PROBLEMS SENDING OUT EMAILS IN OUTLOOK

While in Outlook, Click on "TOOLS" and then on "ACCOUNTS" or "ACCOUNT SETTINGS."

Now double-click your email account (typically "youremailname@tcei.com").

Account Settings	X
E-mail Accounts You can add or remove an account. You can select an account and change its settings.	
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
Name Type	
Ikoenig POP/SMTP (send from this account by default) support@tcei.com POP/SMTP LoKoenig@tceisupport.com Exchange	
Selected e-mail account delivers new e-mail messages to the following location: Change Folder Mailbox - Lori Koenig\Inbox in data file C:\Documents and Settings\LoKoenig\\Outlook\outlook0.ost	
Clos	e

The following window will open.

Change E-mail Account		×
Internet E-mail Settings Each of these settings ar	e required to get your e-mail accour	nt working.
User Information		Test Account Settings
Your Name:	Lori Koenig	After filling out the information on this screen, we
E-mail Address:	lkoenig@tcei.com	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
Incoming mail server:	mail.tcei.com	
Outgoing mail server (SMTP):	mail.tcei.com	
Logon Information		
User Name:	lkoenig	
Password:	****	
F 🗹 F	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

Click on the "**More Settings**" button (near the bottom right corner of the window). A new window opens.

Internet E-mail Settings	X
General Outgoing Server Connection Advanced	
✓ My outgoing server (SMTP) requires authentication	
Our same settings as my incoming mail server	
O Log on using	
User Name:	
Password:	
Remember password	
Require Secure Password Authentication (SPA)	
Log on to incoming mail server before sending mail	

Click on the "Outgoing Server" tab near the top of the window.

If there is no checkmark in the box that appears next to "**My outgoing server (SMTP) requires authentication**," click once in the box to insert a checkmark.

Click on the **"OK"** button at the bottom of the window.

Click "Next," then click "Finish," and then click "Close."

You can now send out emails.