

## UPDATING INCOMING AND OUTGOING SERVER SETTINGS IN OUTLOOK

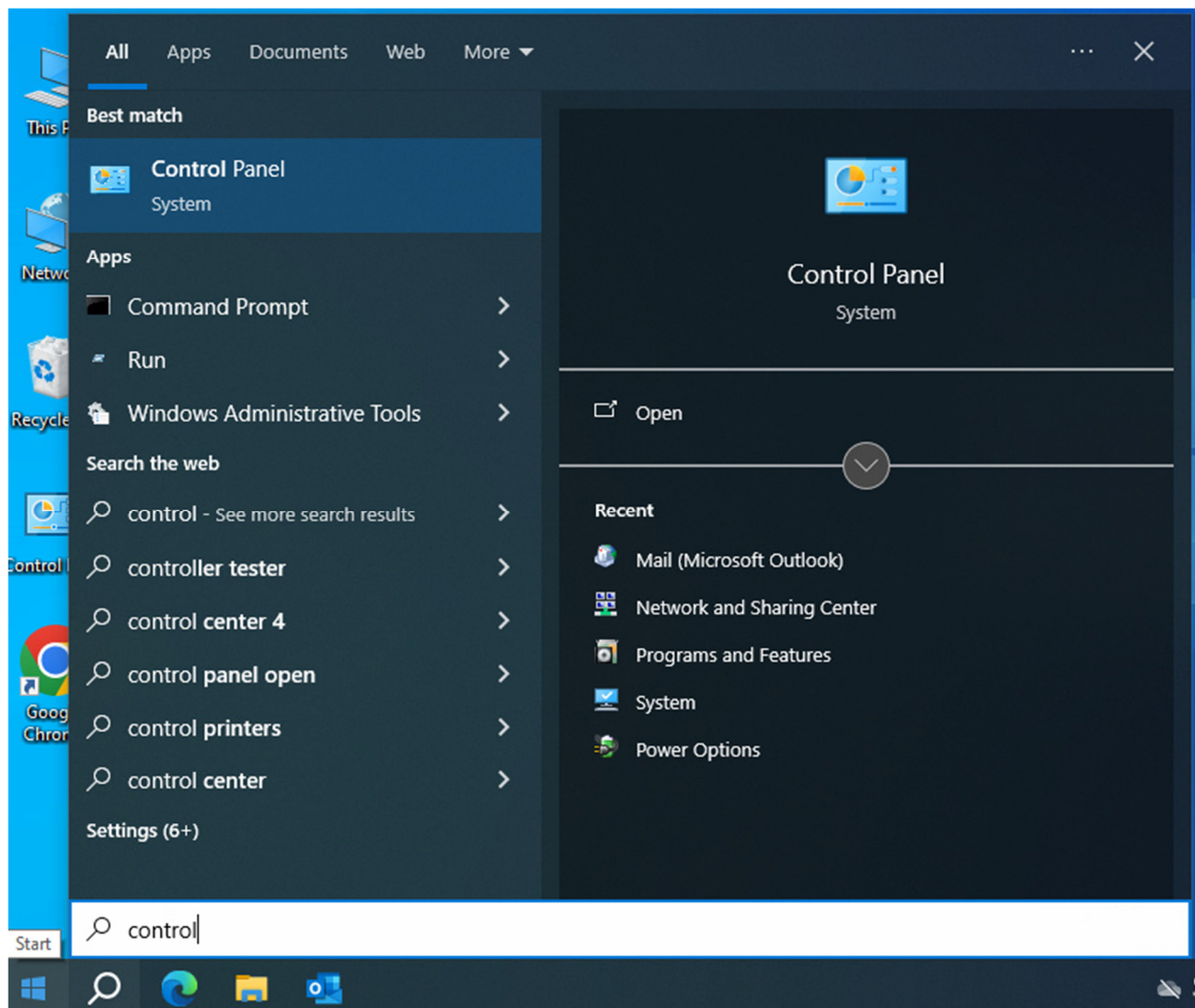
OLD INCOMING AND OUTGOING SERVER ADDRESS: dprhcp210.doteasy.com

TO BE REPLACED WITH:

