**Ultrafast Email Settings Update Guide**

The Internet is always changing and in order to keep up with those changes, Ultrafast Wireless is making necessary upgrades to our email servers to increase security and to combat the growing problem of spam and junk email. Please use this guide to make the necessary changes to your email program.

If you have any questions or need assistance making the changes please call 705-726-4063 and ask for email technical support. You can also bring affected computers and devices to our office at 169 Bayfield Street in Barrie and we will input the settings for you without charge.
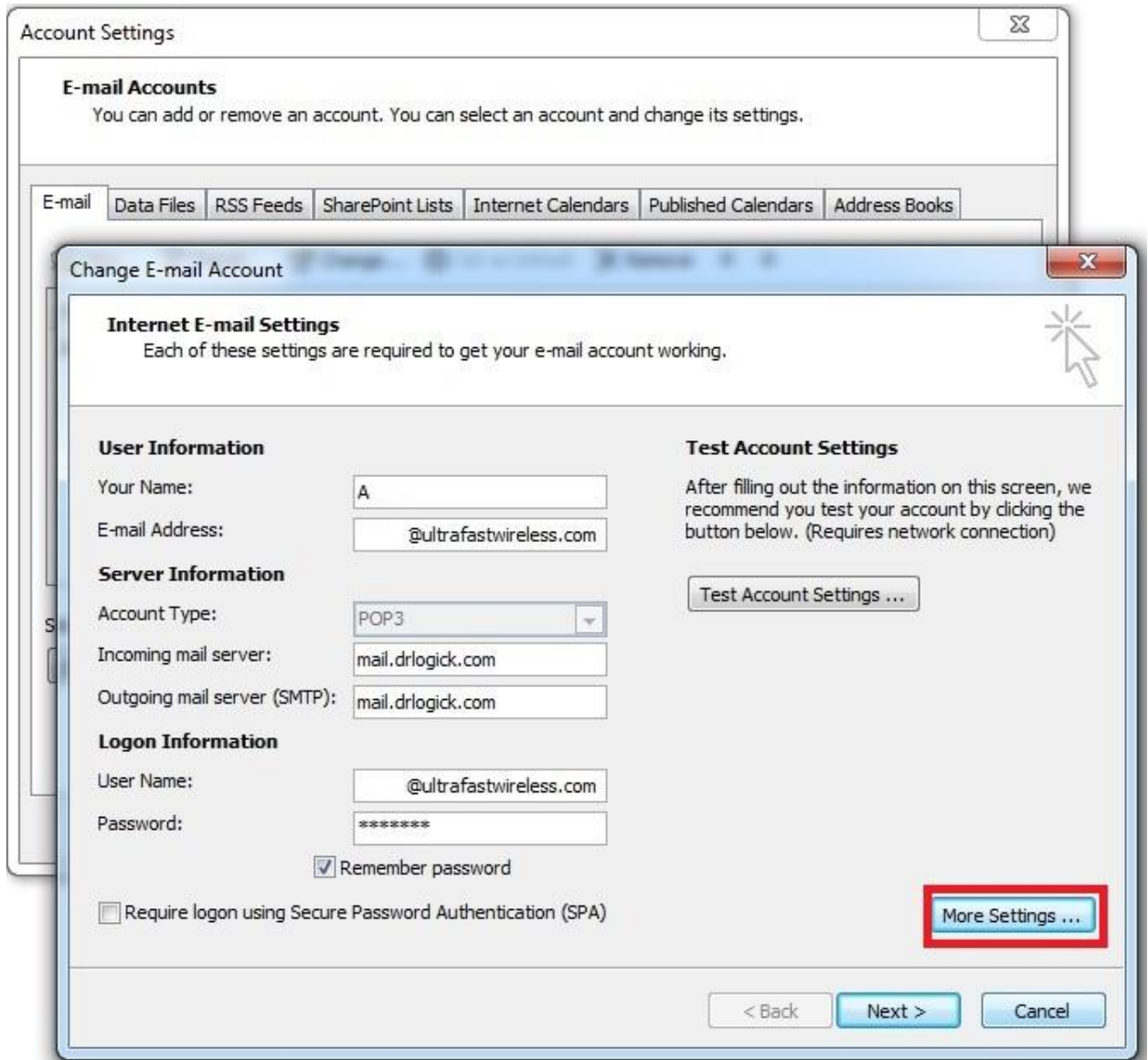
Outlook

