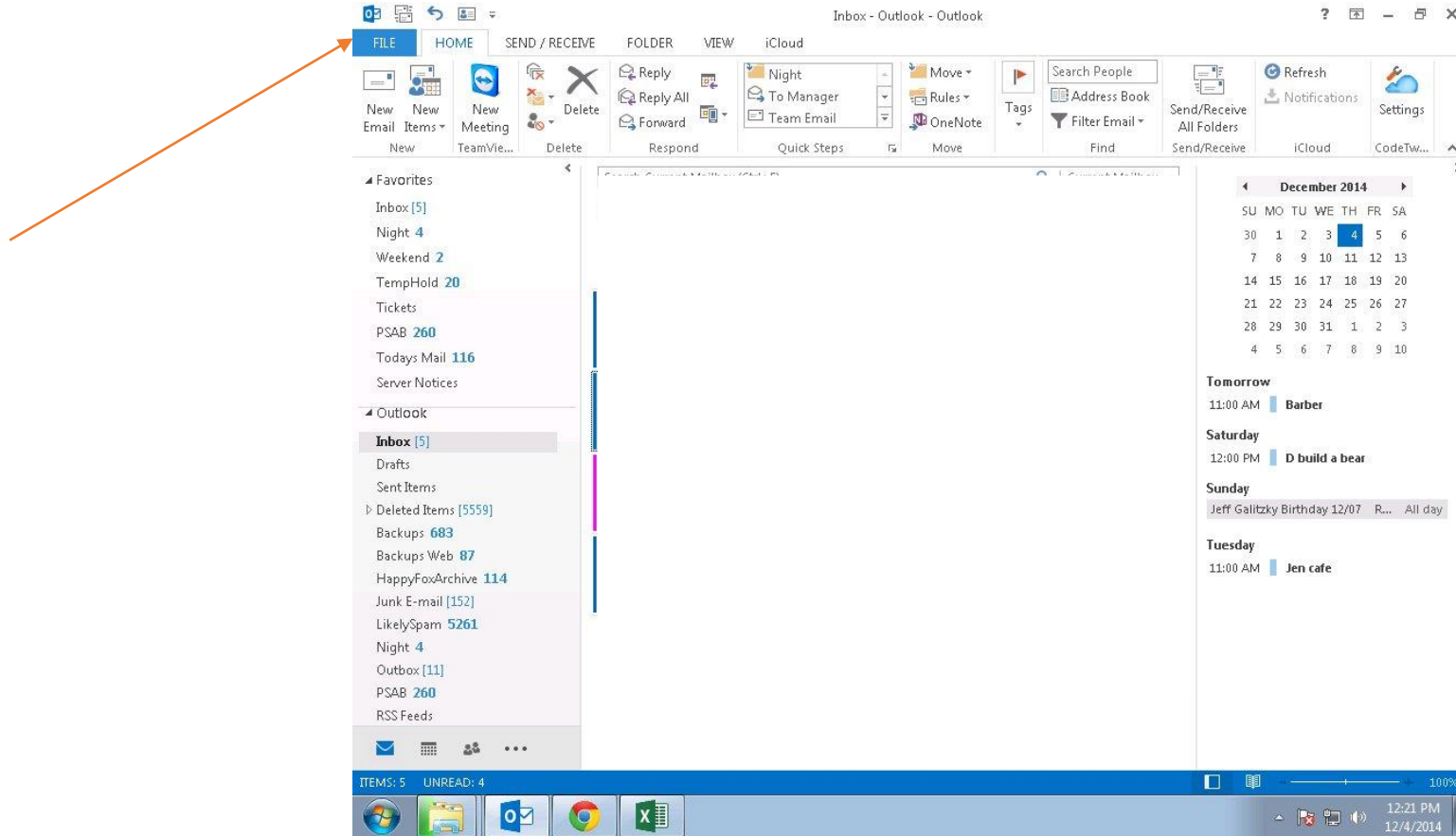


Outlook 2013 Port Change



Trouble with email can often be caused by the SMTP port settings. This document will explain how to change the setting.

Click File.

Inbox - Outlook - Outlook

Account Information

mike@vandling.net (1)
POP/SMTP

+ Add Account

Account and Social Network Settings

Change settings for this account or set up more connections.

- Connect to social networks.