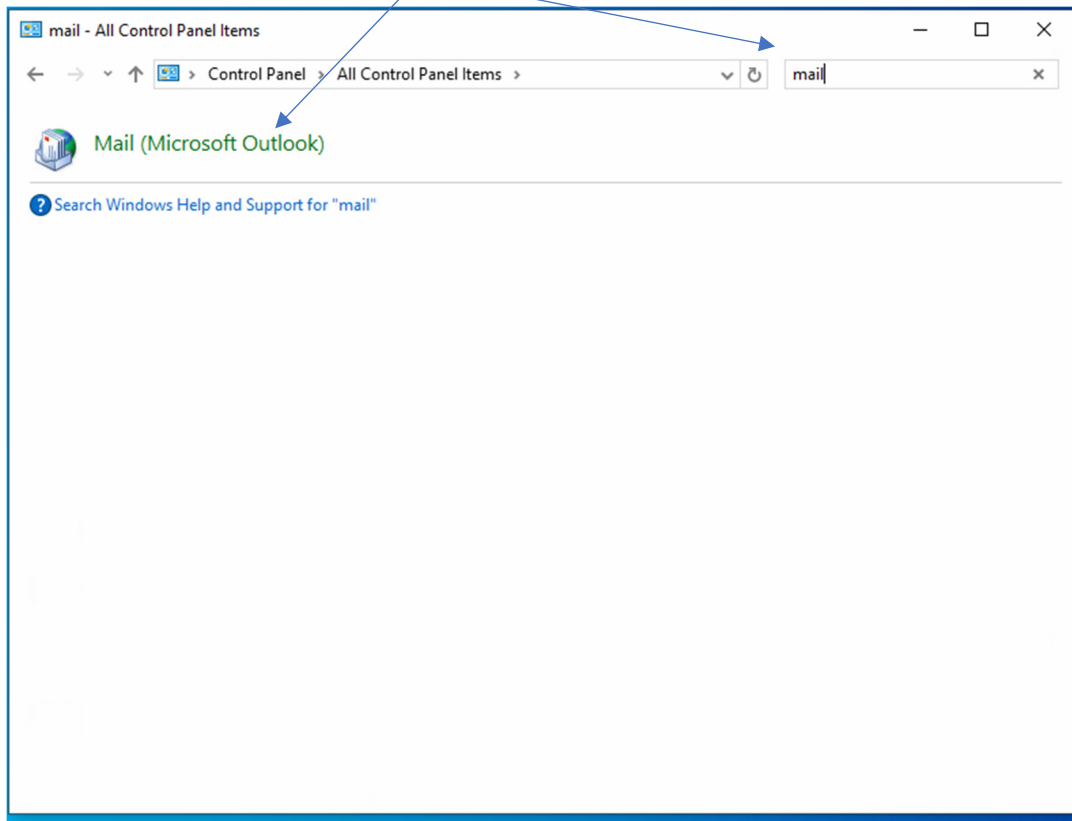
**NEW INCOMING AND OUTGOING SERVER ADDRESS:**