1. Open Outlook
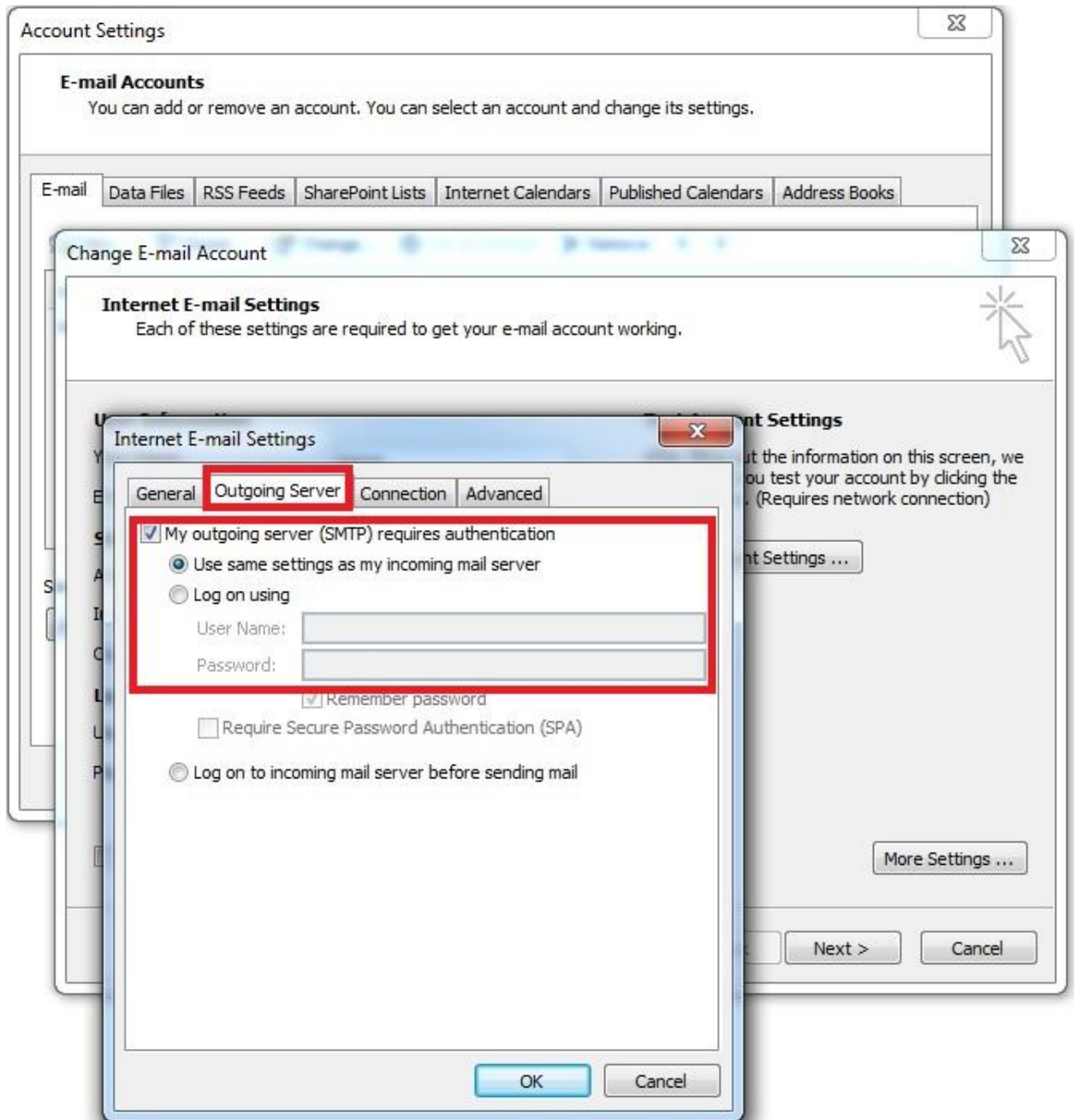2. Click on **Tools** and then on **Account Settings**
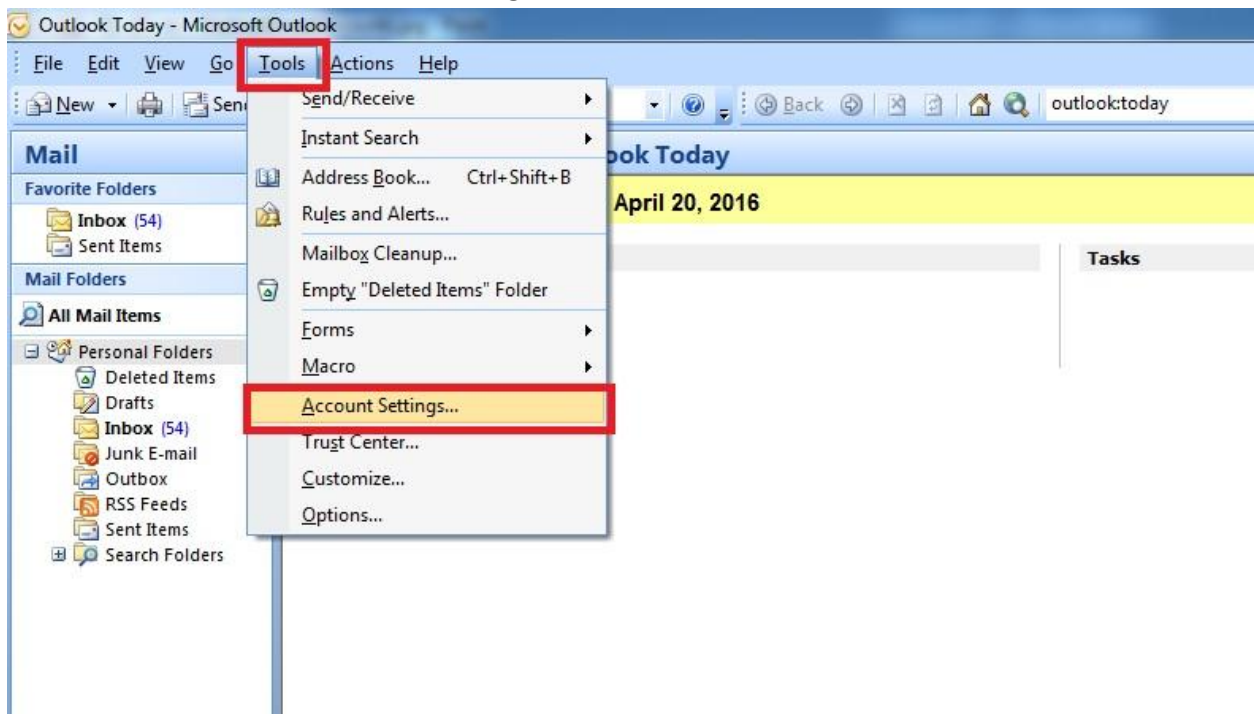
3. On the email tab highlight your email account and click on **Change**
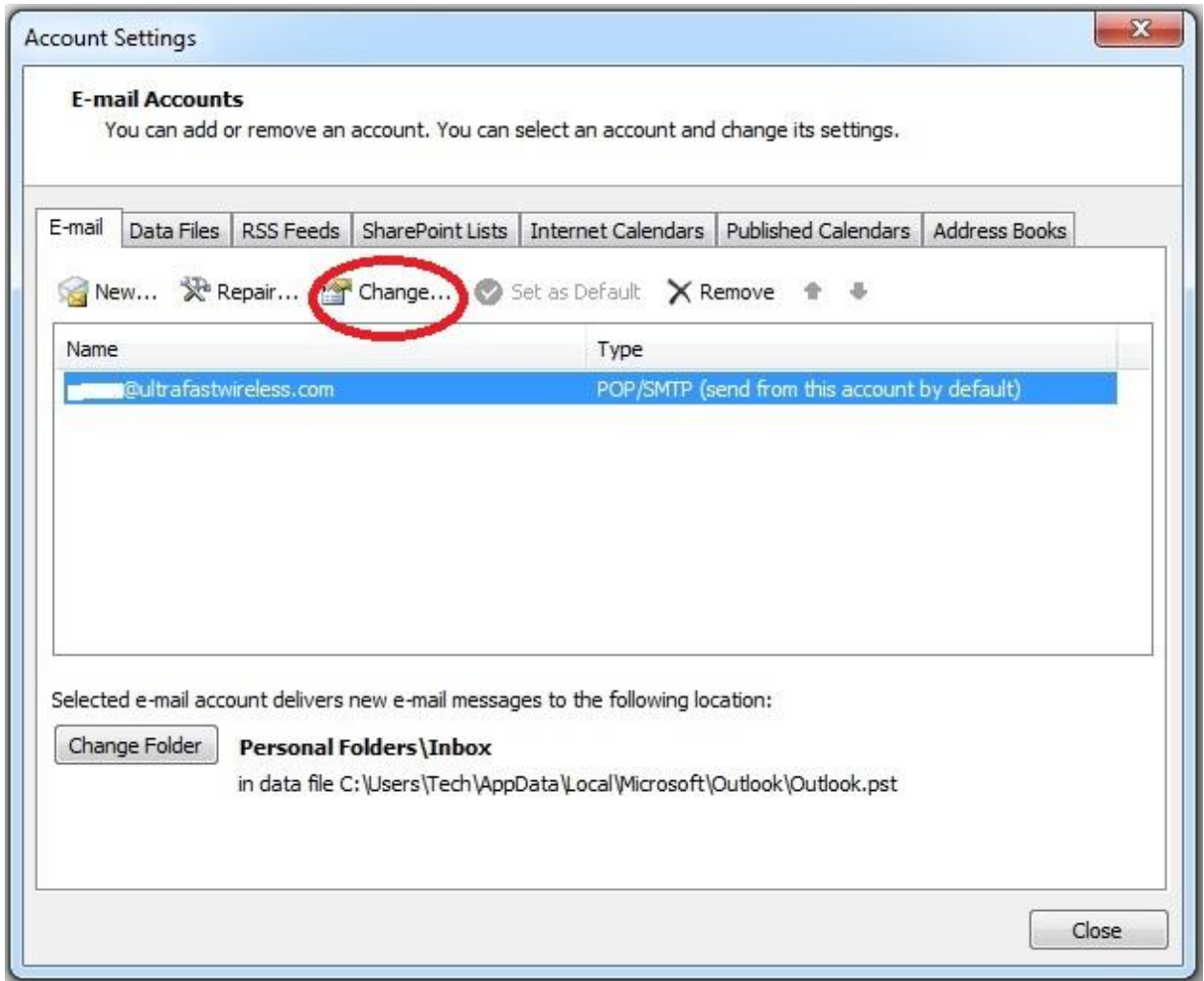
4. Click the **More Settings** button

