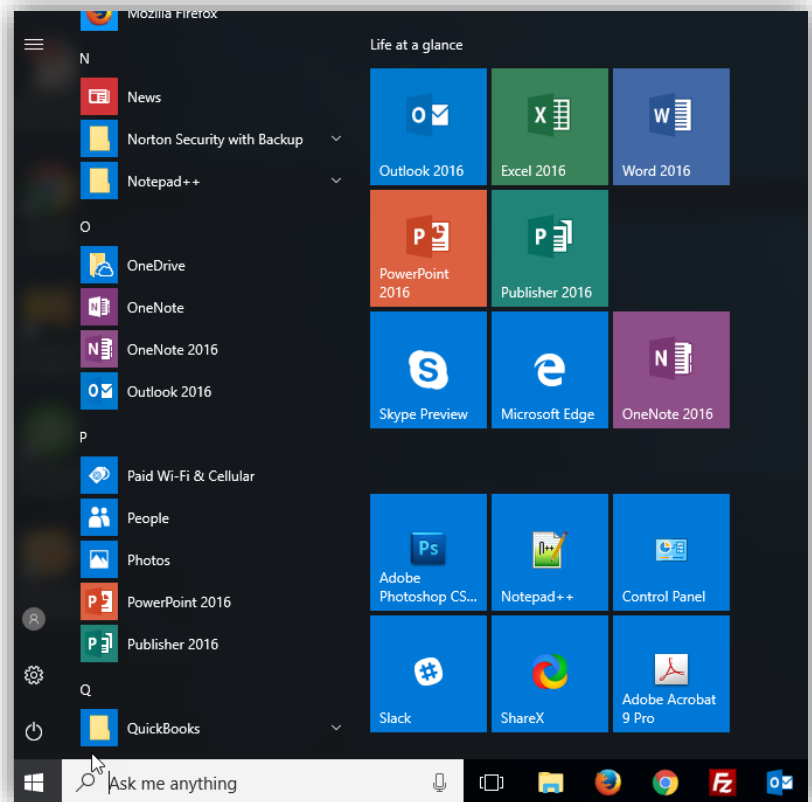
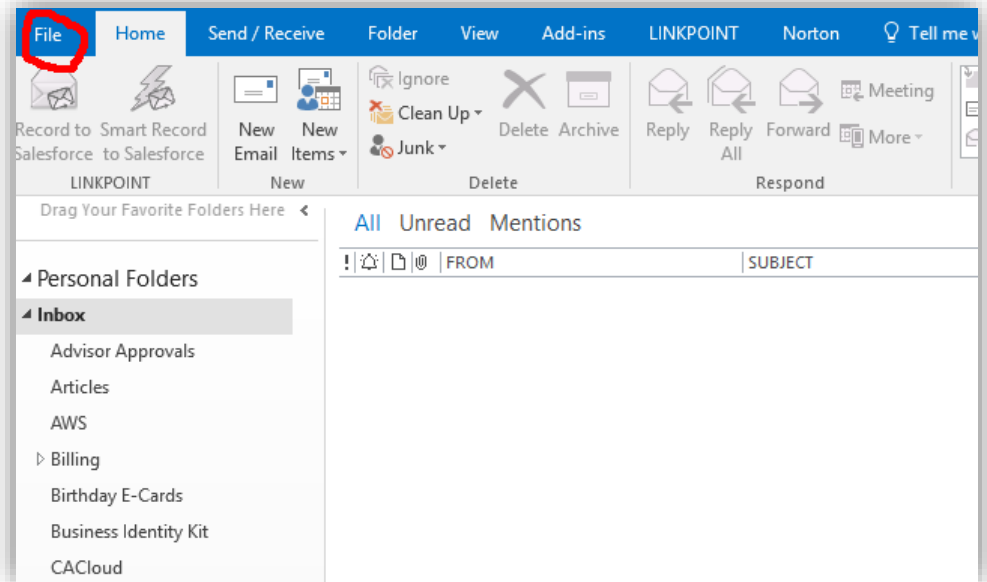


To update your **AdvisorNet email address** on the **Microsoft Outlook 2016 email program**, follow the steps below:

