

SMTP Authentication and SSL for Microsoft Outlook

1. Login to Outlook.
2. Select the **Tools** pull-down menu. Select **E-mail Accounts**.
3. Select **View or change existing e-mail accounts**, then click on the **Next** button.
4. Click on the **Change** button.
5. Verify that your SMTP server is set to **mail.oberlin.edu**.
6. Click on **More Settings**.
7. Under the **Outgoing Server** tab, check the box next to **My outgoing server (SMTP) requires authentication**.
8. Under the **Advanced** tab, check the boxes for **This server requires an encrypted connection (SSL)**. If using IMAP, the port should be 993. If using POP, the port should be 995. The SMTP port should be 25.
9. Click '**OK**'. Click '**Next**'. Click '**Finish**'.

