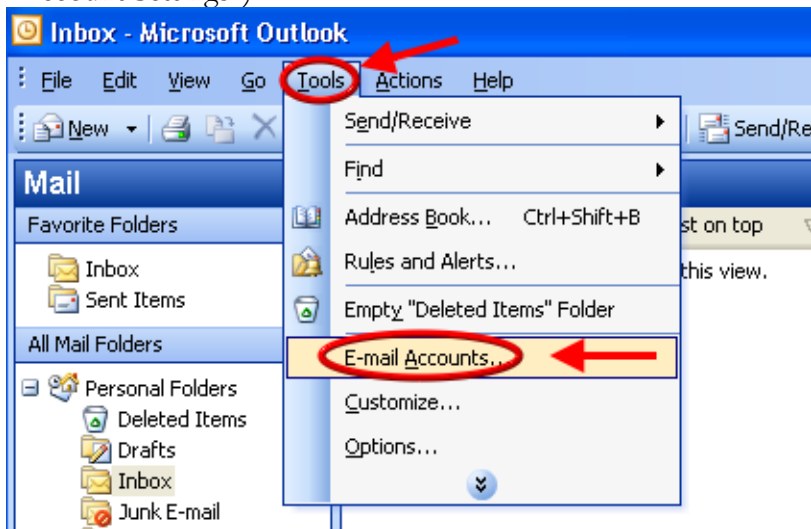
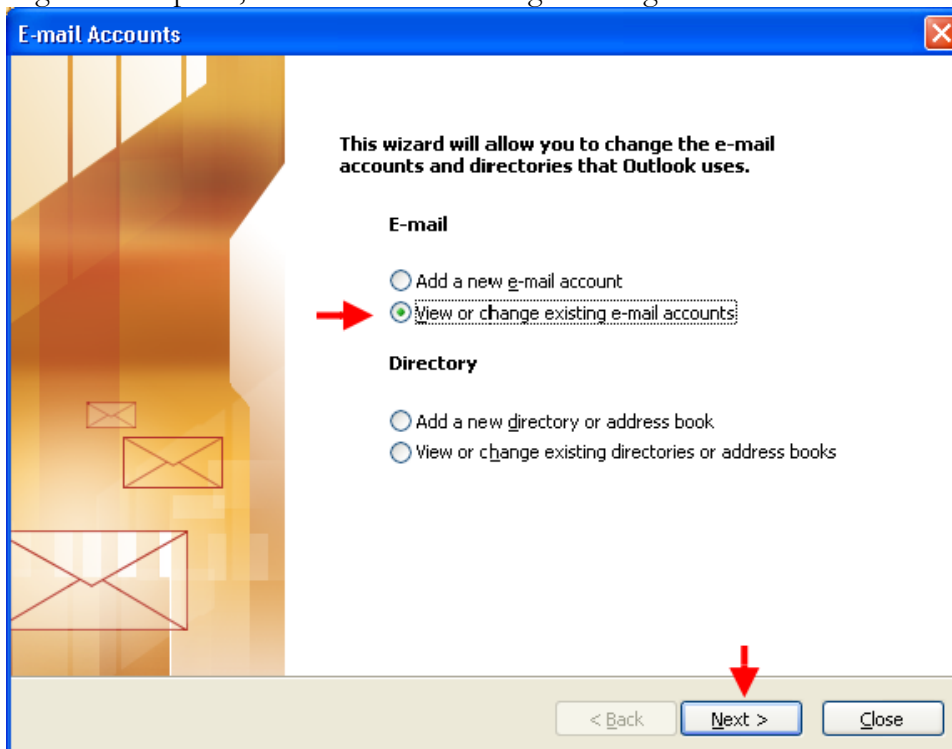


Open Outlook. These instructions show Outlook 2003, but other versions of Outlook are similar.

