



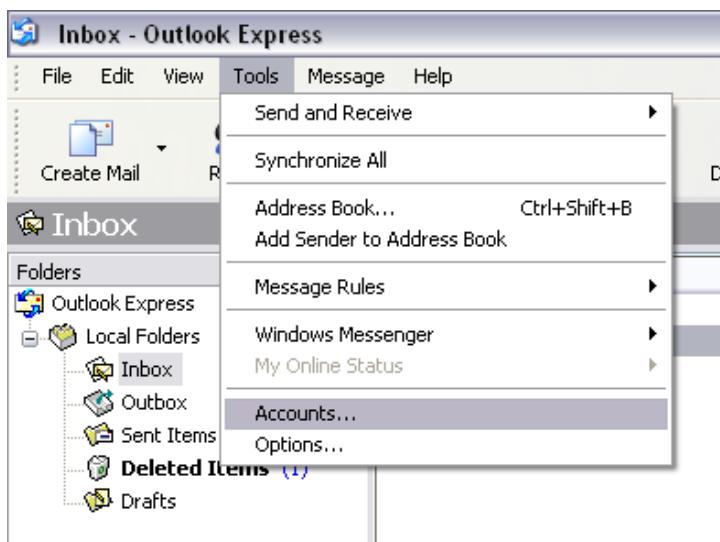
Southeast Nebraska
COMMUNICATIONS
People • Service • Quality

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

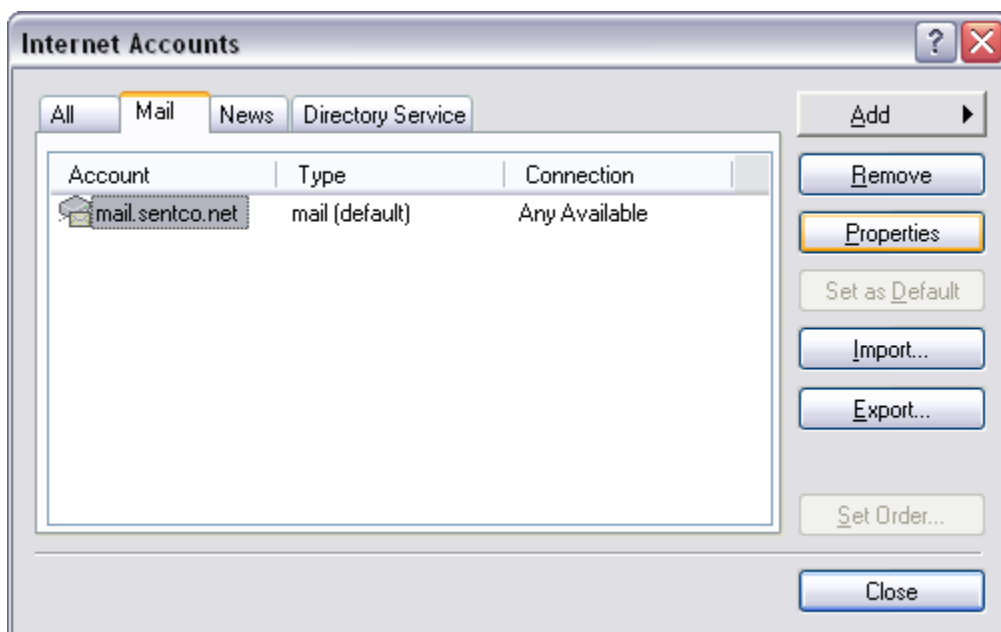
Manual Conversion Steps for SMTP Authentication – Outlook Express

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.