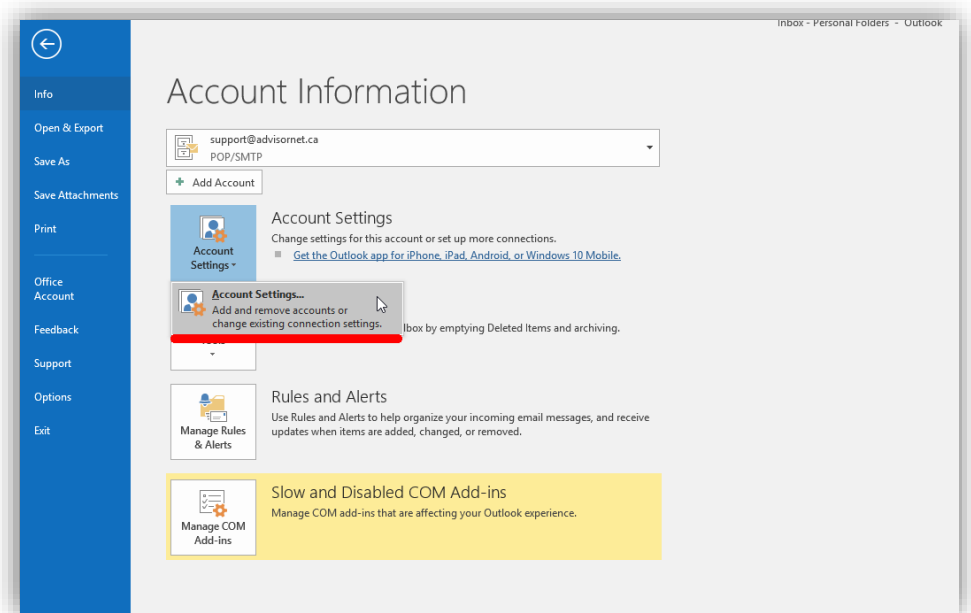
- 1.) **Open up Microsoft Outlook 2016** on your computer by either selecting it from your Start Menu or on your Taskbar at the bottom of your screen.



- 2.) Once Outlook has been fully opened, click on the **File** option at the top-left corner of the screen.

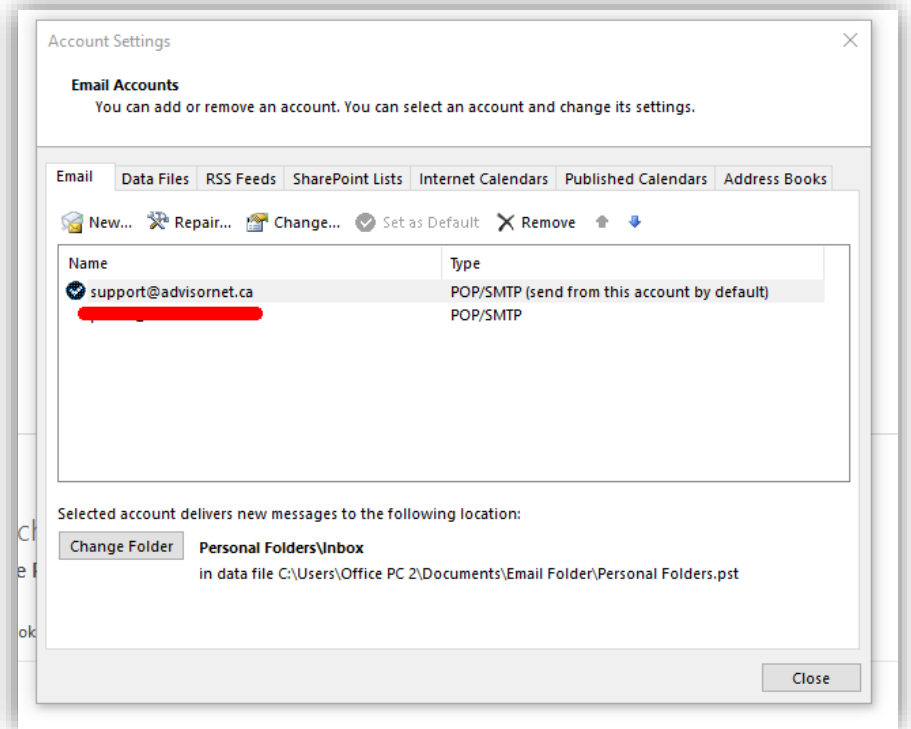


- 3.) On the **Account Information** screen, click on the **Account Settings** option within the right-hand pane and select **Account Settings**.



