



## Microsoft Outlook 2013

<b>Step One:</b>	Load Microsoft Outlook 2013
<b>Step Two:</b>	Go to the 'File' tab
<b>Step Three:</b>	Click on 'Account Settings'. Then click the drop-down button titled 'Account Settings...'
<b>Step Four:</b>	Select your Grande email account from the list. Then click the 'Change...' button
<b>Step Five:</b>	Select the 'Outgoing mail server (SMTP)' which should be smtp.mygrande.com Click the 'More Settings...' button
<b>Step Six:</b>	Select the 'Outgoing Server' tab. Select 'My outgoing server (SMTP) requires authentication' Select 'Log on using' Enter the your Grande username and password we supplied when you signed up  IMPORTANT: If your email address is <a href="mailto:abc123@mygrande.com">abc123@mygrande.com</a> , then your username is 'abc123' Select the 'Remember password' option Click 'OK'
<b>Step Seven:</b>	Click the 'Next >' button In the next window click 'Finish' In the 'Account Settings' window click 'Close'
<b>Step Eight:</b>	You should now be back to the main Outlook 2013 screen Close Outlook 2013 and then reload Check you are online then test to ensure you can send mail correctly All done!