

**User guide to changing**  
**smtp relay server details**  
**for Microsoft Outlook Express**

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

This document provides guidance on how to change the smtp relay server details for the Microsoft Outlook Express 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](http://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 20<sup>th</sup> 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.

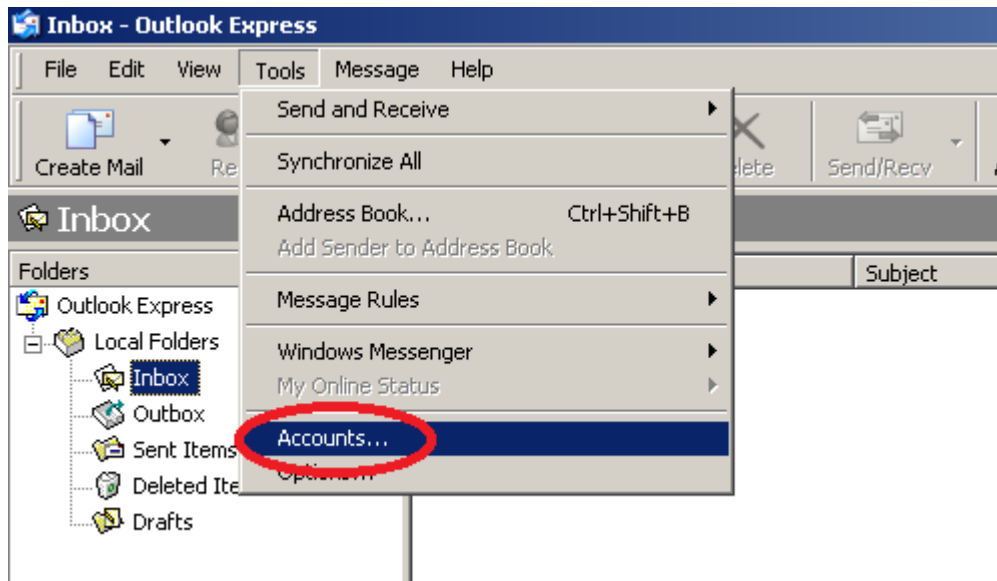
For non-Gamma controlled domains, the smtp relay server details will need to be made.

These changes are:

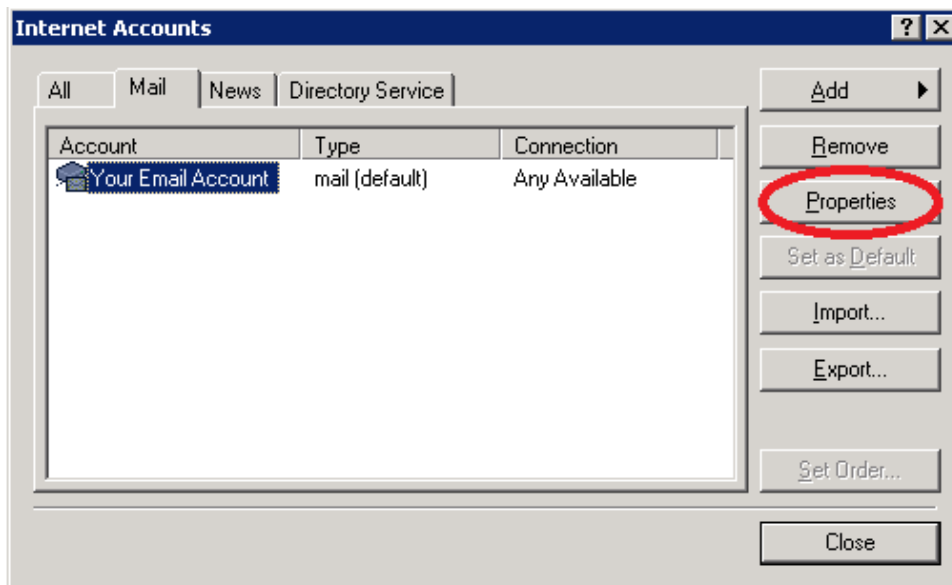
- Very easy to do plus
- They take just a few minutes and a few clicks.

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

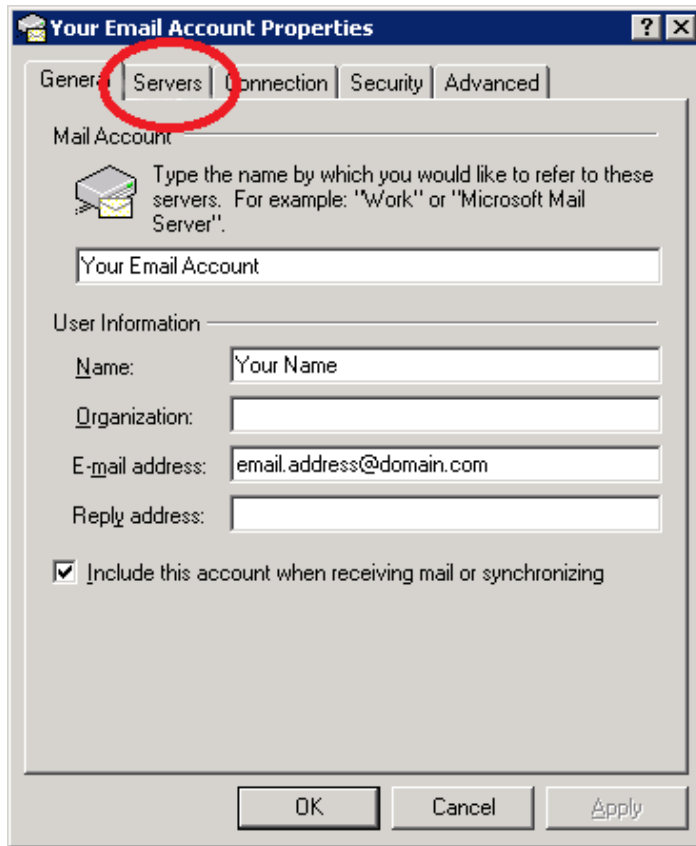
Step 1 - Open your Outlook Express email software and select "Accounts" from the menu



