

User guide to changing

smtp relay server details

for Microsoft Outlook

A guide to changing the smtp relay server details - for Microsoft Outlook

This document provides guidance on how to change the smtp relay server details for the Microsoft Outlook email client.

Simple Mail Transfer Protocol (smtp) is an internet standard for sending / relaying emails across IP networks.

Gamma Telecom has introduced a new smtp relay server for your customer's outgoing email so your customer's smtp relay settings will need to be changed within their email client.

The new smtp server details are: smtprelay.business-access.co.uk

You should change your customer's smtp relay details in their email client as soon as possible and certainly **before 20th June 2011** to ensure your customer can continue to have an outgoing email service.

NOTE:

For Gamma controlled domains (i.e. smtp.gammadsl.com and smtp.uniworlddsl.com) there is NO work to do as Gamma has already re-pointed the traffic to the new smtp relay servers.

For non-Gamma controlled domains, the smtp relay server details will need to be made.

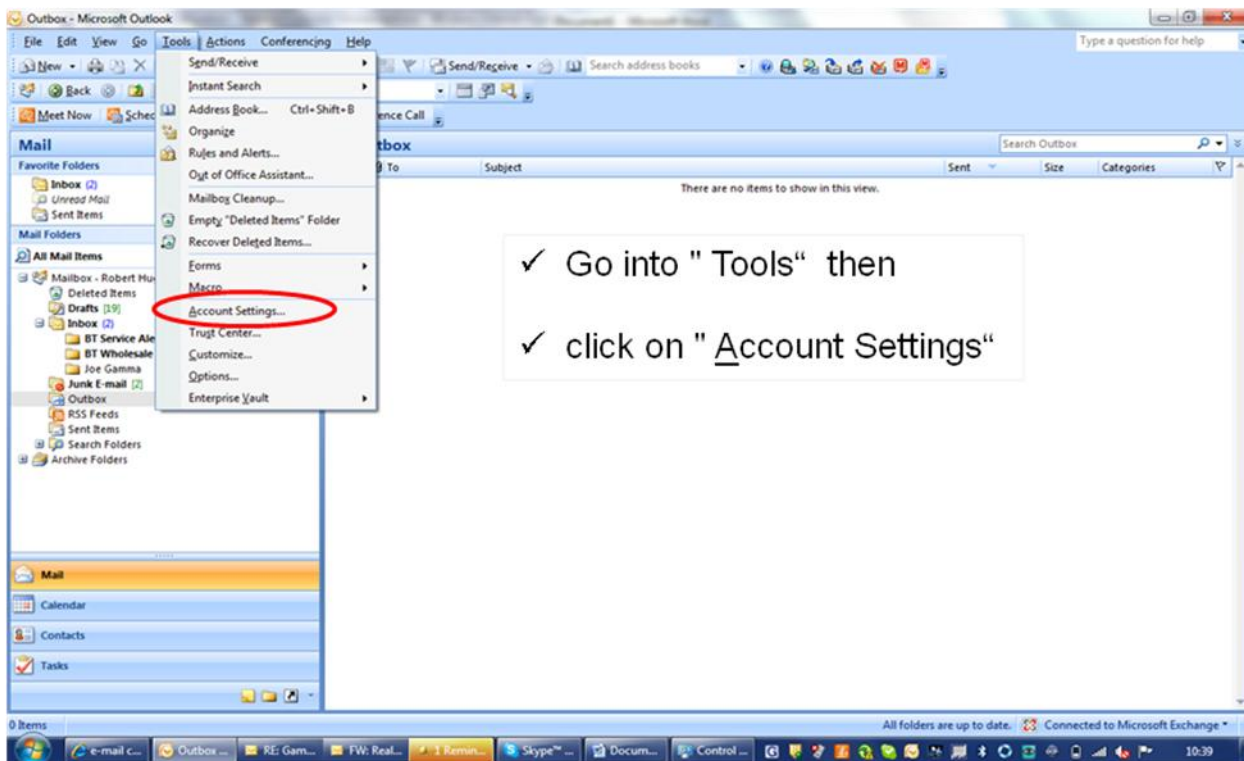
These changes are:

- Very easy to do plus
- They take just a few minutes and a few clicks.