Account Settings...
Add and remove accounts or change existing connection settings. Inbox by emptying Deleted Items and archiving.

Social Network Accounts

Configure Office to connect to social networks.

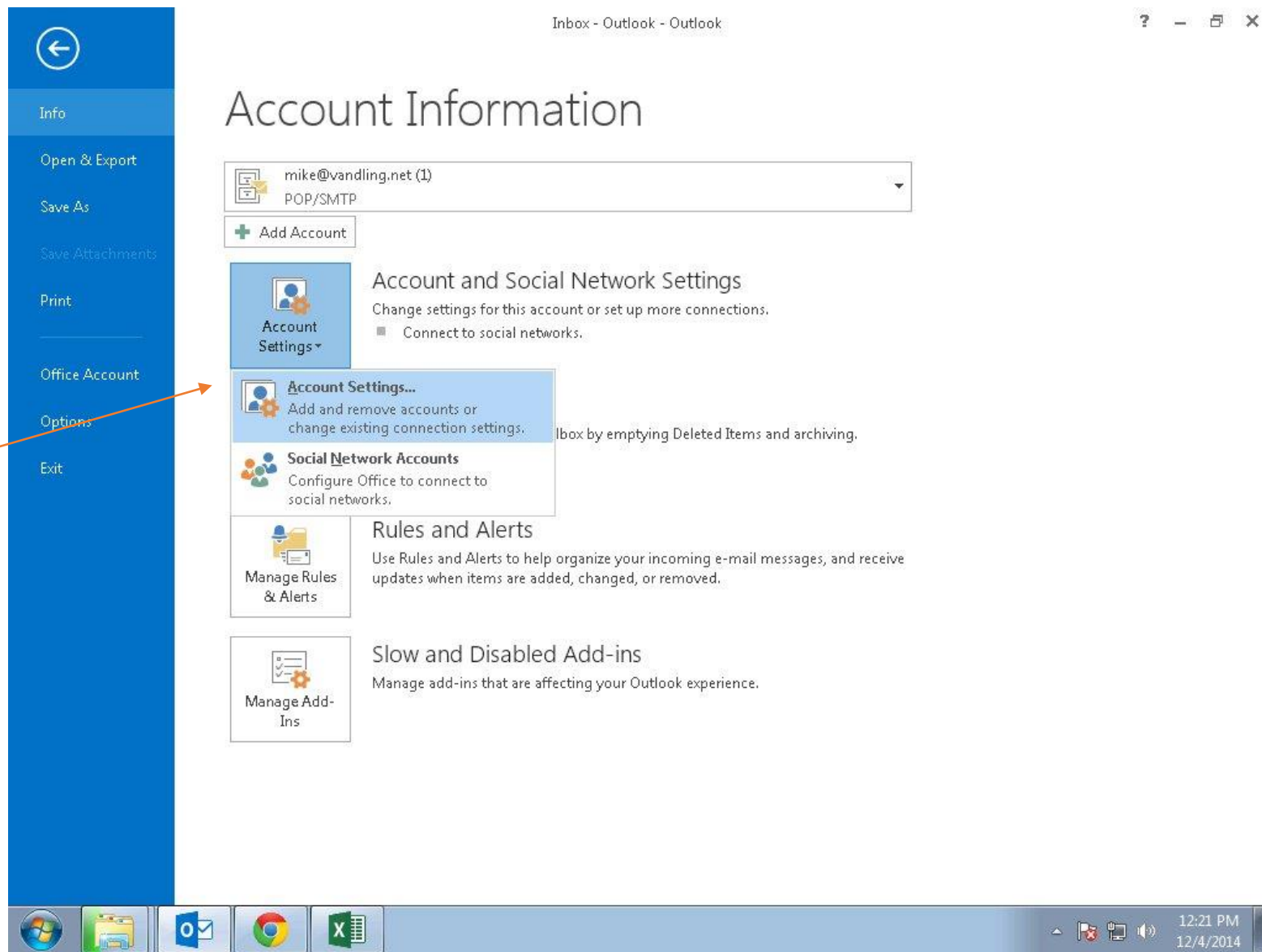
Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

