



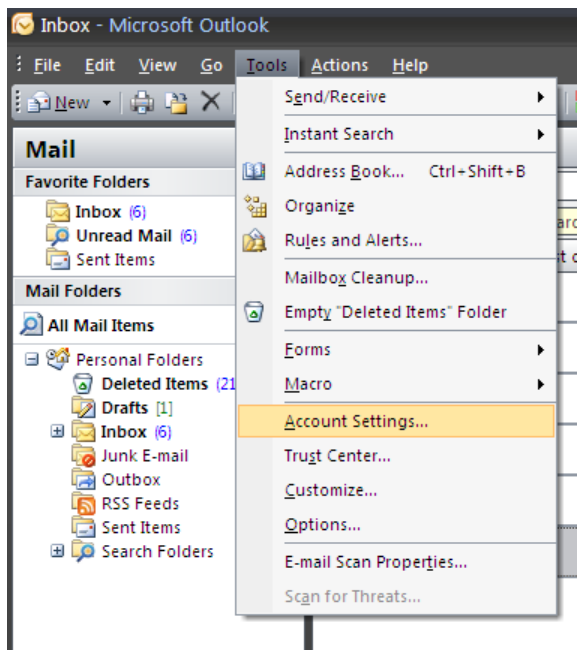
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COMMUNICATIONS  
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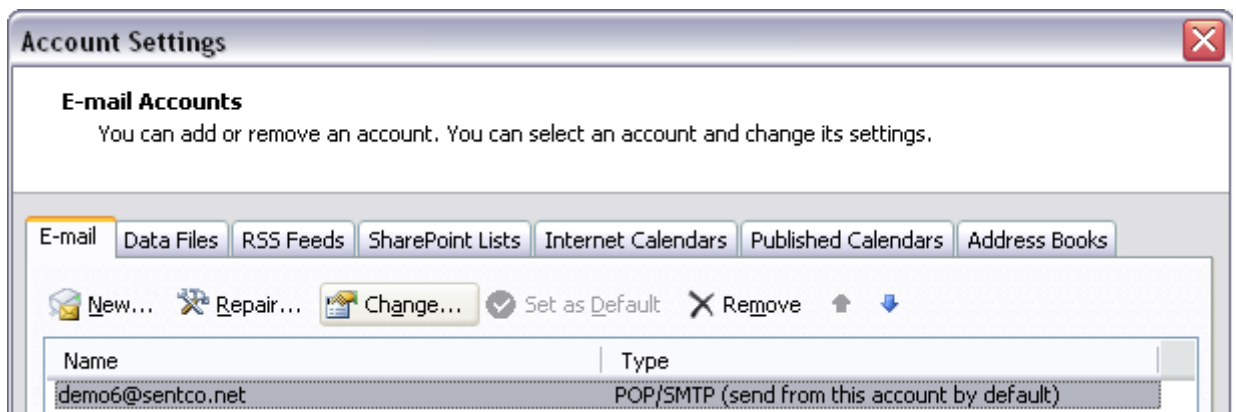
## Manual Conversion Steps for SMTP Authentication – Outlook

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. Choose **Tools** from the top of the screen and select **Account Settings**.



