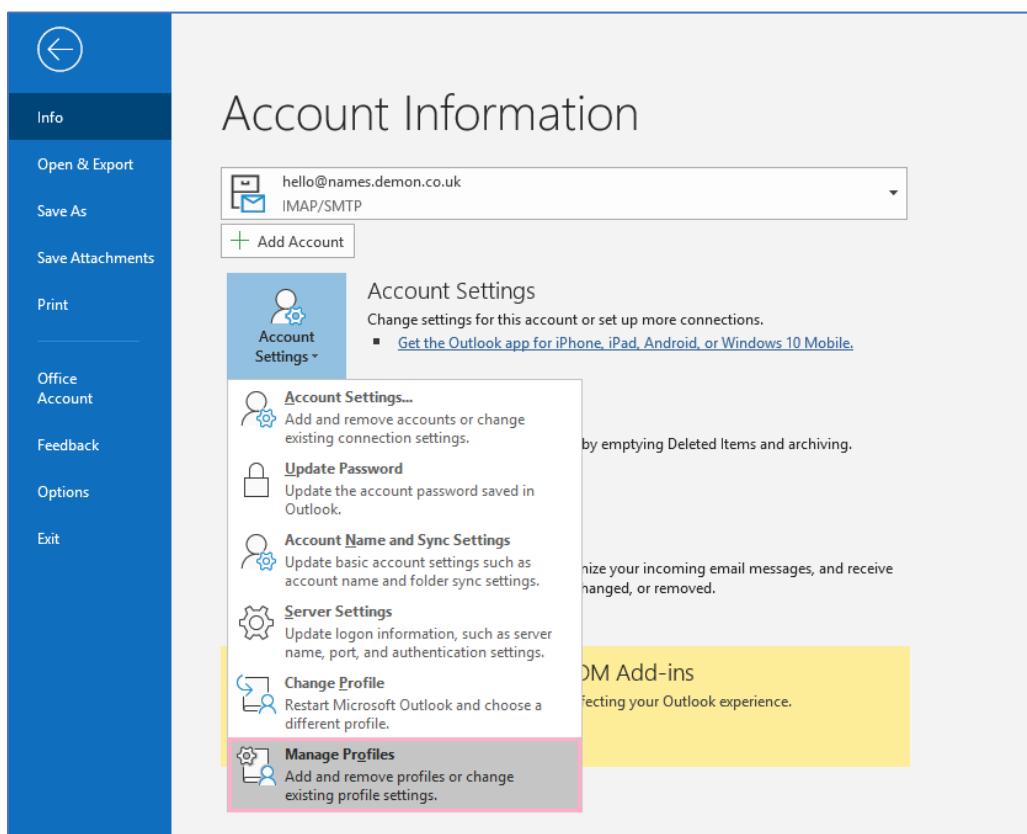


# Microsoft Outlook 2016 (latest release and Outlook 2019) Settings Update Guide

The screenshots below are a step by step guide to update the Username and Email address field to your new email address. This should have been emailed to you but if you are unsure please contact the support team. No other settings required changes.

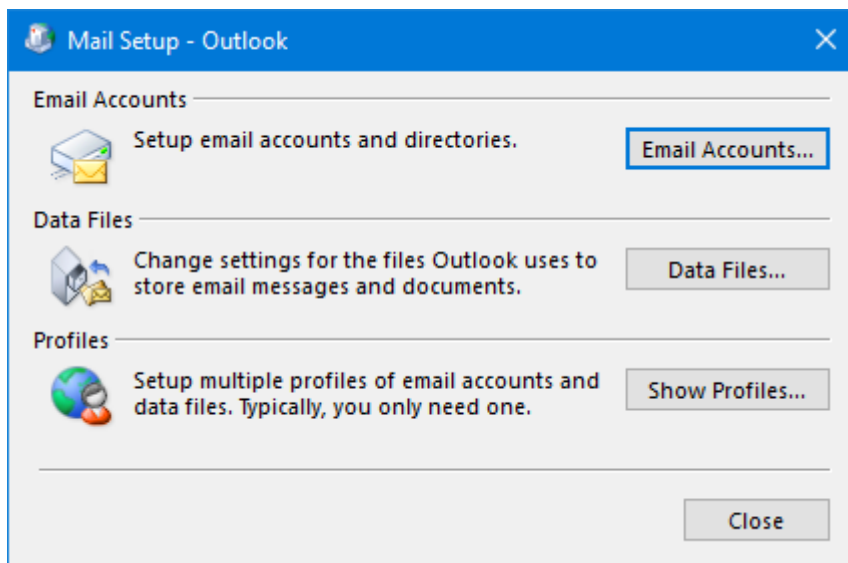
The guides apply to accounts setup as both POP3 or IMAP please note.