Slow and Disabled Add-ins

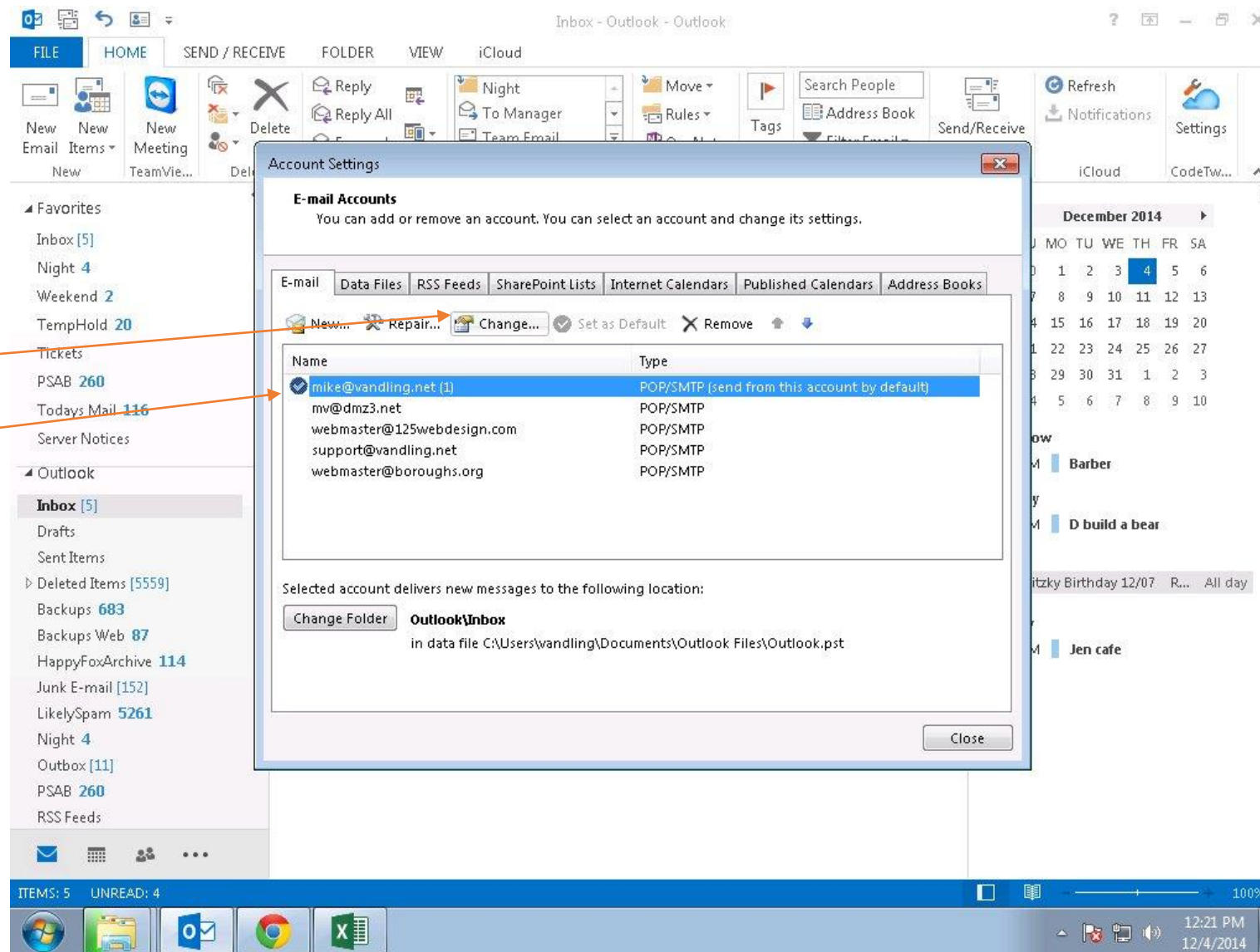
Manage add-ins that are affecting your Outlook experience.