5. Click the **Outgoing Server** Tab
6. Place a checkmark in the box beside **My outgoing server (SMTP) requires authentication**

7. The option **Use same settings as my incoming mail server** should be fine but if you wish you may type in your email address and password for the **Log on using** option.

8. Next, click on the Advance tab and put a checkmark in the box beside **This server requires an encrypted connection (SSL)**. The port number should automatically change to **995**
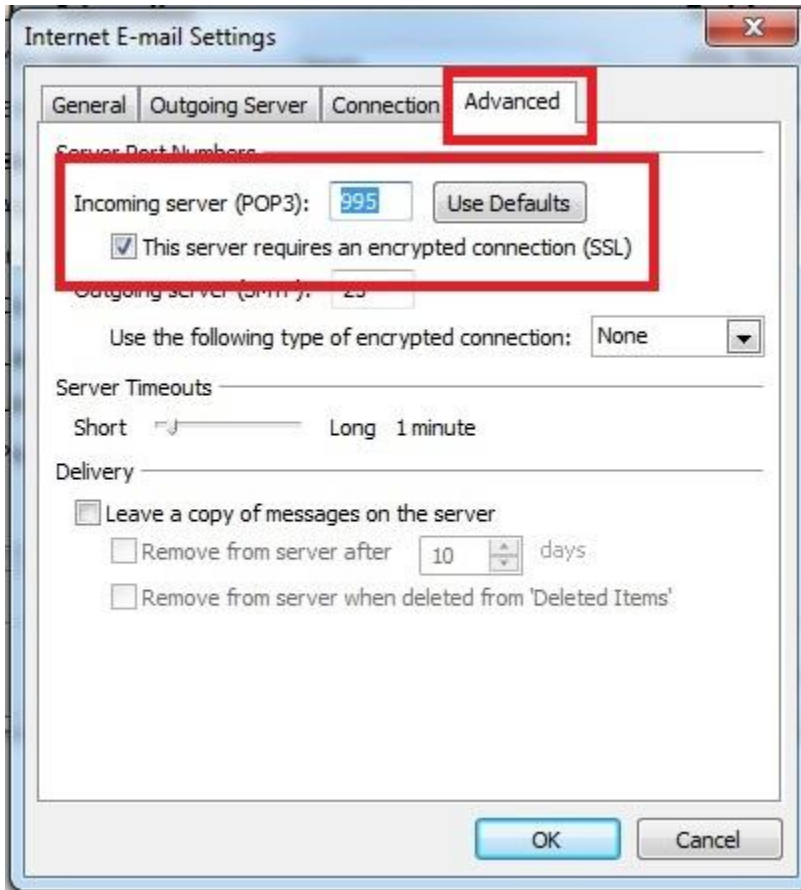

9. Click **OK** and the window will close
10. Click **Next** and then **Finish** on the next screen
11. Click on **Close** and you are done