1. Open Outlook 2016
2. Click on File (top left hand corner)
3. Click on Manage Profiles

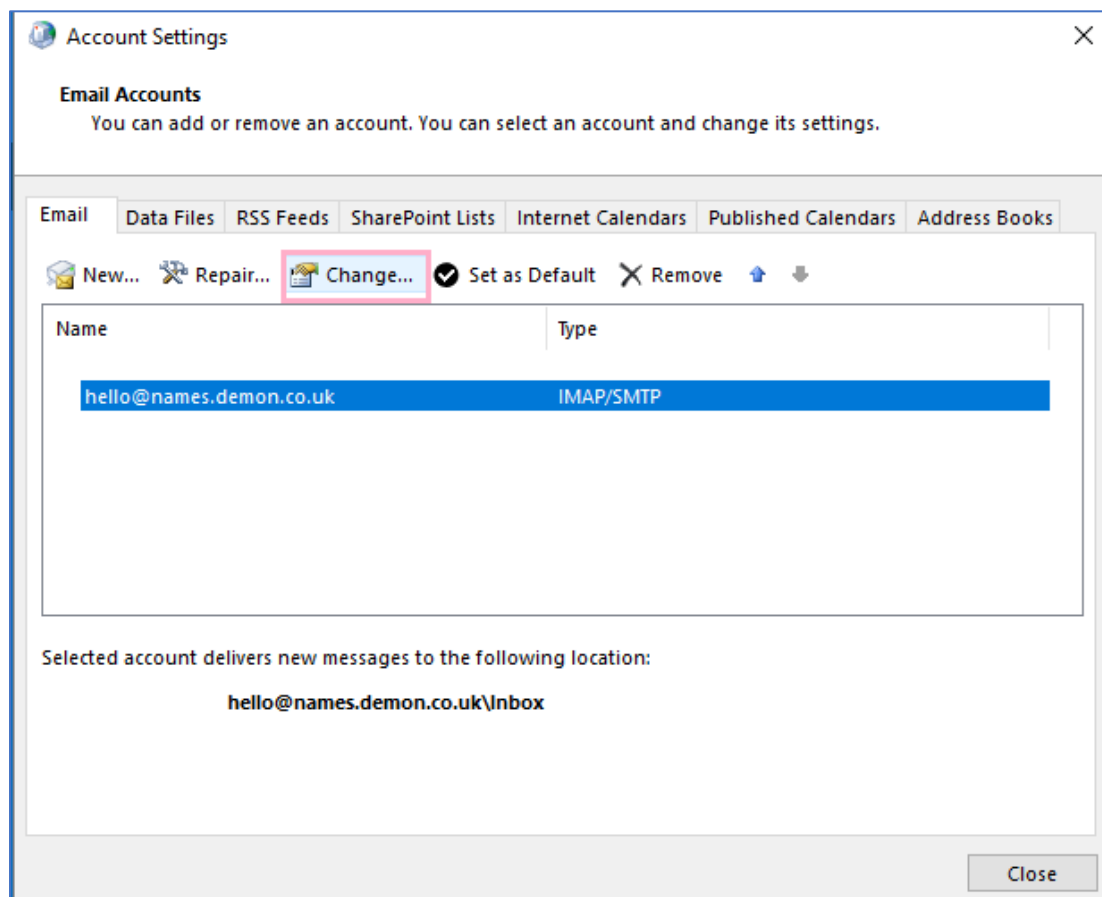


# Microsoft Outlook 2016 (latest release and Outlook 2019) Settings Update Guide

## 4. Click on “**Email Accounts**”

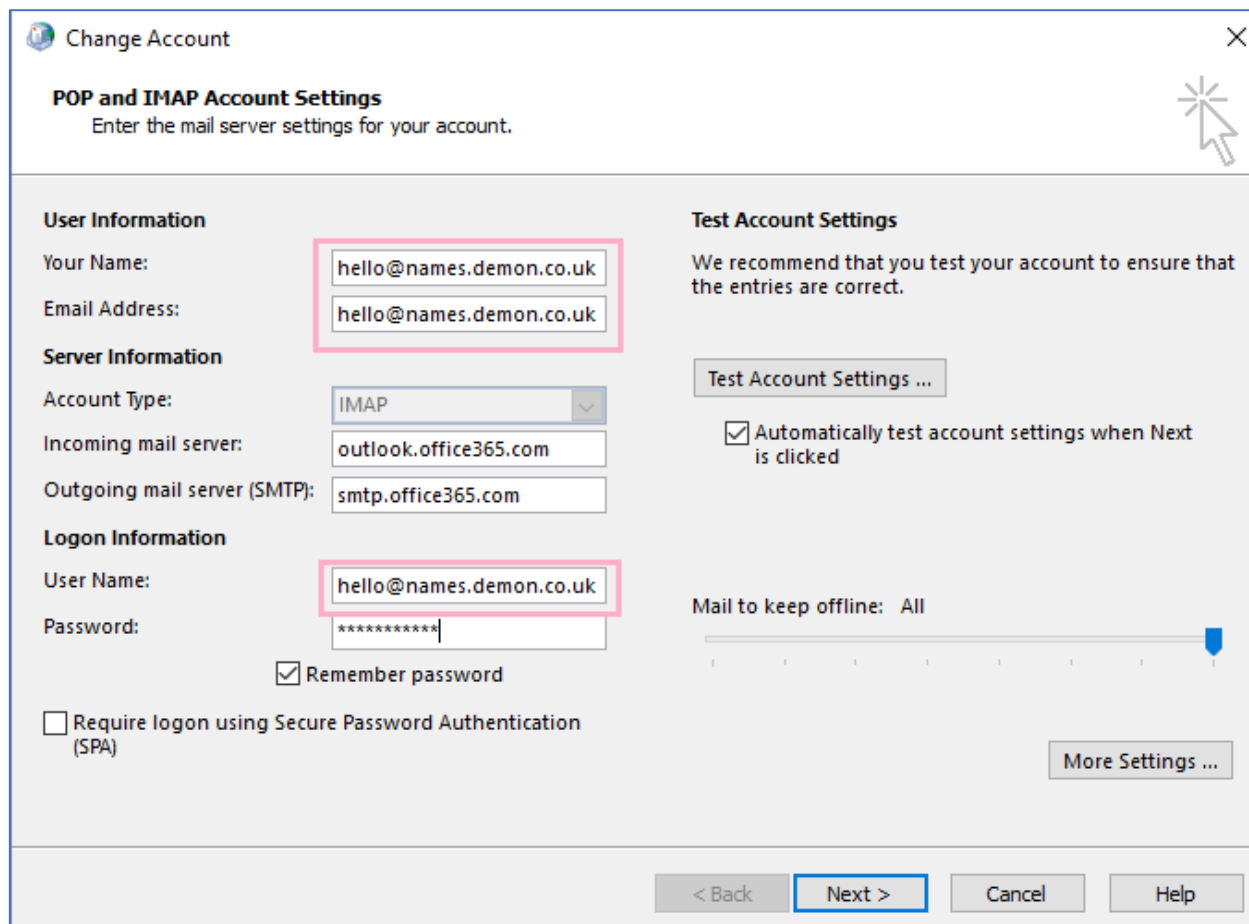


## 5. Select your Mail account and click on “**Change**”



# Microsoft Outlook 2016 (latest release and Outlook 2019) Settings Update Guide

5. The highlighted fields below will need to be updated, in this example we have used [hello@names.demon.co.uk](mailto:hello@names.demon.co.uk)



**Change Account** [Close]

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email 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)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

< Back **Next >** Cancel Help

# Microsoft Outlook 2016 (latest release and Outlook 2019) Settings Update Guide

6. Below we have updated the fields with our newly acquired domain name and email address.

**Change Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email 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)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