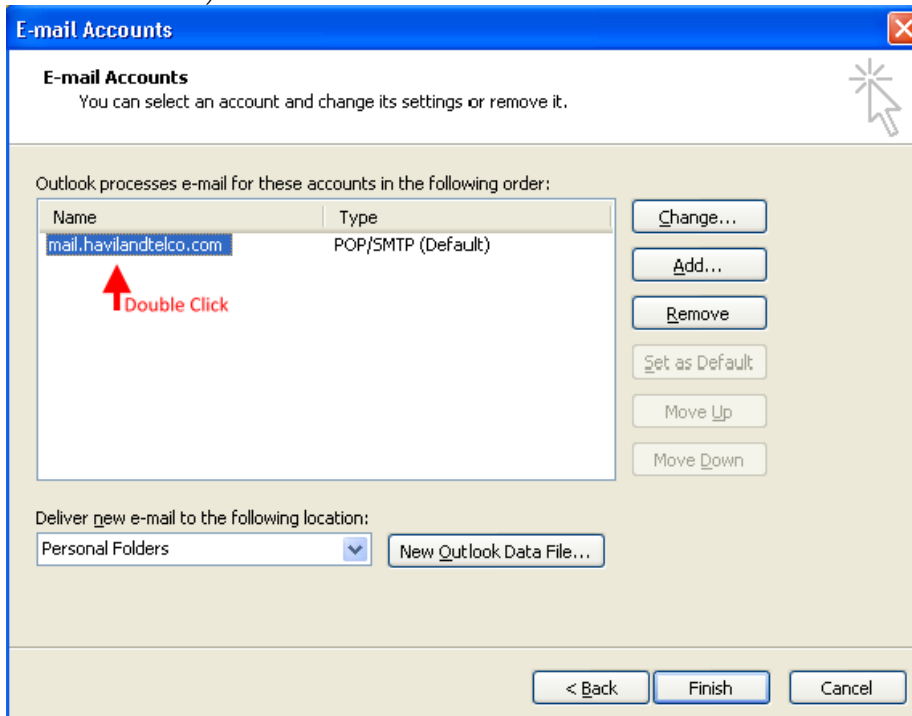
Go to the "Tools" menu and click "Email Accounts". (In Outlook 2010, go to "File" and "Account Settings")



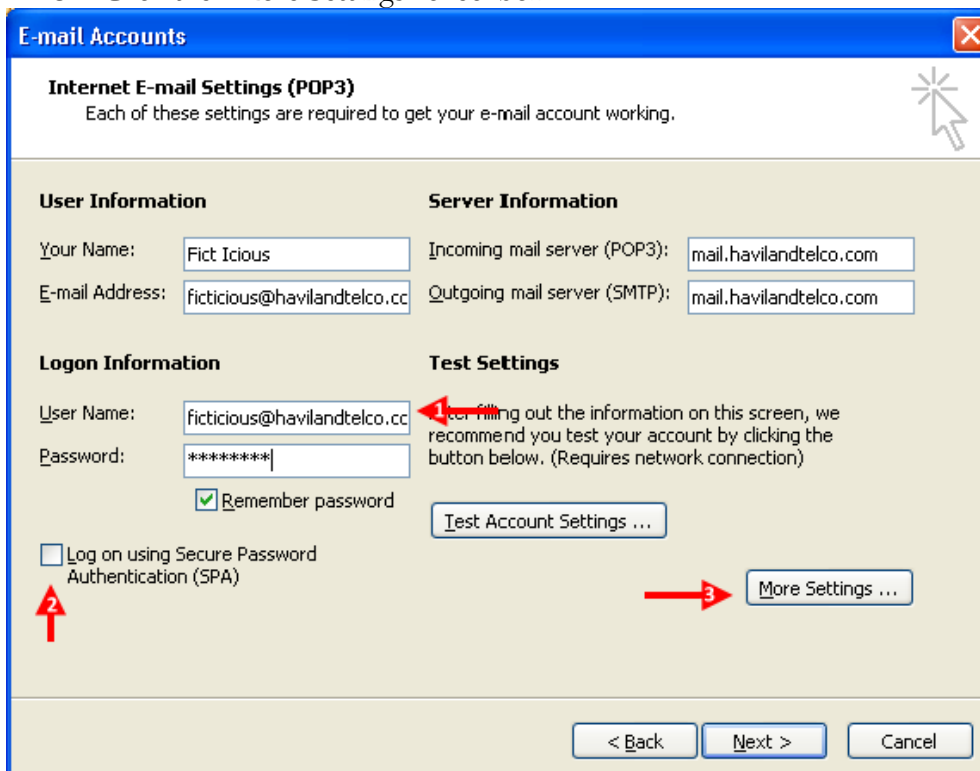
If given the option, choose "View or change existing e-mail accounts" and click "Next".



