## **Email**

# Mail Server Settings in Outlook Mail Server Settings in Microsoft Outlook 365, 2019, 2016

- 1. Open **Outlook**.
- 2. Click on **File** in the top left corner.
- 3. Select Account Settings, then click Account Settings again in the drop-down menu.
- 4. Choose the email account you want to update and click **Change**.
- 5. Under **User Information**, check your **Username**:
  - If your username is just "myusername," change it to "myusername@meganet.net" for both Incoming and Outgoing mail server settings.
- 6. Scroll down to **Server Information** and ensure both the **Incoming** and **Outgoing** mail servers are:
  - Incoming (IMAP or POP3): mail.meganet.net
  - Outgoing (SMTP): smtp.meganet.net
- 7. Click **Next**, then click **Finish** after Outlook confirms your settings.

## Mail Server Settings in Microsoft Outlook 2013

- 1. Open **Outlook**.
- 2. Click **File** in the top left corner.
- 3. Select **Account Settings**, then click **Account Settings** again.
- 4. Under the **Email** tab, select your email account and click **Change**.
- 5. Under **Logon Information**, ensure your **Username** is updated:
  - If it's "myusername," change it to "myusername@meganet.net" for both Incoming and Outgoing settings.
- 6. Scroll down and verify the **Incoming and Outgoing Server Information**:
  - Incoming (IMAP or POP3): mail.meganet.net
  - Outgoing (SMTP): smtp.meganet.net
- 7. Click **Next**, allow Outlook to test your account settings, then click **Finish**.

#### Mail Server Settings in Microsoft Outlook 2010

- 1. Open Outlook.
- 2. Click on the **File** tab, then click **Account Settings** > **Account Settings** again.
- 3. Under the **Email** tab, select your account and click **Change**.
- 4. Under **Logon Information**, ensure your **Username** is updated:
  - If it reads "myusername," append "@meganet.net" to make it
    - "myusername@meganet.net" for both Incoming and Outgoing mail server settings.
- 5. Under **Server Information**, confirm the following:
  - Incoming (IMAP or POP3): mail.meganet.net
  - **Outgoing (SMTP):** smtp.meganet.net
- 6. Click **Next**, then click **Finish** once the settings are verified.

## Mail Server Settings in Microsoft Outlook 2007

- 1. Open Outlook.
- 2. Click on **Tools** from the menu bar, then select **Account Settings**.
- 3. Under the **Email** tab, select your account and click **Change**.
- 4. Ensure your **Username** is updated:
  - If it's listed as "myusername," change it to "myusername@meganet.net" for both Incoming and Outgoing mail servers.
- 5. Check your **Server Information**:
  - Incoming (IMAP or POP3): mail.meganet.net
  - Outgoing (SMTP): smtp.meganet.net
- 6. Click **Next**, then click **Finish** once the changes are confirmed.

#### **Mail Server Settings in Microsoft Outlook for Mac**

## **Email**

- 1. Open **Outlook for Mac**.
- 2. Go to **Tools** in the menu, then select **Accounts**.
- 3. Select your email account in the left panel.
- 4. Under **Account Information**, ensure your **Username** is updated:
  - If your username reads "myusername," change it to "myusername@meganet.net" for both **Incoming** and **Outgoing** mail servers.
- 5. Ensure your **Incoming** and **Outgoing** server details are as follows:
  - Incoming (IMAP or POP3): mail.meganet.net
  - **Outgoing (SMTP):** smtp.meganet.net
- 6. Close the window, and your changes will be saved automatically.

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