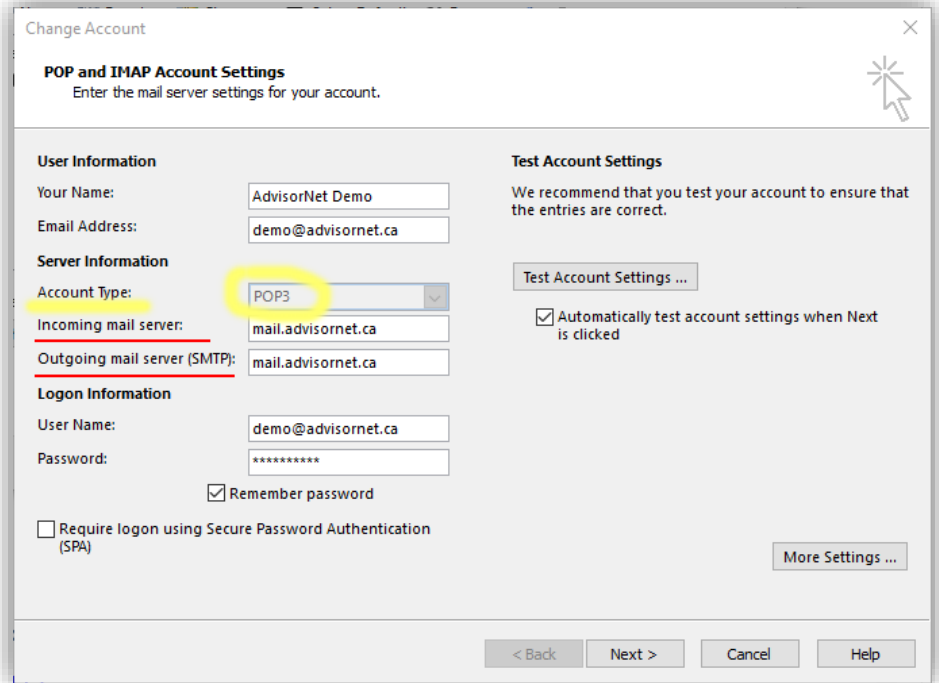
- 4.) On the **Account Settings** screen, do a **double-click** on your **email address**.

Doing this will open up the **Change Account** window.



- 5.) On the **Change Account** window, **edit** the following fields with the values in **yellow**:

Account Type – **Make a note** of this value as **you will need it in a later step** in this guide to **update the Advanced settings**.



Incoming Mail Server - The *incoming server name* of the account. **For both POP3 and IMAP**, type in **mail.advisornet.ca** for this field, as shown.

Outgoing Mail Server (SMTP) - The *outgoing server name* of the account. **For both POP3 and IMAP**, type in **mail.advisornet.ca** for this field, as shown.