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



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

**Change E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: Demo6

E-mail 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**

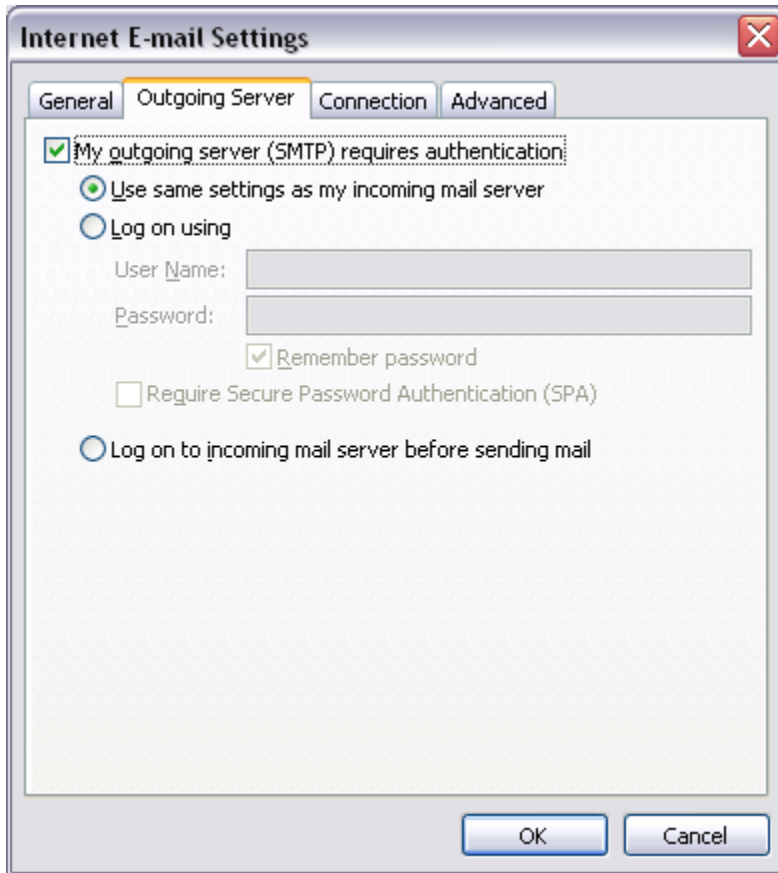
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

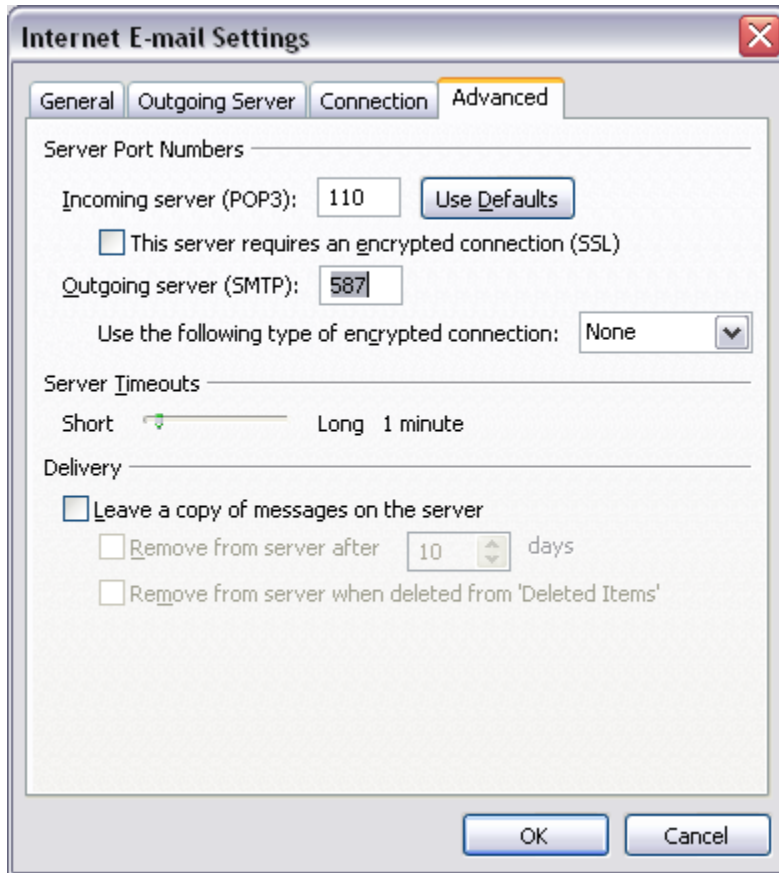
More Settings ...

< Back   Next >   Cancel

4. 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.



- Click **Next**, click **Finish**, click **Close**.

You have now made the required changes.