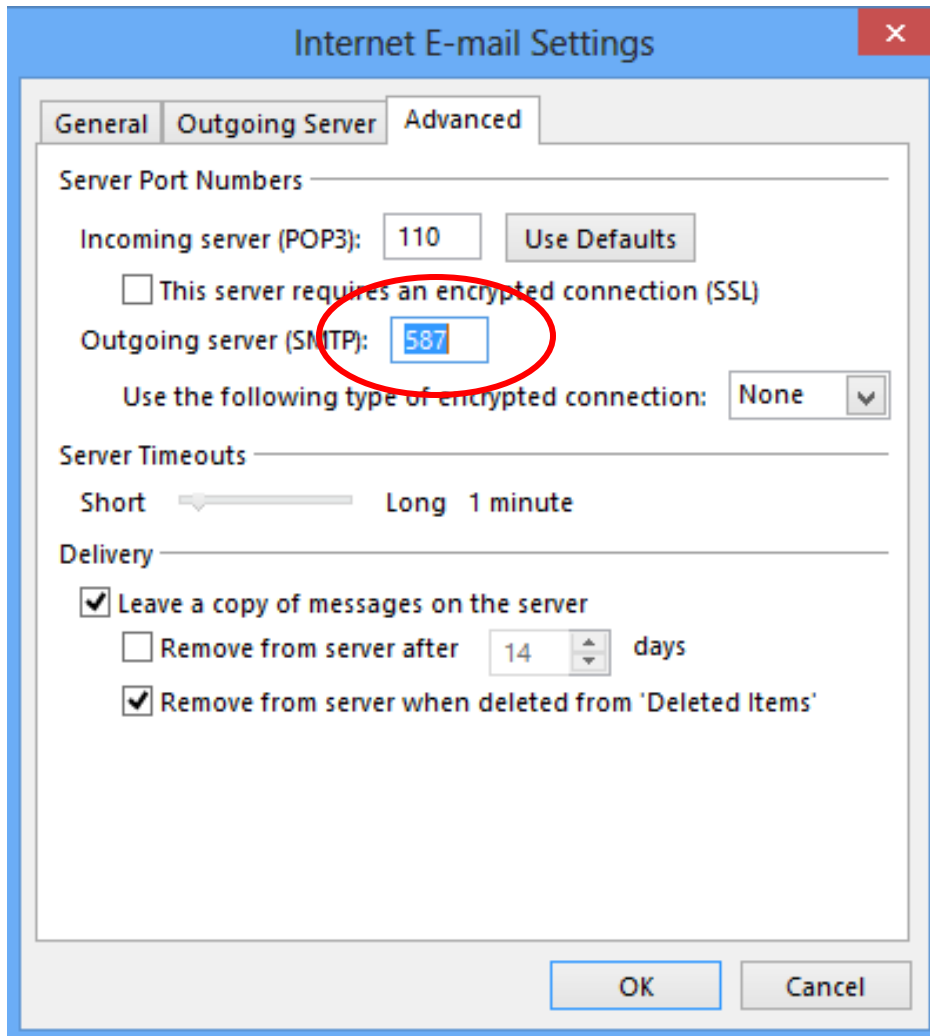
**More Settings ...**

< Back   Next >   Cancel

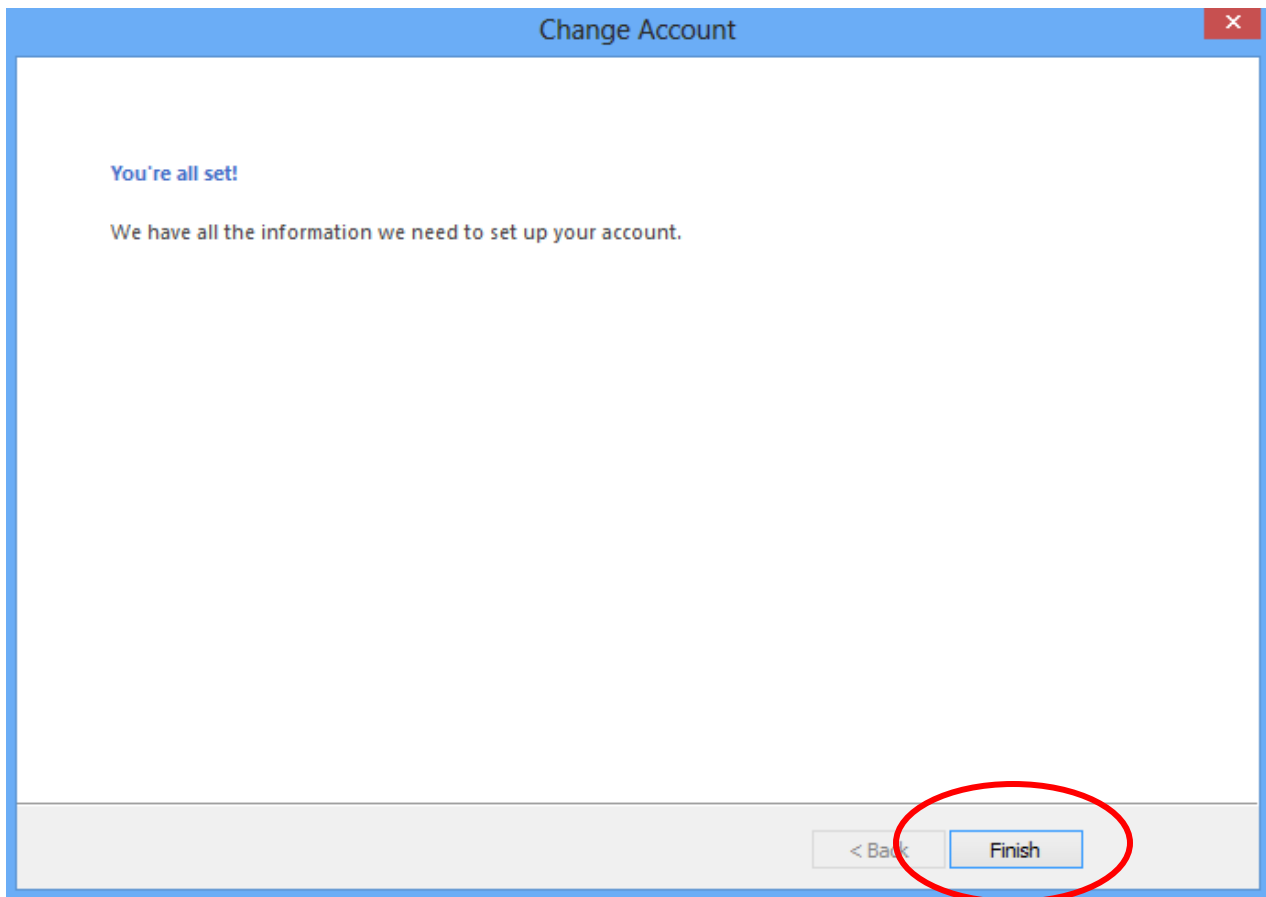
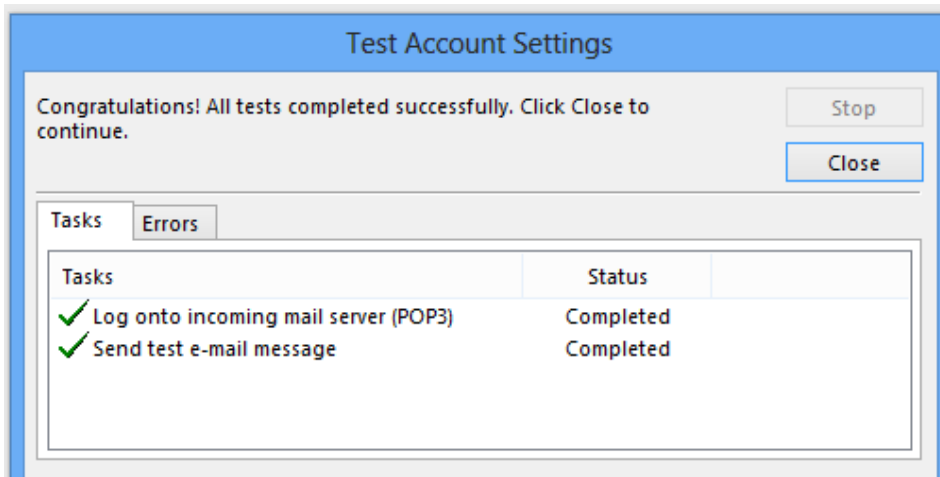
5. A third new window will open. Click the **Outgoing Server** tab. Place a check in the box next to **My outgoing server (SMTP) requires authentication**.



- 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.