Info
Open & Export
Save As
Save Attachments
Print
Office Account
Options
Exit

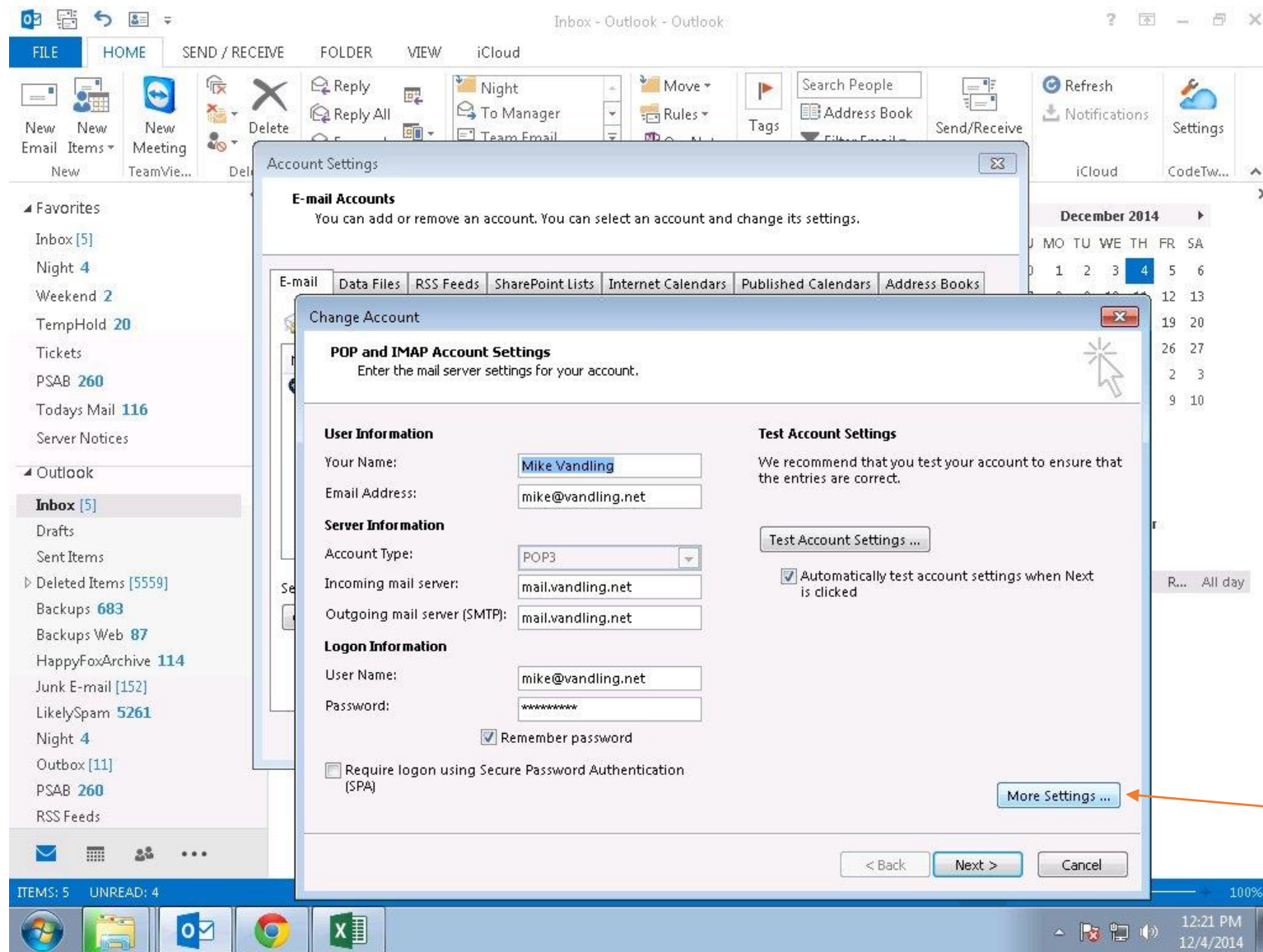


The screenshot shows the Outlook 'Account Information' page. On the left is a blue navigation pane with options: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Options, and Exit. An orange arrow points from the 'Options' menu item to the 'Account Settings...' button in the main content area. The main content area displays account details for 'mike@vandling.net (1)' using 'POP/SMTP'. Below this are several settings sections: 'Account and Social Network Settings' with a sub-option 'Connect to social networks'; 'Account Settings...' which includes a sub-note about the 'Inbox by emptying Deleted Items and archiving'; 'Social Network Accounts'; 'Rules and Alerts'; and 'Slow and Disabled Add-ins'. The Windows taskbar at the bottom shows icons for Start, File Explorer, Outlook, Chrome, and Excel, along with system tray icons and the date/time '12:21 PM 12/4/2014'.