User Name – **DO NOT CHANGE THIS FIELD.**

Password – **DO NOT CHANGE THIS FIELD.**

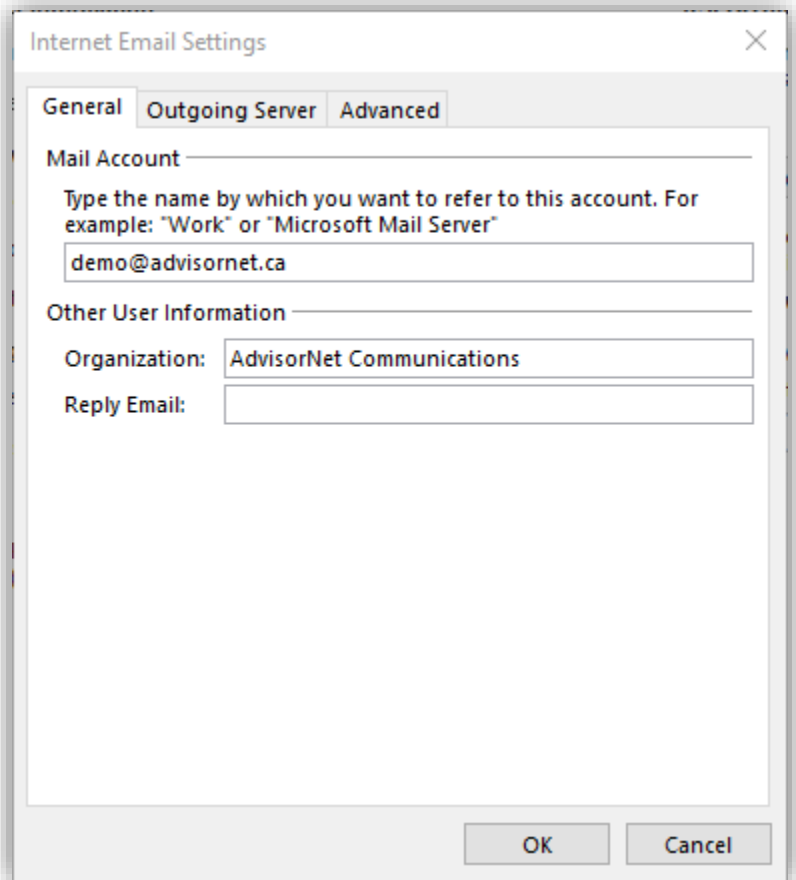
Once you have updated the above fields, click on the **More Settings** button at the **right-hand side of the screen**.

- 6.) On the **Internet Email Settings window**, go to the **General tab** and confirm that **your email address appears** in the **Mail Account** name field.

We recommend that you also enter your **company name** in the **Organization** field.

*If you want to use a different email address as a reply email, you can also configure this here, otherwise **leave it blank**.*

When you are ready, click on the **Outgoing Server** tab.



Internet Email Settings

General | Outgoing Server | Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

demo@advisornet.ca

Other User Information

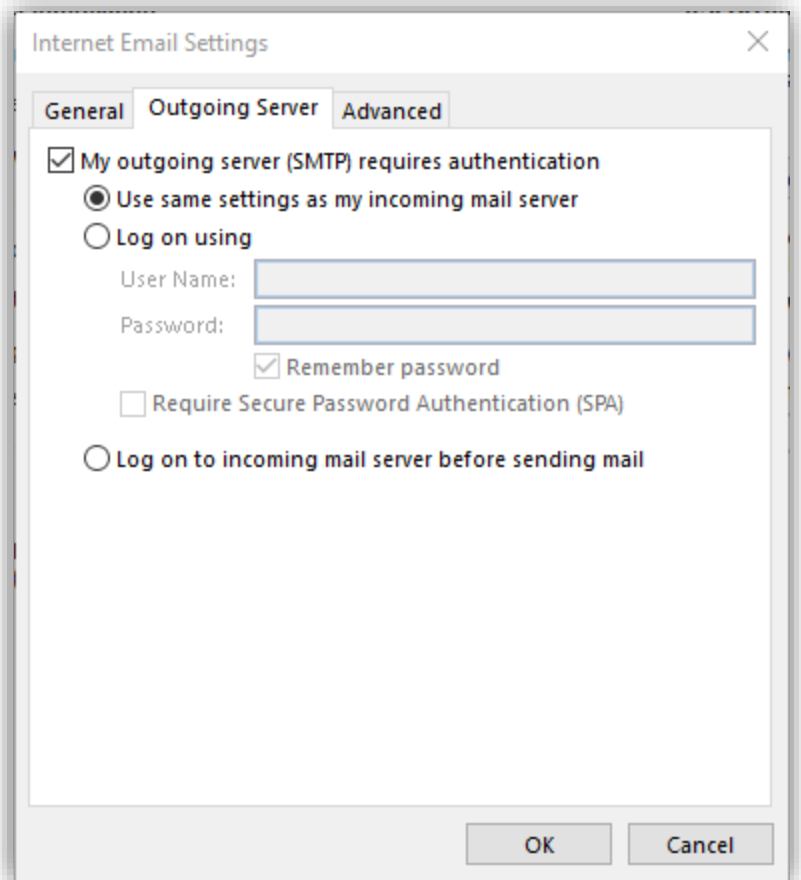
Organization: AdvisorNet Communications

Reply Email:

OK Cancel

- 7.) Once you are in the **Outgoing Server** tab, make sure there is a **checkmark** in the **My outgoing server (SMTP) requires authentication** checkbox.

