

How To Update Outlook On Your Windows PC

These step-by-step instructions describe how to update your email account settings in Outlook, and apply to most modern Outlook versions. However, if the steps provided below do not match what you see on your PC, or you have a question, please feel free to reach out for help at 765.998.6192 or support@eiwifi.com.

- 1.) Open Outlook on your computer.
- 2.) In the upper left corner of your screen click on the “File” tab.
- 3.) Next, click the “Account Settings” button, and then click “Account Settings” from the drop down menu that appears.
- 4.) In the Account Settings window that appears, double click on your eiwifi.com email account. This will open your email account settings.
- 5.) Locate the “Incoming mail server” field and change it to: emailhosting.cloud
- 6.) Locate the “Outgoing mail server (SMTP)” field and change it to: emailhosting.cloud
- 7.) Locate the “User Name” field and verify that your complete email address is listed, for example: jane@eiwifi.com. If only part of your email address is listed, for example: jane, then change it to your complete email address, for example: jane@eiwif.com
- 8.) Click the “More Settings...” button, then in the new window that appears, click the “Advanced” tab.
- 9.) Set the “Incoming server IMAP” field to 143. Set the “Use the following type of encrypted connection” field to: STARTTLS. If STARTTLS is not available, select TLS instead.
- 10.) Set the “Outgoing server (SMTP)” field to 587. Set the “Use the following type of encrypted connection” field to: STARTTLS. If STARTTLS is not available, select TLS instead.
- 11.) Click the Ok button, and the window will close. Click, the “Next” button, then the “Finish” button and the Account Settings window will close.
- 12.) Close Outlook, then re-open Outlook for the setting changes to go in to effect. You may see your email messages & folders disappear for up to 1 minute, then begin re-appearing. This is normal and is expected behavior as Outlook re-downloads all of your folders & email messages from the server.