Double-click the name of e-mail account you will be changing.
(If you have multiple e-mail accounts using the "havilandtelco.com" domain, you'll need to do this for each.)

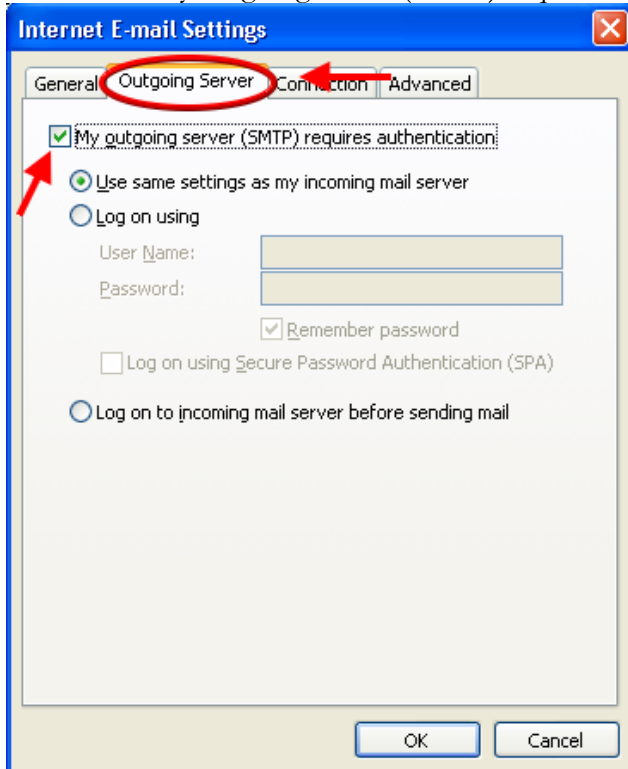


1. Change "User name" so that it is your **full email account**, not just your name. (It should be something like ficticious@havilandtelco.com not just "ficticious" or Fict Icius).
2. Make sure "Log on using Secure Password Authentication" is **NOT** checked.
3. Click the "More Settings" checkbox.



Click the "Outgoing Server" tab.

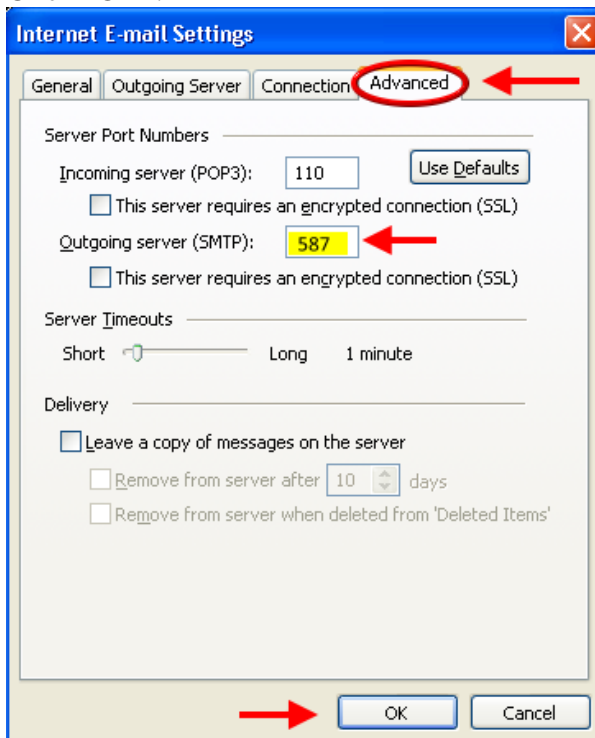
Check the "My outgoing server (SMTP) requires authentication" checkbox.



Click the "Advanced" tab.

Change the "Outgoing server (SMTP)" port to 587.

Click "OK".



Click "Next" and "Finish".