Afterwards, be sure to **select** the **Use same settings as my incoming mail server** radio button then click on the **Advanced** tab at the top-right of the window.



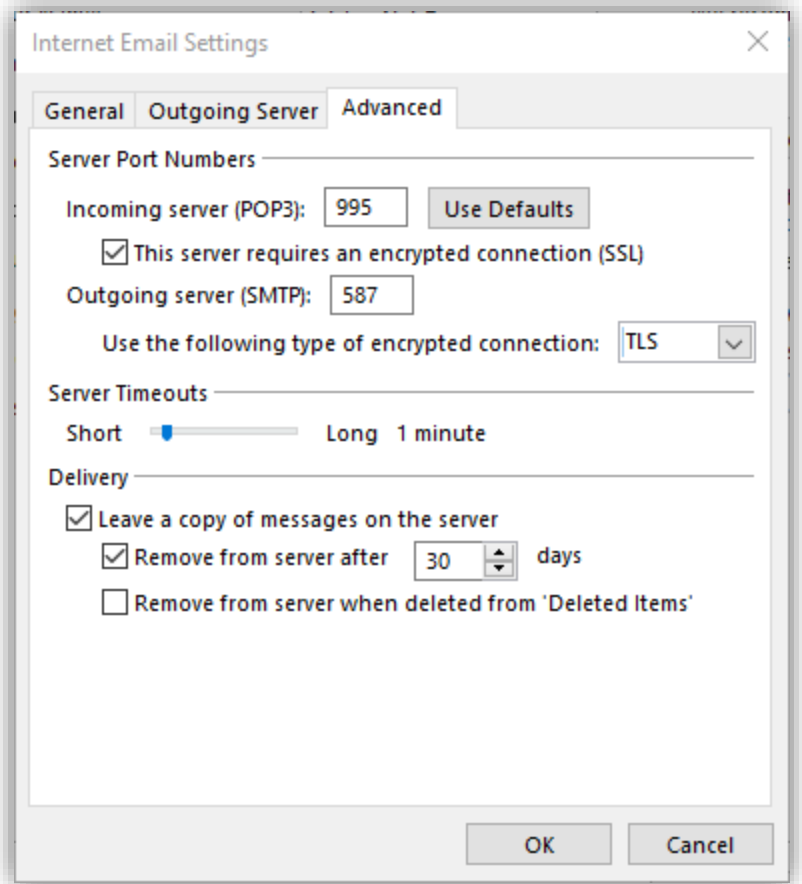
- 8.) **If your Account Type is POP3, follow these instructions and then move on to Step 10.**

On the **Advanced tab**, **edit** in the following fields with the values in **yellow**:

Incoming Server (POP3) – This is the **incoming port number** which is used to **facilitate incoming** messages to your **AdvisorNet email account**, depending on the security level.

For POP3 email accounts, enter the port number **995**.

Afterwards, place a **checkmark** in the **This server requires an encrypted connection (SSL)** checkbox.

