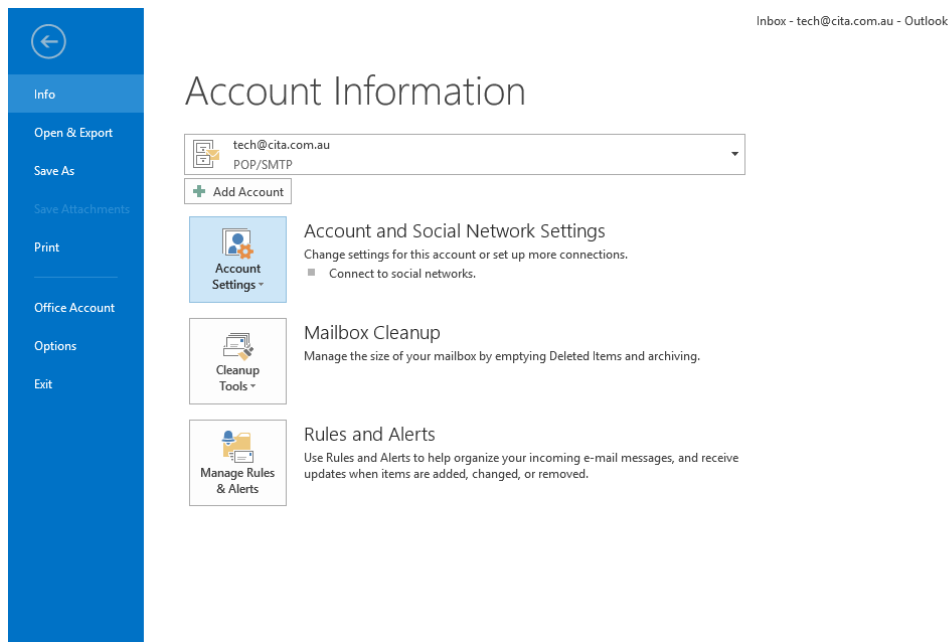
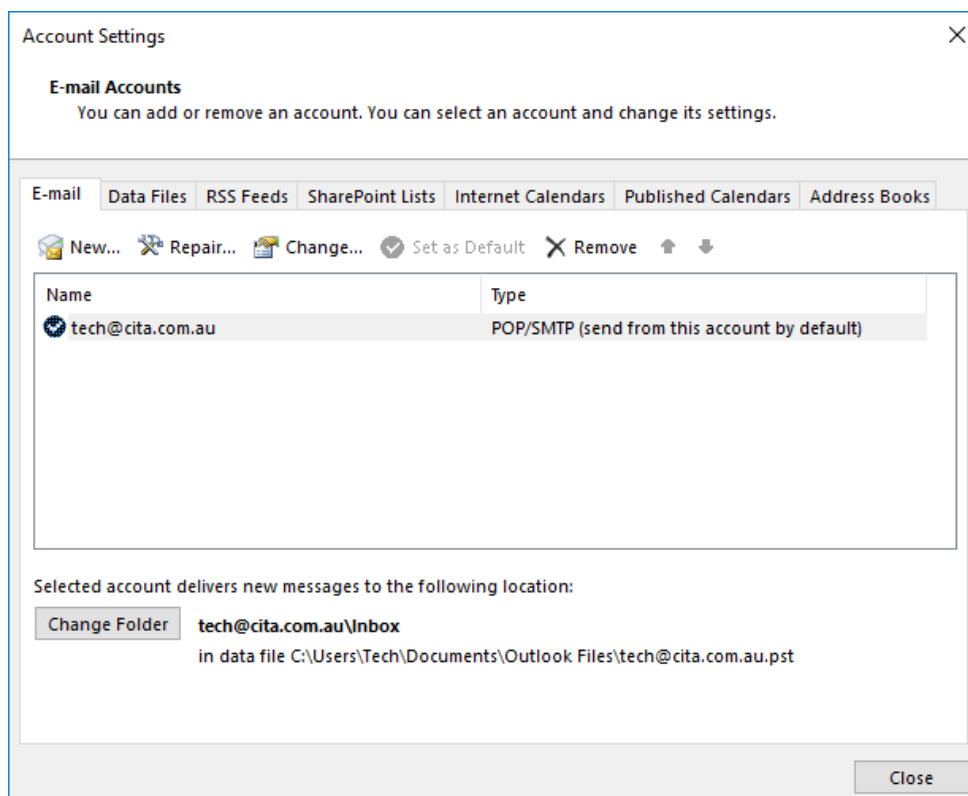