Thunderbird

1. Open Thunderbird
2. Locate your email address on the left hand side of the program screen
3. Highlight your email with a single click
4. On the main view of the screen under **Accounts** click **View settings for this account**
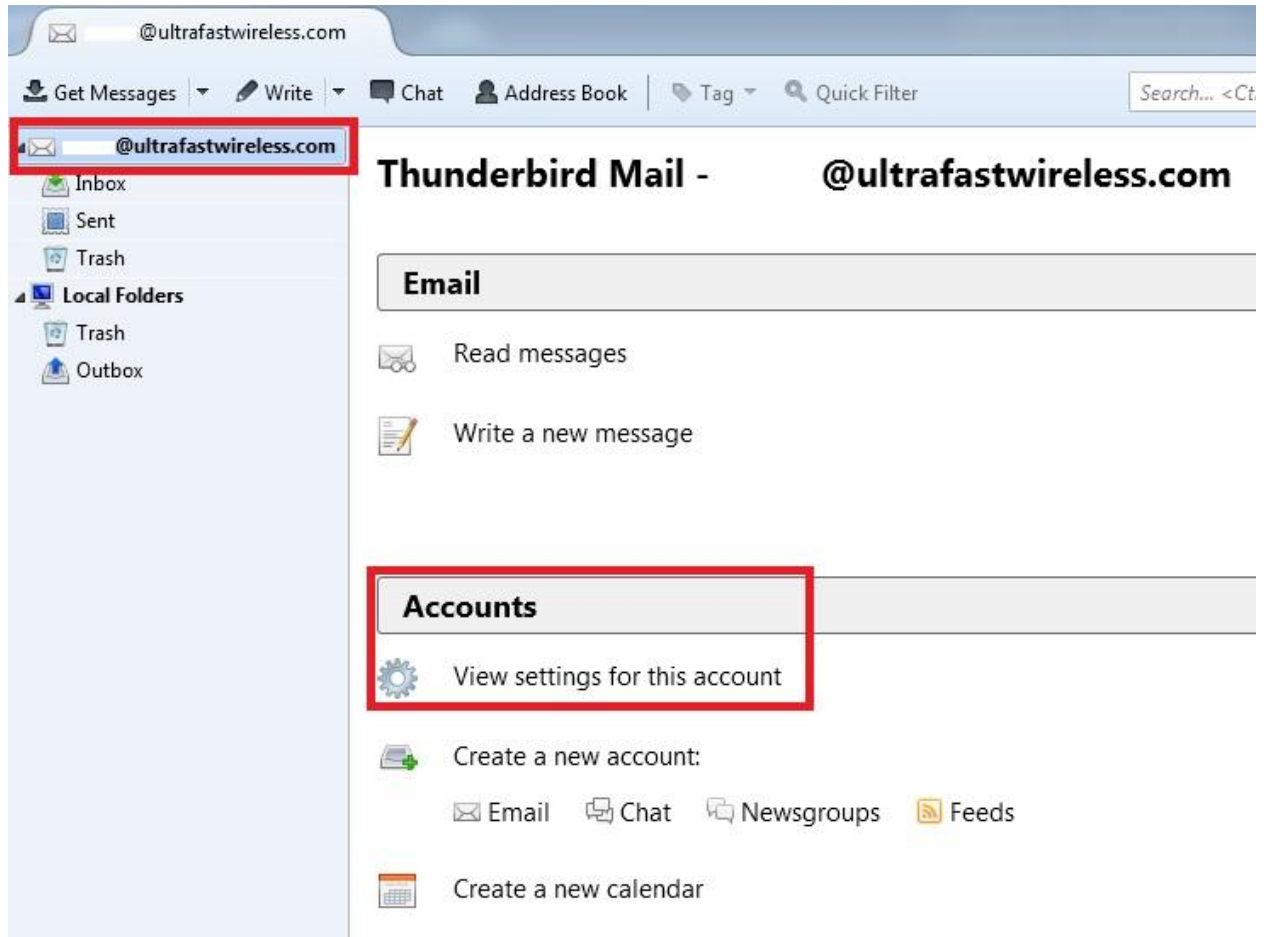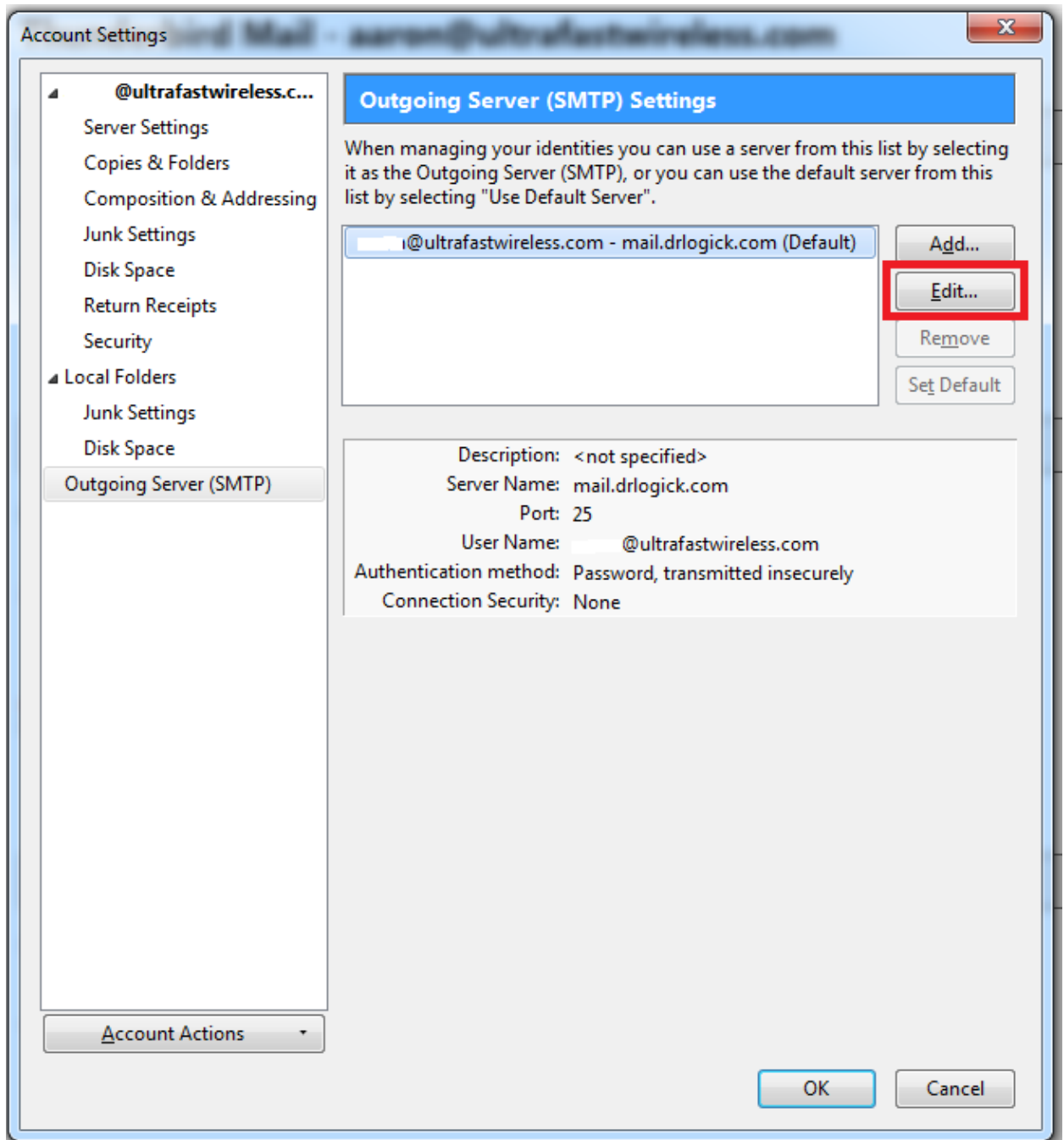
5. Click **Server Setting** under your email address account settings. Click