Here are the few, simple steps you should take to change the smtp relay server details for the Microsoft Outlook email client.

STEP 1

Go to "Tools" in the menu bar.
Open this and find "Account Settings" and click on it.

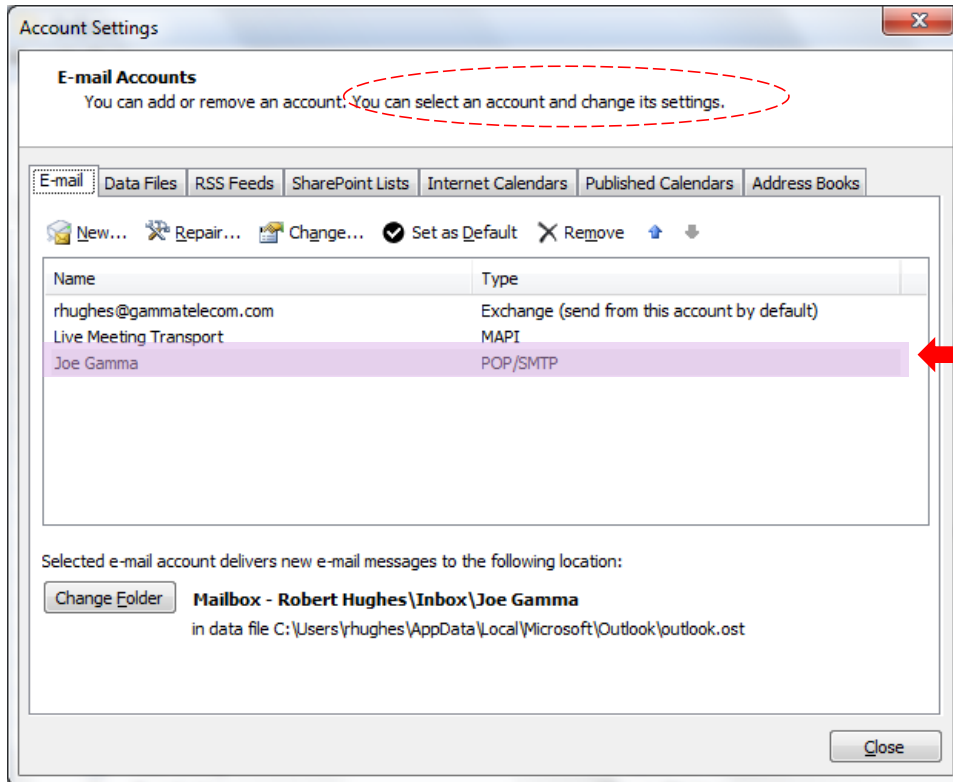


STEP 2

Go into the "E-mail" tab (if not already opened).

Here you can select the appropriate POP3 accounts that need to be changed (in this example it's Joe Gamma).

Click on the email account that needs to be changed



- ✓ Click on the " E-mail" tab
- ✓ Select the POP3 account

STEP 3

Go to "Outgoing mail server (SMTP):" as per the highlighted section below.

Change the server details to smtprelay.business-access.co.uk

The screenshot shows the 'Change E-mail Account' dialog box. The 'Outgoing mail server (SMTP)' field is highlighted in blue. The dialog includes sections for User Information, Server Information, Logon Information, and Test Account Settings.

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Joe Gamma
E-mail Address: joe@kelly.gammadsl.com

Server Information
Account Type: POP3
Incoming mail server: pop3.gammadsl.com
Outgoing mail server (SMTP): smtp.gammadsl.com

Logon Information
User Name: joe@kelly.gammadsl.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

- ✓ Change the SMTP server details to:
smtprelay.business-access.co.uk

STEP 4

Once you have entered the new details (as per below) then click on "Test Account Settings ...".

Change E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail 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
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

✓ Click on Test Account Settings

Once successful you will get the following screen.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

✓ Finally click on Close