**s2932.can1.stableserver.net**

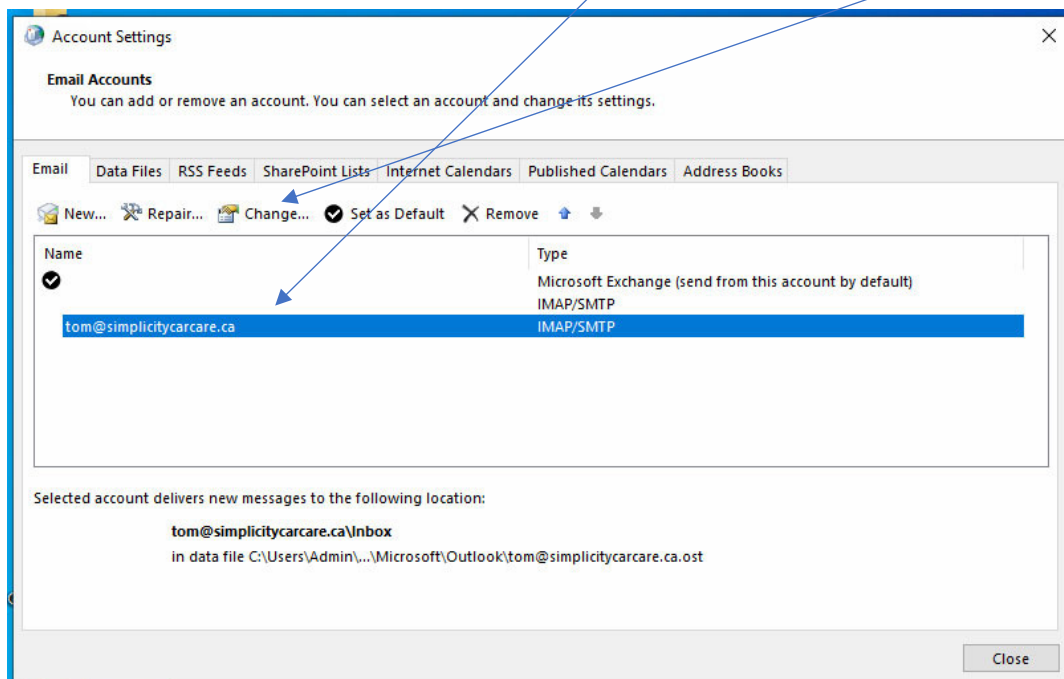
STEP 1 – SEARCH AND OPEN CONTROL PANEL IN THE TASK BAR



## STEP 2 – SEARCH AND OPEN “MAIL” IN CONTROL PANEL WINDOW



## STEP 3 – LEFT CLICK YOUR SIMPLICITY EMAIL ACCOUNT (S) AND CLICK “CHANGE”



STEP 4 – UPDATE THE INCOMING AND OUTGOING SERVER ADDRESS WITH:

s2932.can1.stableserver.net

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

**User Information**  
Your Name: menidis - Simplicity Car Care  
Email Address: tom@simplicitycarcare.ca

**Server Information**  
Account Type: IMAP  
Incoming mail server: dprhcp210.doteasy.com  
Outgoing mail server (SMTP): dprhcp210.doteasy.com

**Logon Information**  
User Name: tom@simplicitycarcare.ca  
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

Mail to keep offline: All

More Settings ...

< Back Next > Cancel Help

STEP 5 – CLICK NEXT AFTER UPDATING THE INCOMING AND OUTGOING MAIL SERVER AS BELOW

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

**User Information**  
Your Name: menidis - Simplicity Car Care  
Email Address: tom@simplicitycarcare.ca

**Server Information**  
Account Type: IMAP  
Incoming mail server: s2932.can1.stableserver.net  
Outgoing mail server (SMTP): s2932.can1.stableserver.net

**Logon Information**  
User Name: tom@simplicitycarcare.ca  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

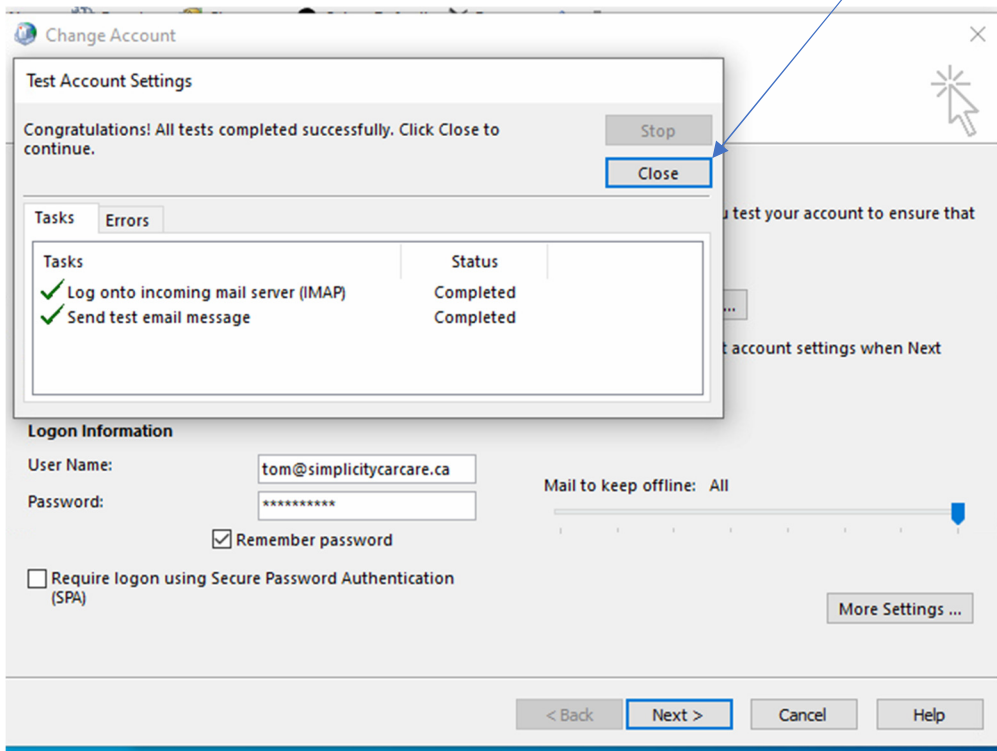
**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
 Automatically test account settings when Next is clicked