the dropdown box beside **Connection security** and choose **SSL/TLS.** The port number should change to **995** automatically.
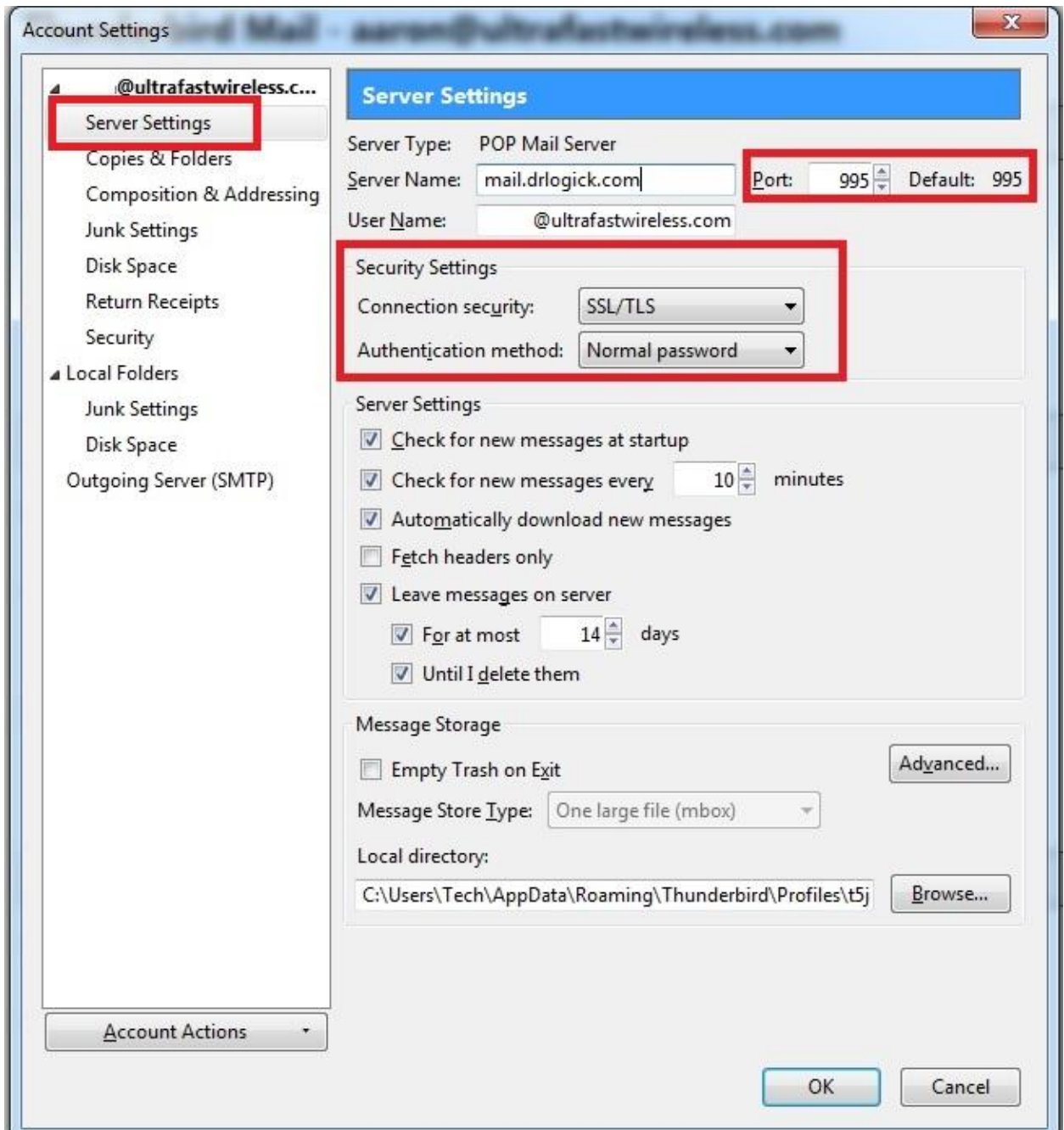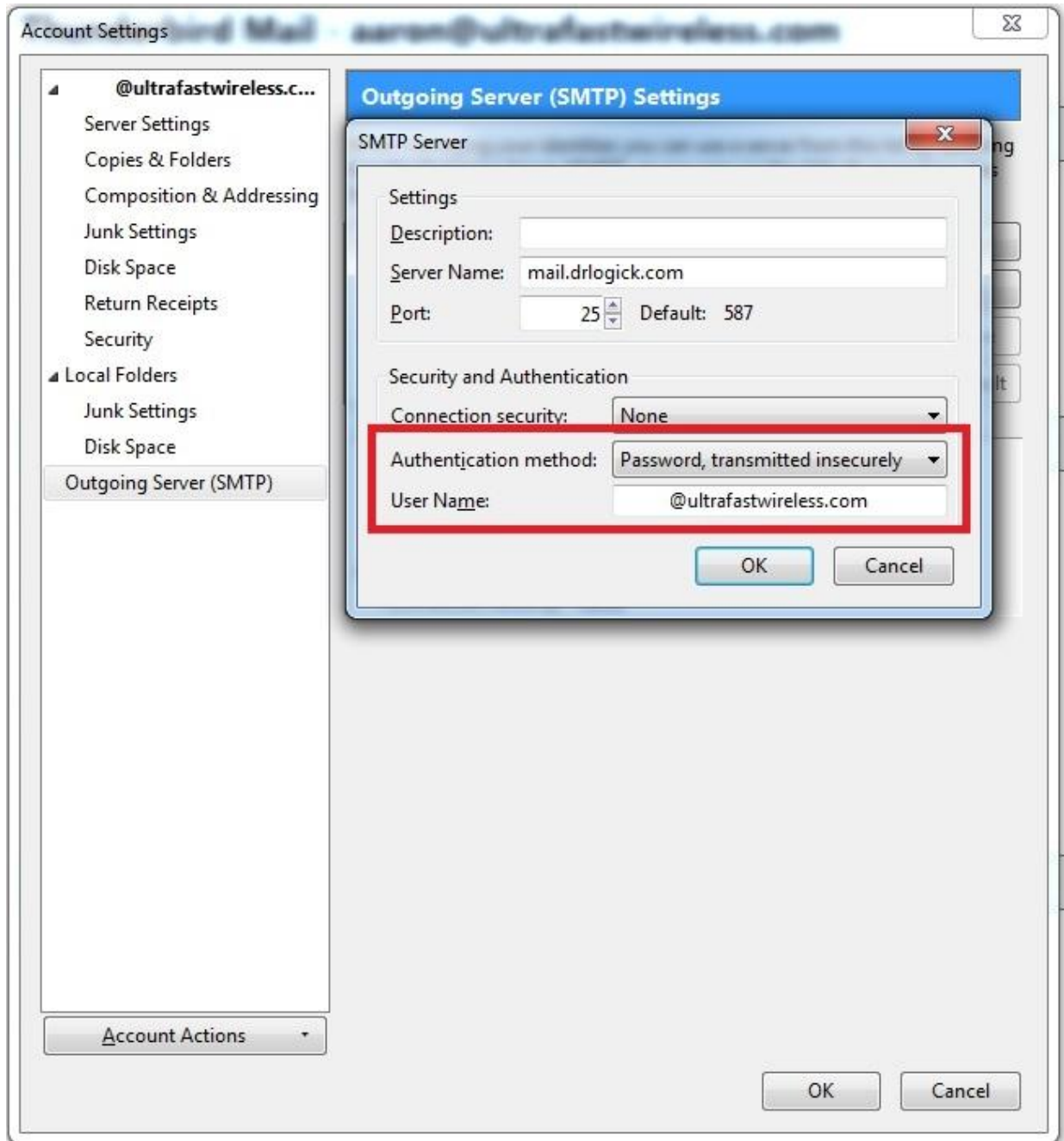
6. Click **Outgoing Server (SMTP)**
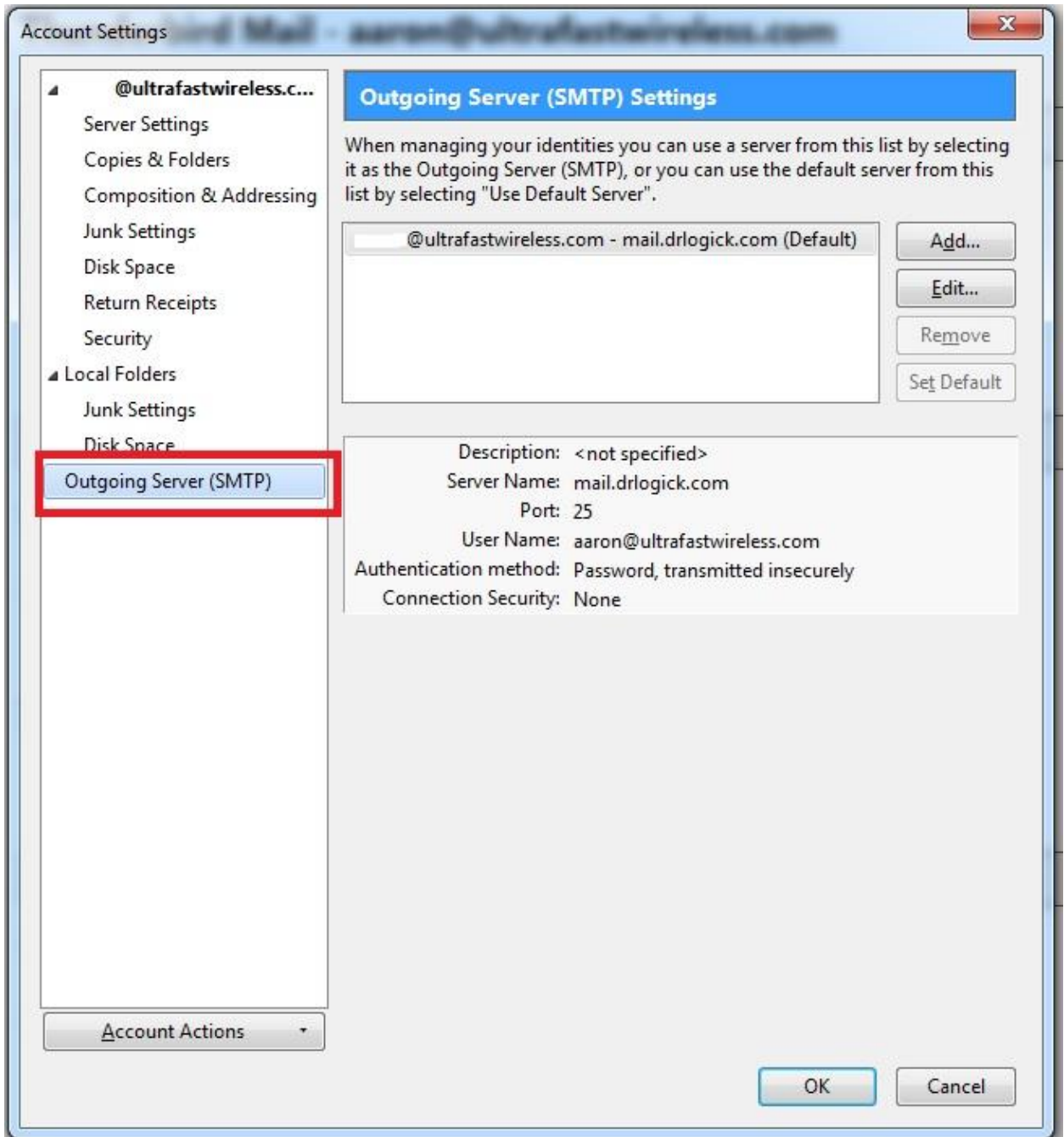
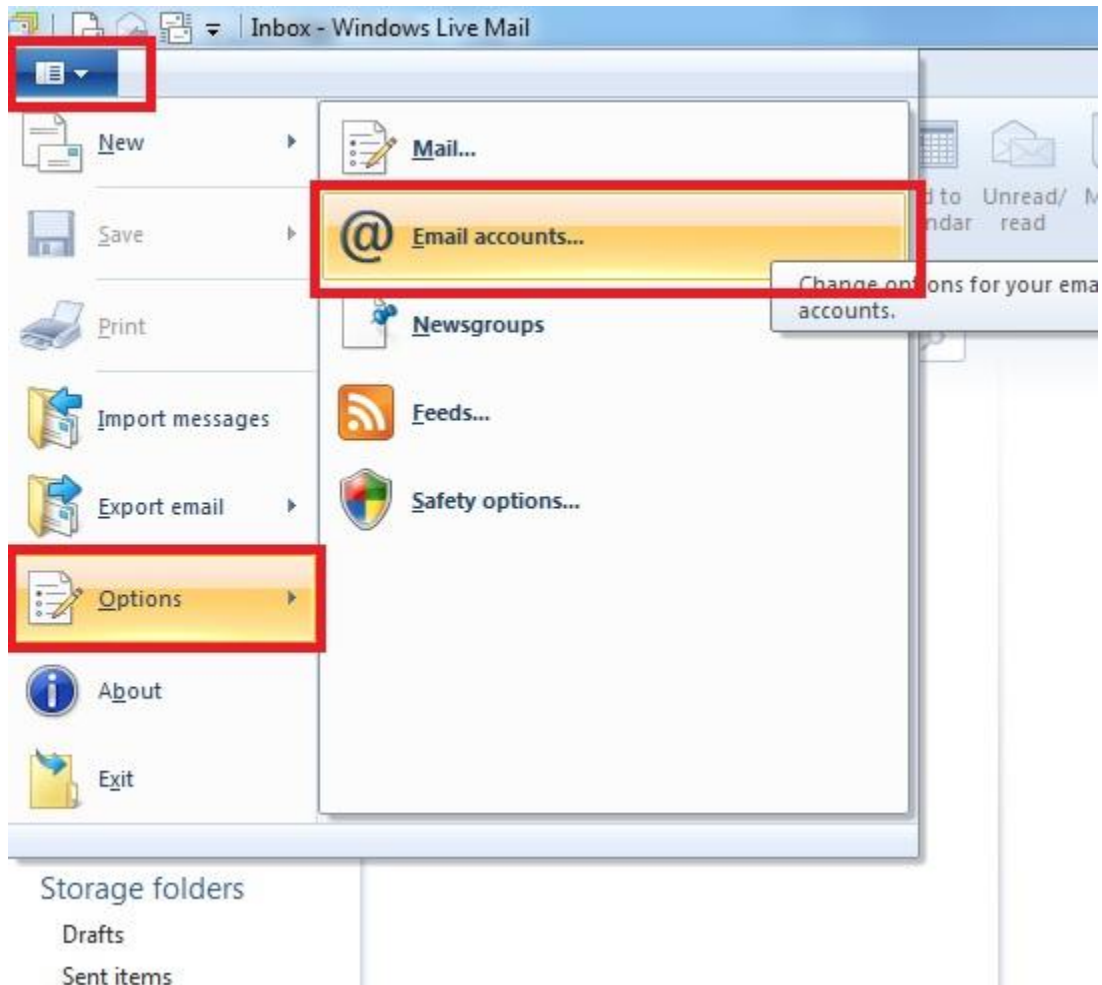7. Highlight your email account and click on the **Edit** button