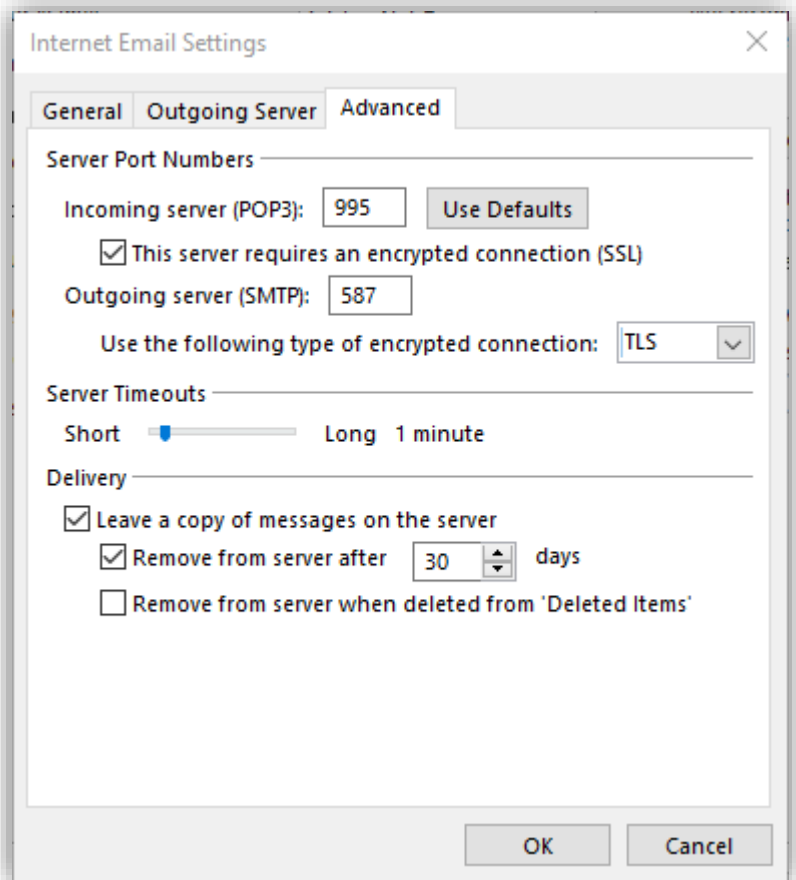


Outgoing Server (SMTP) -

This is the **outgoing port number** which is used to **authenticate outgoing** messages from your **AdvisorNet email account** before they are sent to the intended recipient.

For **POP3 and IMAP**, enter the port number **587**.

Afterwards, select the **TLS option** in the **Use the following type of encrypted connection** drop-down menu.



Delivery – Make sure that there is a **checkmark** on the **Leave a copy of messages on the server** checkbox. ****This will ensure that other devices will be able to download and receive the same messages.***

Afterwards, make sure to place a **checkmark** in the **Remove from server after [xx] days** checkbox.

Once you are done, click on the **OK button** at the bottom of the window.

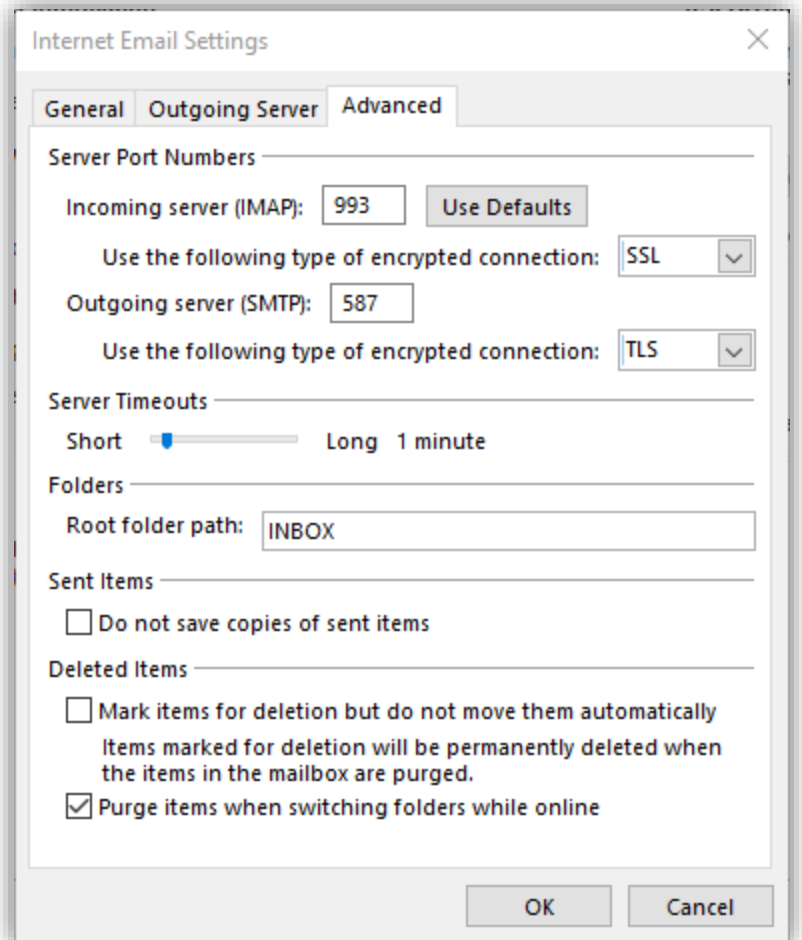
- 9.) **If your Account Type is IMAP, follow these instructions and then move on to the next step.**

On the **Advanced** tab, fill in the following fields with the values in **yellow**:

Incoming Server (IMAP) – This is the **incoming port number** which is used to **facilitate incoming** messages to your **AdvisorNet email account**, depending on the security level.