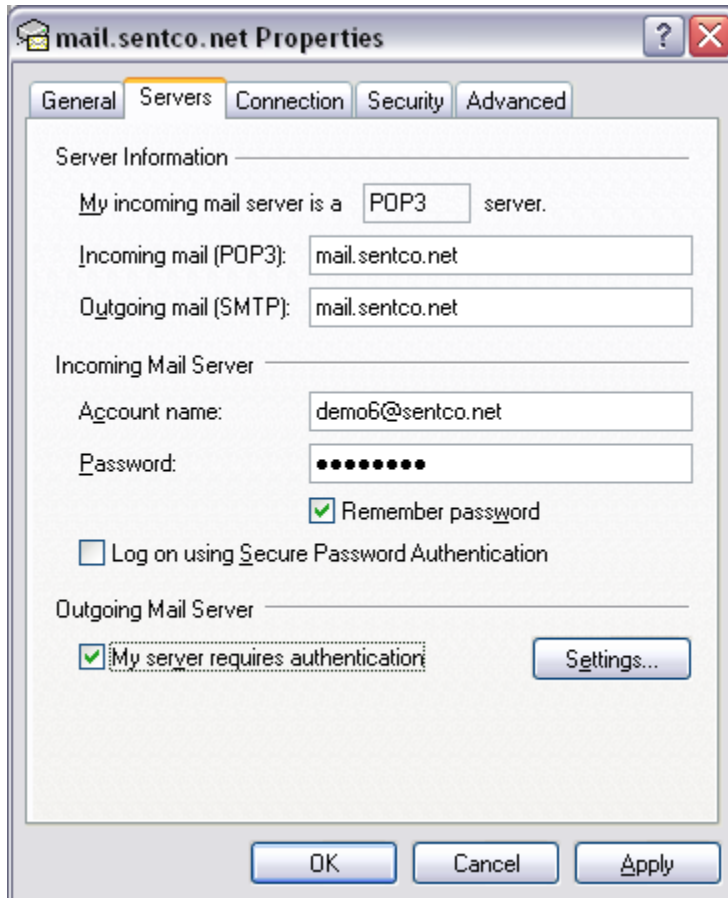
1. Open Outlook Express. Choose **Tools** from the top of the screen and select **Accounts**.



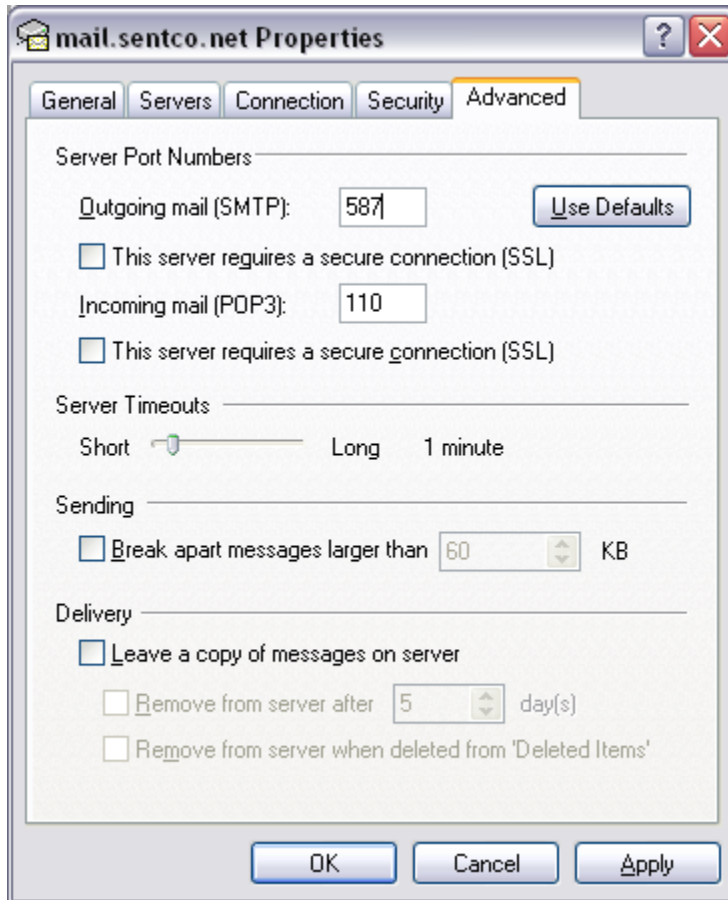
2. A new window will open. Click **Properties**.



3. Another window will open. Click on the **Servers** tab. Place a check in the box next to **My server requires authentication**.



- Next, click the **Advanced** tab. Change the number in the **Outgoing mail (SMTP):** field to **587**. Click the **OK** button.



- Click **OK** then click **Close**.

You have now made the required changes.