8. Using the dropdown box for **Authentication method** choose **Password, transmitted insecurely**
9. Type your email address in the **User Name** box if not present already
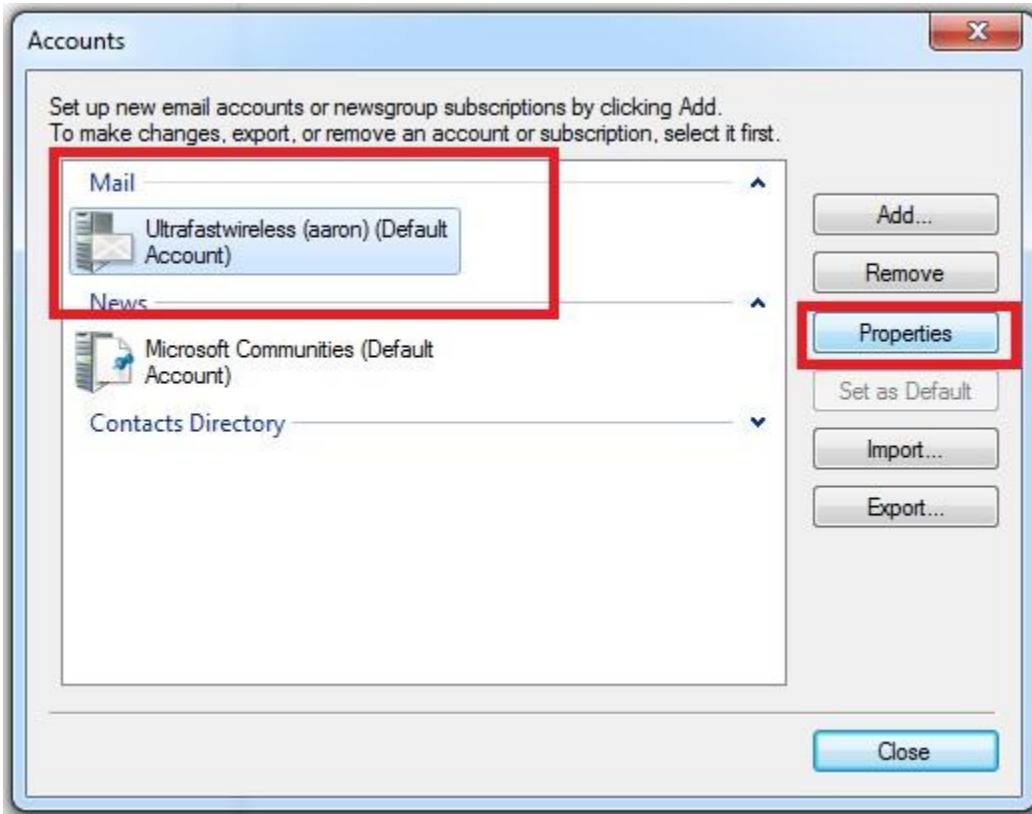