For IMAP email accounts, enter the port number **993**.

Afterwards, select the **SSL option** in the **Use the following type of encrypted connection** drop-down menu.

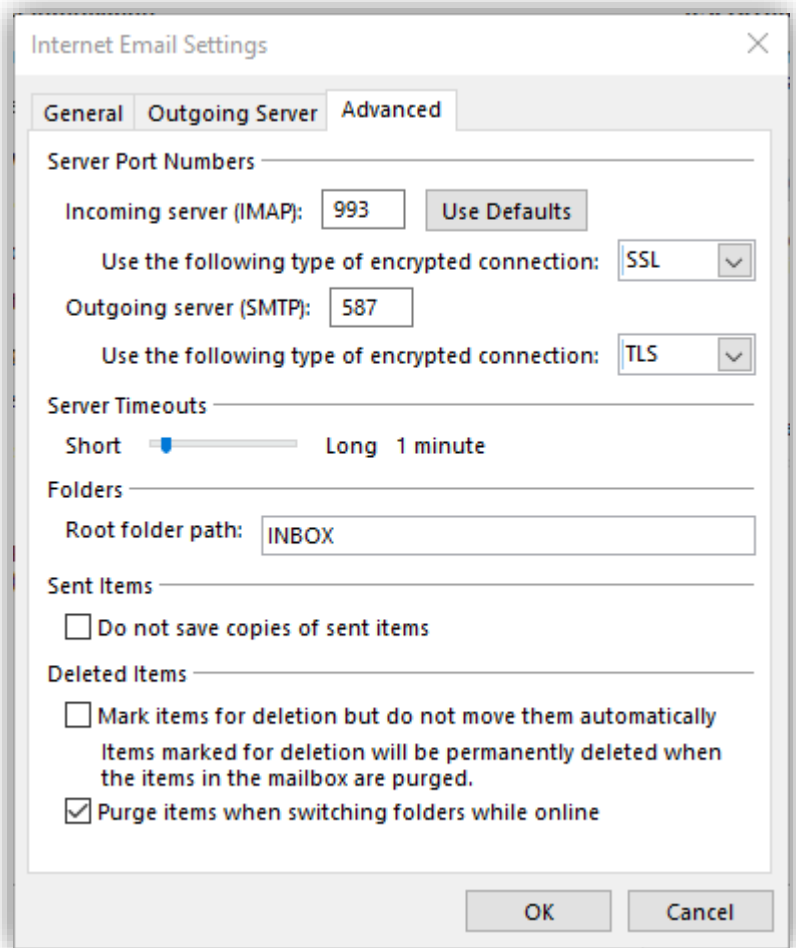


Outgoing Server (SMTP) -

This is the **outgoing port number** which is used to authenticate outgoing messages from your **AdvisorNet email account** before they are sent to the intended recipient.

For POP3 and IMAP, enter the port number **587**.

Afterwards, select the **TLS option** in the **Use the following type of encrypted connection** drop-down menu.



Root Folder Path – *The beginning directory from which to build the IMAP folder structure.*