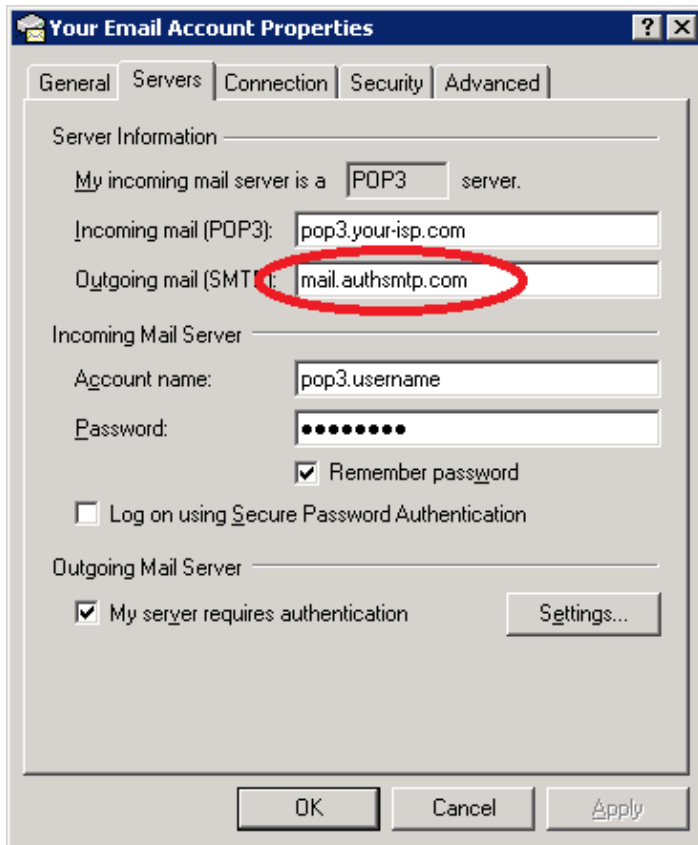
Step 2 - Select the relevant POP3 account and click on "Properties" (All POP3 accounts will need to be changed)



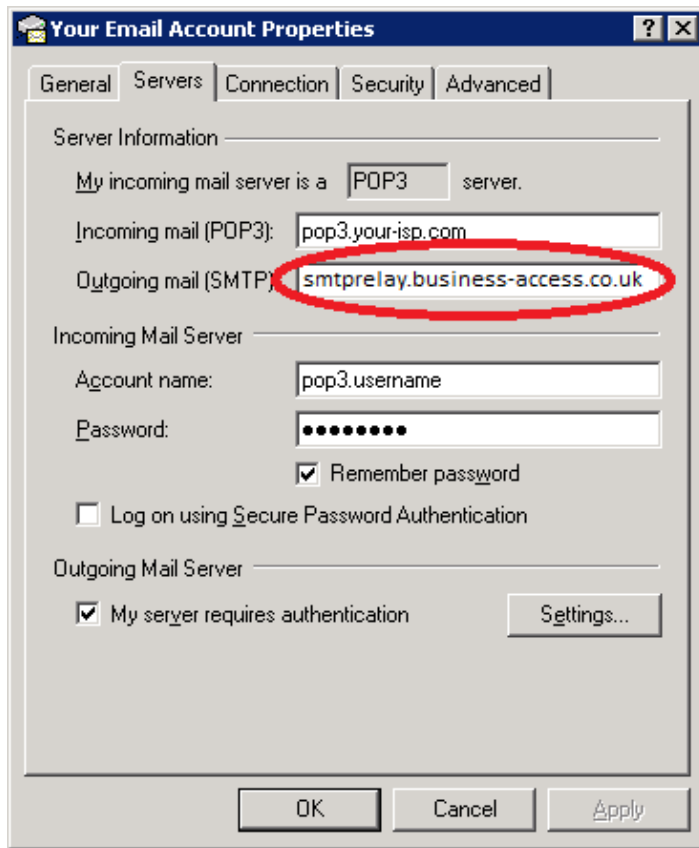
### Step 3 - Click on the "Servers" tab



Step 4 - You will now see the current details for "Outgoing mail (SMTP)"



Step 5 - Replace the current details with smtprelay.business-access.co.uk and click on "OK"



Step 6 - Click on "Close"