10. Click **OK** and then click **OK** again and you are done
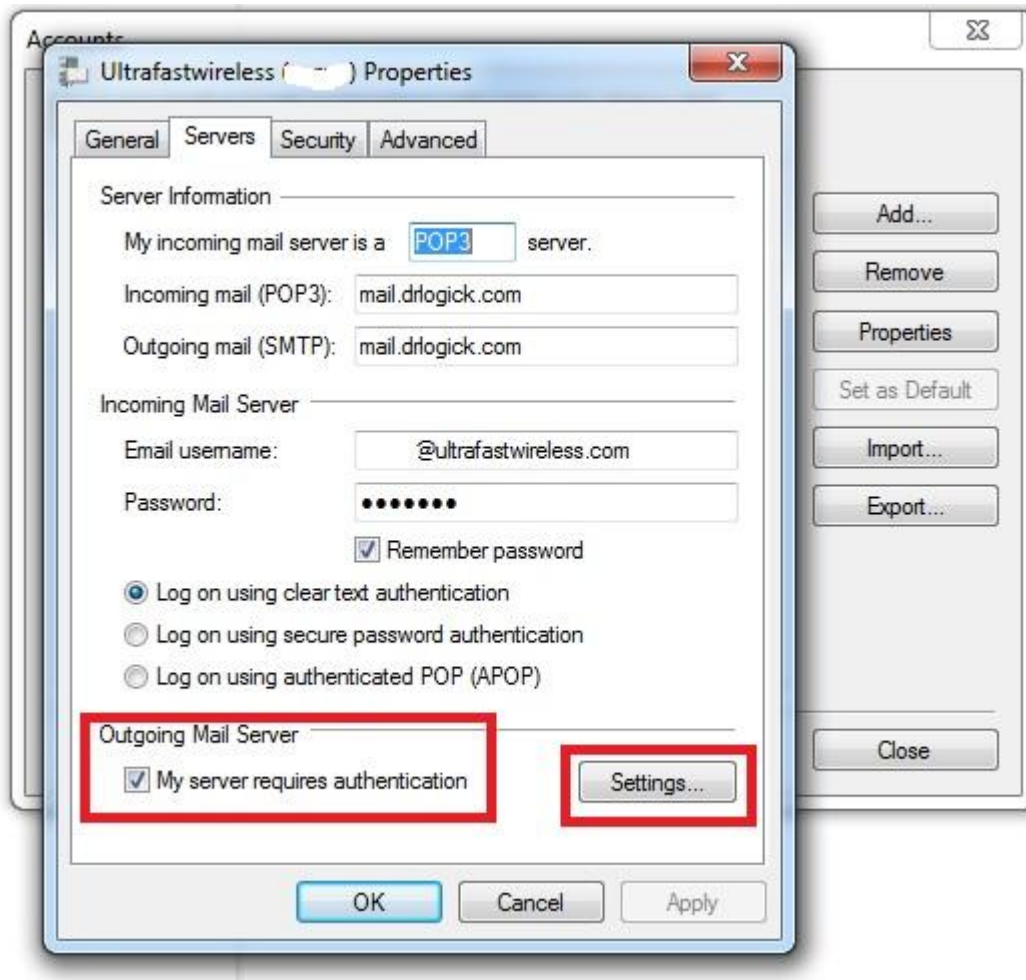
Windows Live Mail

1. Open Windows Live Mail
2. Click the blue dropdown in the top left corner
3. Go down to **Options** and choose **@ Email accounts**