Mail to keep offline: All

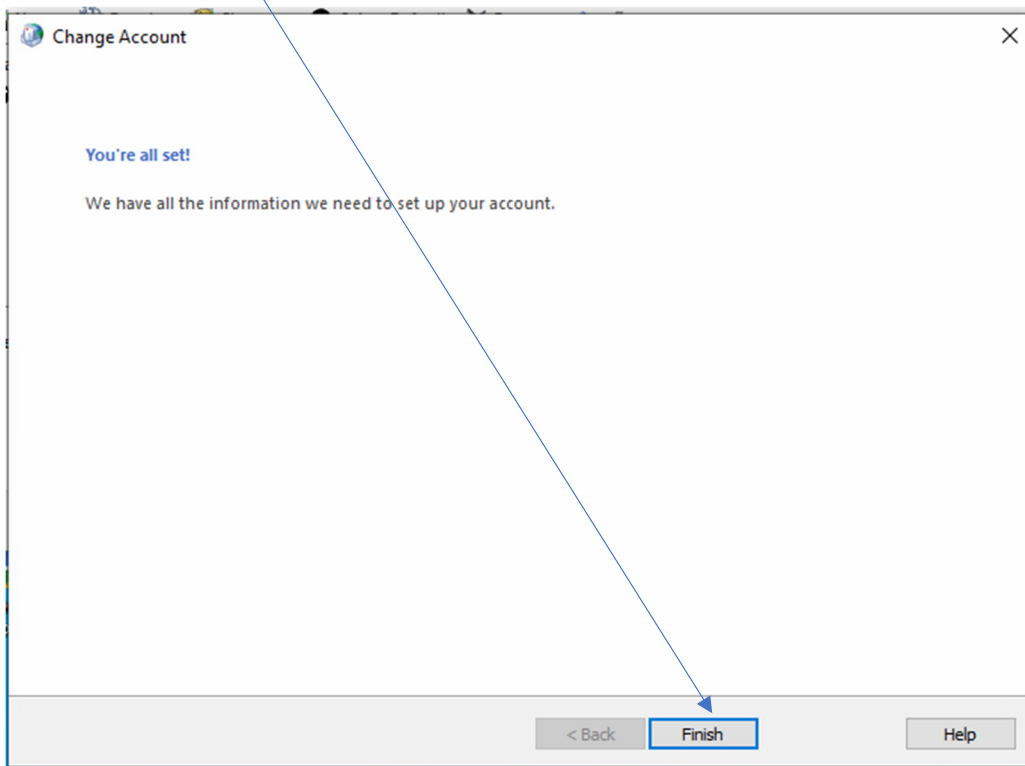
More Settings ...

< Back Next > Cancel Help

STEP 6 – UPON SUCCESSFUL TEST AND GREEN CHECKMARKS CLICK “CLOSE”



STEP 7 – CLICK “FINISH”



AT THIS POINT YOU CAN CLOSE ANY WINDOWS RELATED TO MAIL AND CONTROL PANEL.