

## Commence OnDemand

## Microsoft Outlook

**User Information:**

Account Name:

Email Address:

Password:

Reply-To Address:

**Server Information:**

Server Type:

Incoming Mail Server:

Outgoing Mail Server (SMTP):

SMTP Port:  \* Port 25 is commonly the default SMTP port. Check with your system administrator to make sure your SMTP port is not different.

**Outgoing Server Information:**

SMTP Requires Authentication:

User Name:

SMTP Password:

Leave Messages On Server:

Signature:

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Internet E-mail Settings**

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

If Use same settings as my incoming server box is checked in the Outlook, then repeat your email address and password here.