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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