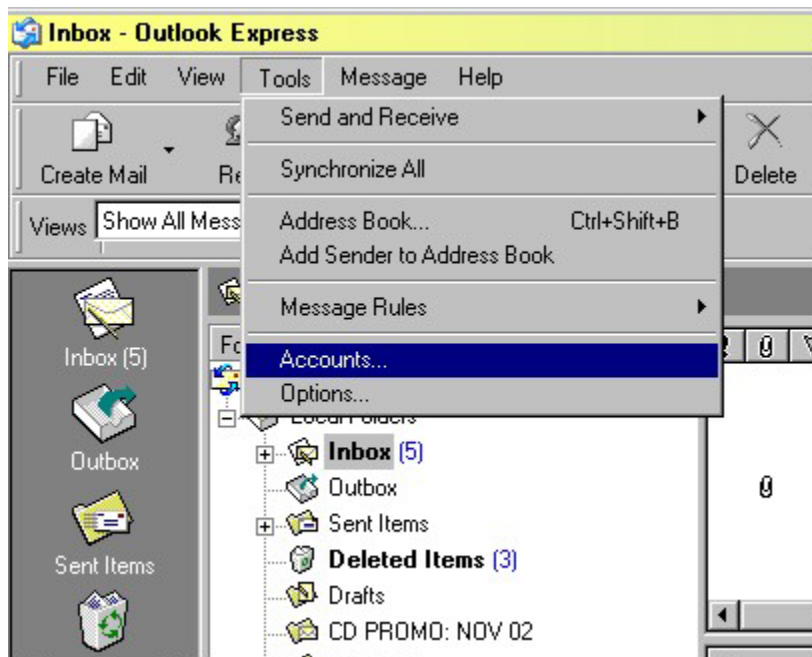
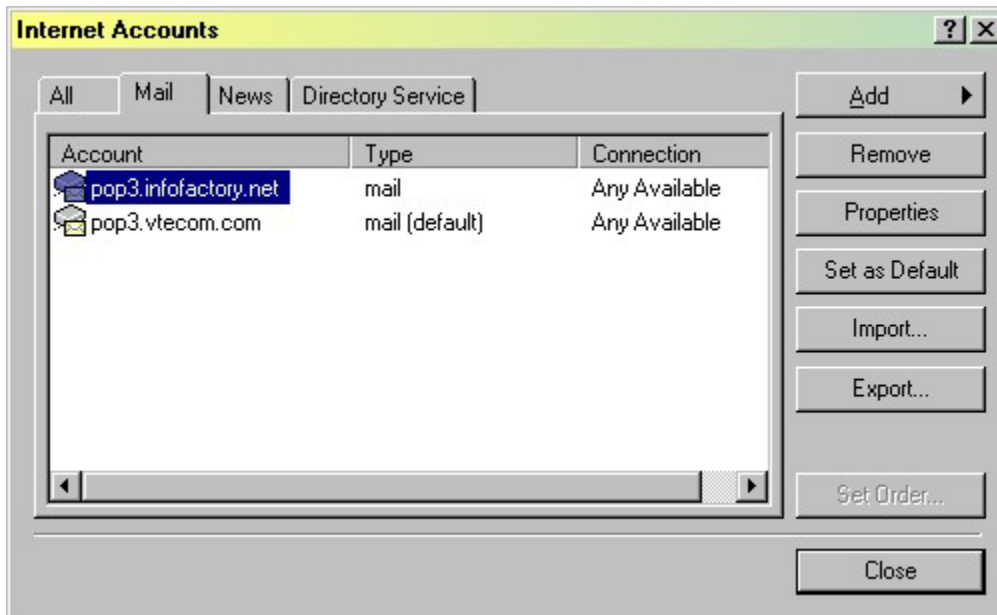


## Configuring Outlook when making changes on your E-mail Accounts

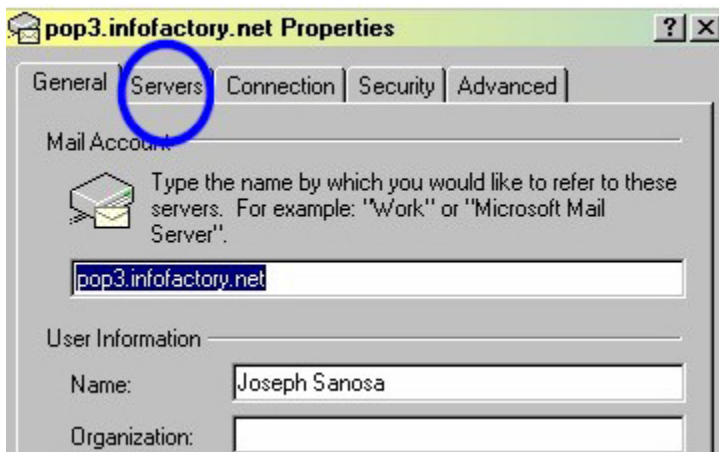
1. Open Outlook or Outlook Express,
2. Select Accounts from the Tools menu.



3. The Internet Accounts window will open, allowing you to see the e-mail accounts in your Outlook. Select the email account that you would like to change by double clicking on it.



4. When the pop3 properties window appear, select "Servers" tag.



5. Replace the incoming email account (pop3) with your new email account.  
(For example, in the illustration below, replace [pop3.infofactory.net](mailto:pop3.infofactory.net) with your new account [pop3.rapidfreightinc.com](mailto:pop3.rapidfreightinc.com))

Change the outgoing mail (smtp) account with your new email account.  
(For example, in the illustration below, replace [smtp.infofactory.net](mailto:smtp.infofactory.net) with your new account [smtp.rapidfreightinc.com](mailto:smtp.rapidfreightinc.com))

Input your entire email address in the Account name box.  
Enter your password

pop3.infofactory.net Properties

General Servers Connection Security Advanced

Server Information

My incoming mail server is a POP3 server.

Incoming mail (POP3): pop3.infofactory.net

Outgoing mail (SMTP): smtp.infofactory.net

Incoming Mail Server

Account name: joseph@infofactory.net

Password: xxxxxxxx

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication Settings...

OK Cancel Apply

6. At the bottom, under “Outgoing Mail Server”, enable “Outgoing Mail Server” by clicking on the box next to “My server requires authentication”.

7. Click “OK” and close the window.  
Your setup is complete!