4. Highlight your mail account and click the **Properties** button

5. Click on the **Servers** tab
6. Under **Outgoing Mail Server** there should be a checkmark for **My server requires authentication** and then click the **Settings** button
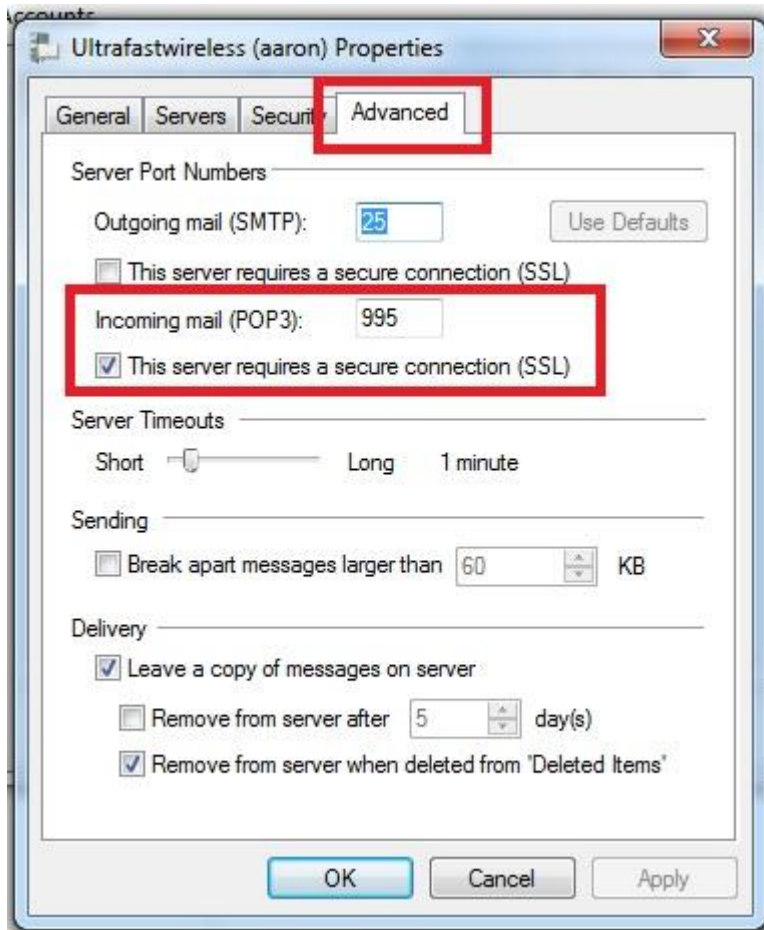
7. The setting **Use same settings as my incoming mail server** is fine or you may enter your email address and password manually if you wish
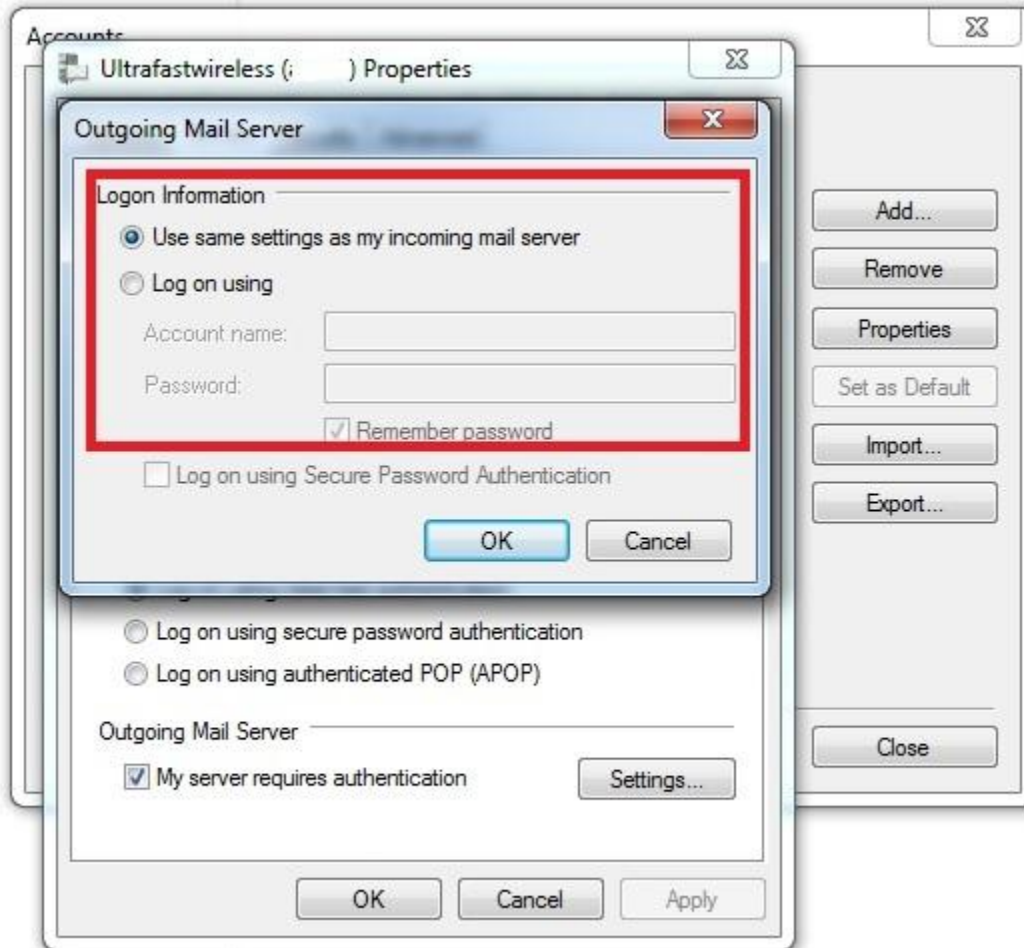
8. Click **OK**

9. Click on the **Advanced** tab and put a checkmark in the box underneath **Incoming mail (POP3)**. The port number should automatically change to **995**

10. Click **Apply** and **OK**
11. Click **Close** and you are now done