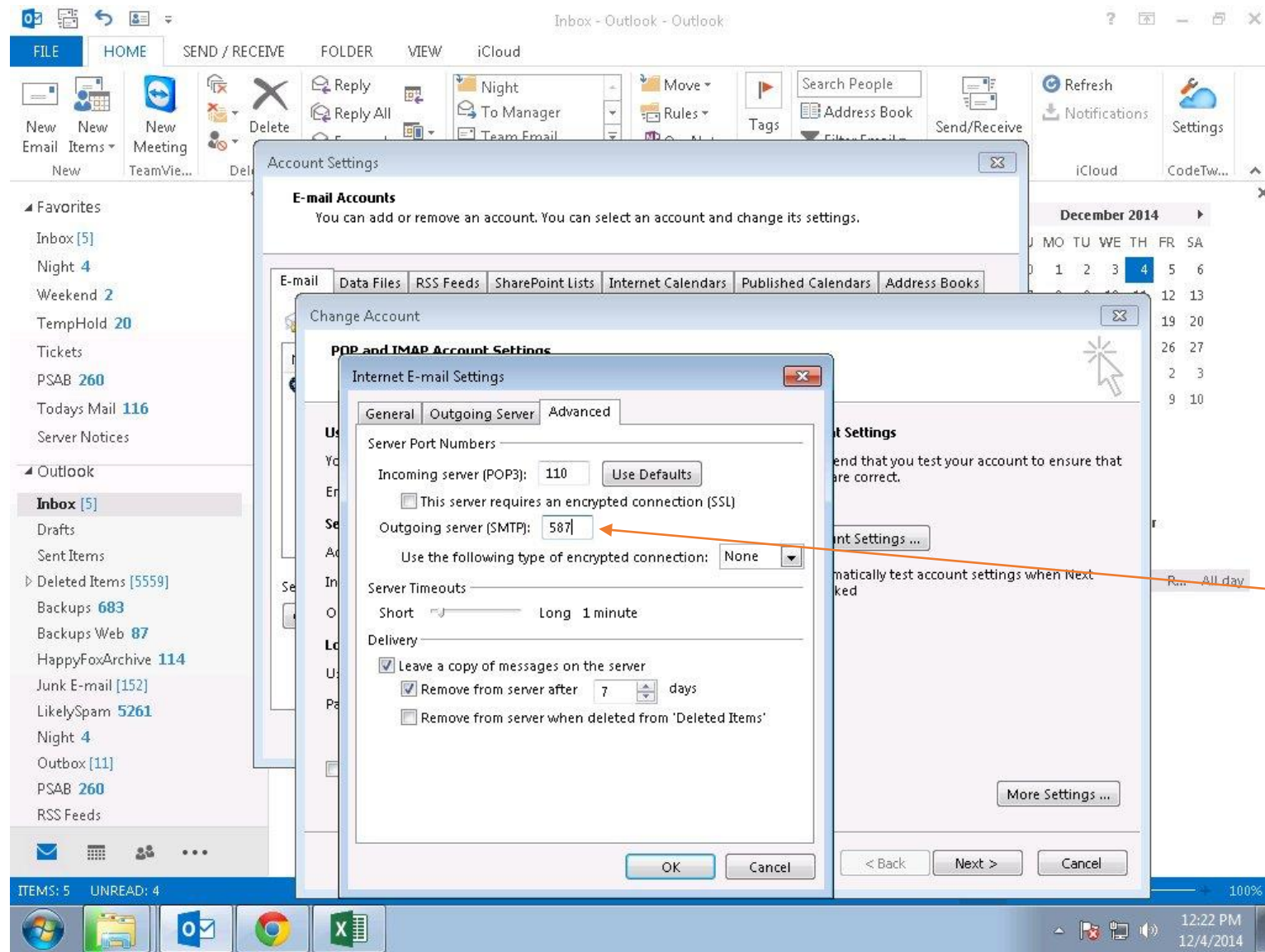
Click on Account Settings.



Highlight the email account to modify the port setting. Then click Change.



Click More Settings.



In most cases the Outgoing server will be 25. Change it to 587. If it is 587, change it to 25. Click OK, Next, Etc., until the modification boxes close. Close Outlook. Reopen Outlook and email should be working properly.