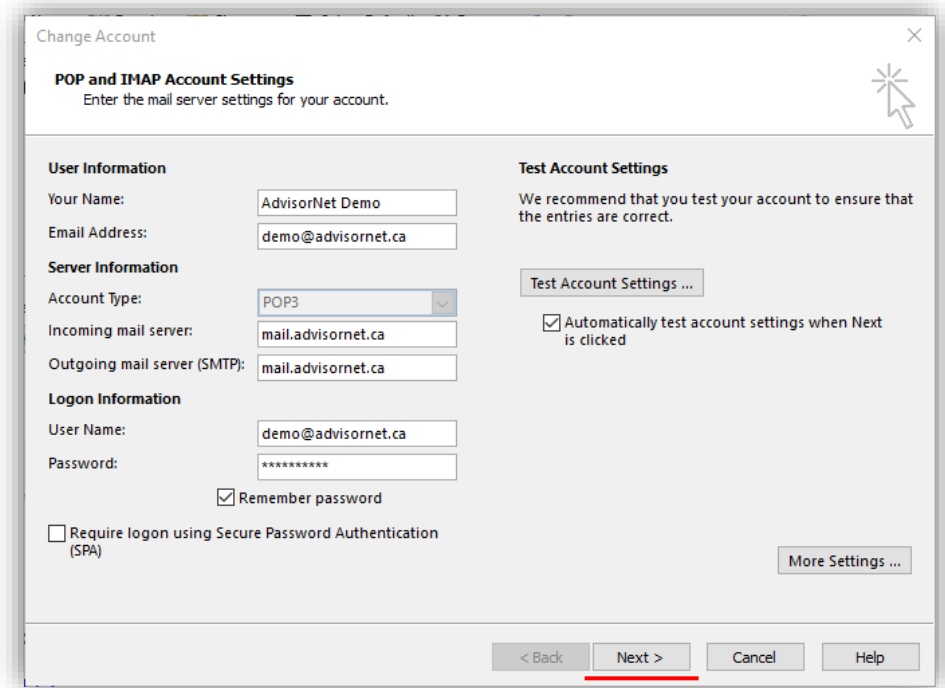
Make sure to type in the value **INBOX** in all capital letters for this field.

Once you are done, click on the **OK button** at the bottom of the window.

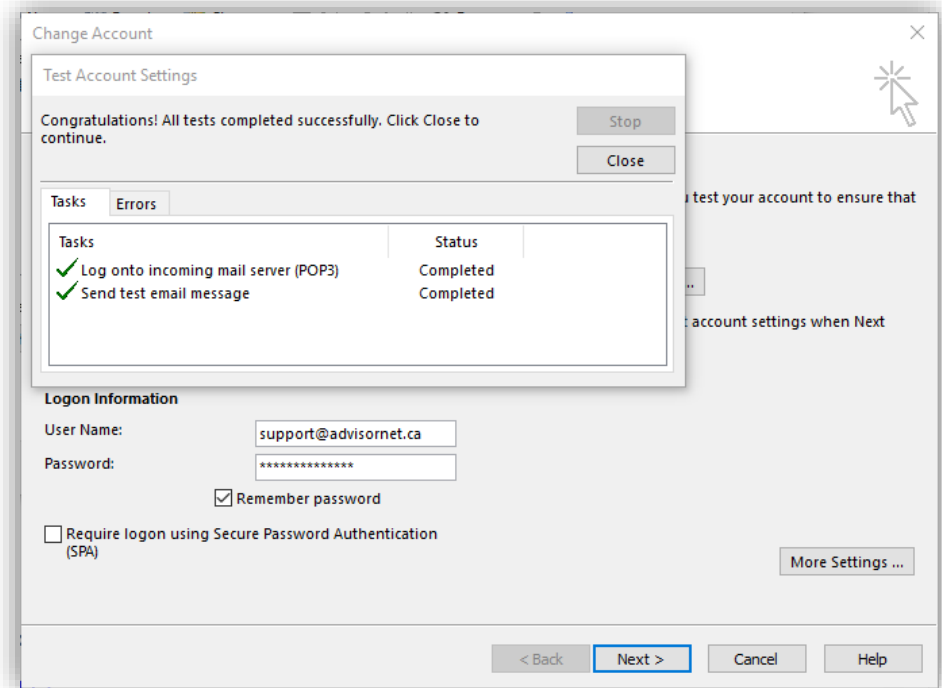
10.) *Once you have **updated** the required information in **More Settings**, you are redirected back to the **POP and IMAP Account Settings** screen.*

Now that all of the settings have been reconfigured,

*click on the **Next** option at the bottom of the screen to verify your email account settings.*



- 11.) On the **Test Account Settings** small window that appears, **wait for Green Checkmarks** to appear for the **two tasks** and the words **Completed** to appear in the **Status fields**.



Once the “**Congratulations!**” message appears in the window, click on the **Close** button to reach the last page of the confirmation window.

On the **final screen**, click on the **Finish button** at the bottom to **complete** the email update process.

Your **AdvisorNet email account** has now been **updated** to use **SSL!**