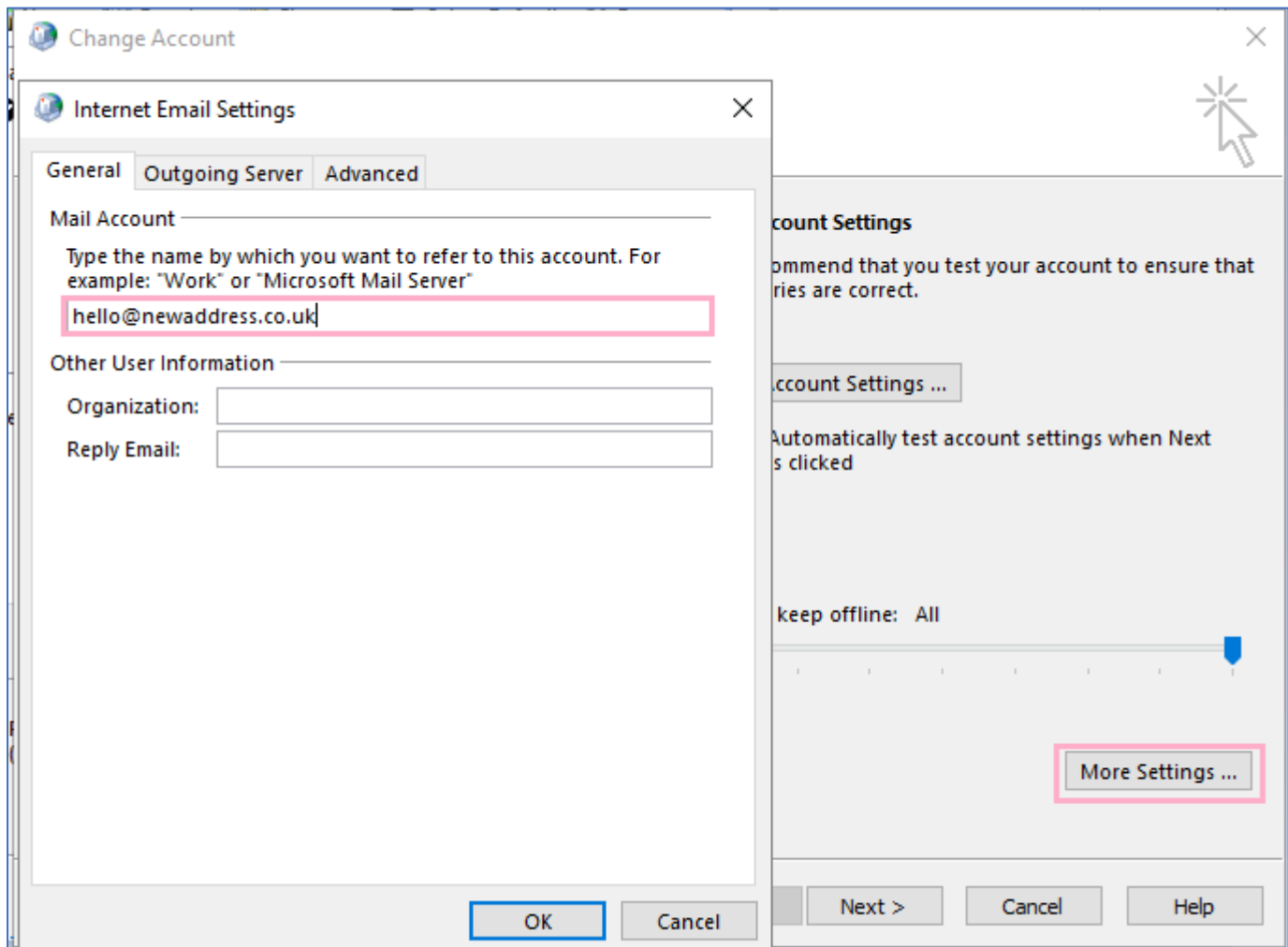
Automatically test account settings when Next is clicked

Mail to keep offline: All

< Back   **Next >**   Cancel   Help

## Microsoft Outlook 2016 (latest release and Outlook 2019) Settings Update Guide

7. We now need to click on “**More Settings**” and update the “Mail Account” field with your new email address.



8. Click on Ok and “Next” this will perform a quick test and you should see two green ticks indicating a successful test and setup. We recommend restarting your Outlook application to complete the update.

This now completes the update process. If you need further assistance, please contact Technical Support. Thank you.