Go to File > Account settings > Account Settings



Choose 'New' (or 'Change' if updating from non-secure settings) Choose POP and manual



Enter the settings as shown below, be sure to add the email account in the username field and password at the bottom

Change Account

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

User Information

Your Name: tech

Email Address: tech@cita.com.au

Server Information

Account Type: POP3

Incoming mail server: secure.ourhost.com.au

Outgoing mail server (SMTP): secure.ourhost.com.au

Logon Information

User Name: tech@cita.com.au

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

Click on 'More Settings' bottom right

Internet E-mail Settings

General Outgoing Server Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

tech@cita.com.au

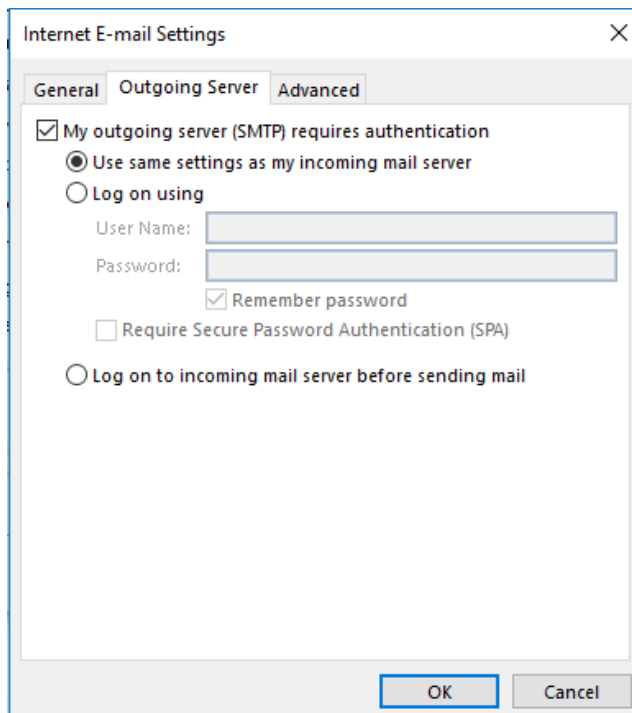
Other User Information

Organization:

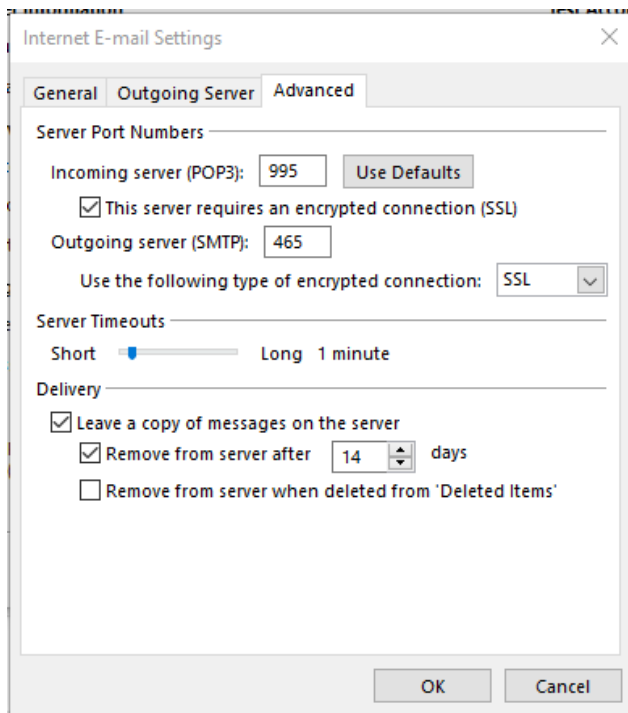
Reply E-mail:

OK Cancel

Choose the 'Outgoing Server' tab and tick the boxes as shown below:



Next, choose the 'Advanced' tab and enter the settings as shown below:



Click 'OK' and click 'Next' on the account settings window to save the settings.