How to Set Up Microsoft Outlook 2007 for new E-mail Server

Before We Begin:

The only changes that need to be made are the **Incoming Mail Server** will be changed from <u>email.nls.k12.la.us</u> or <u>pop3.nls.k12.la.us</u> to <u>fpsb.nls.k12.la.us</u>. Also, the **Outgoing Mail Server** will be changed from <u>smtp.nls.k12.la.us</u> or <u>email.nls.k12.la.us</u> to <u>fpsb.nls.k12.la.us</u>.

1) Open Outlook. Select Account Settings... from the Tools menu.



2) On the E-mail tab, select your email account such as xxxx@fpsb.us then click Change...

ccount Settings
۲۰ ۲۰ You can add or remove an account. You can select an account and change its settings.
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books
Name · Type
Selected e-mail account delivers new e-mail messages to the following location:
Change Folder Personal Folders Inbox
in data file C: \Users\Nexus\AppData\Local\Microsoft\Outlook\Outlook.pst
Close

3) On the Change E-mail Settings window, the only settings you need to change are the **Incoming mail** server and the outgoing mail server.

Change the Incoming mail server to: fpsb.nls.k12.la.us

Change the **Outgoing mail server (SMTP)** to: fpsb.nls.k12.la.us

Remember to leave all other options as is.

Change E-mail Account	×				
Internet E-mail Settings Each of these settings are required to get your e-mail account working.					
User Information	Test Account Settings				
E-mail Address:	recommend you test your account by clicking the button below. (Requires network connection)				
Server Information	Test Account Sattings				
Account Type: POP3					
Incoming mail server: Outgoing mail server (SMTP): fpsb.nls.k12.	la.us Only change these				
Logon Information					
User Name:					
Password:					
Remember passwor	d				
Require logon using Secure Password Authen	tication (SPA) More Settings				
	< Back Next > Cancel				

4) After changing the ingoing and outgoing mail servers, click the **Next >** button. Then click **Finish**.

How to Set Up Microsoft Outlook 2010/2013 for new E-mail Server

Before We Begin:

The only changes that need to be made are the **Incoming Mail Server** will be changed from <u>email.nls.k12.la.us</u> or <u>pop3.nls.k12.la.us</u> to <u>fpsb.nls.k12.la.us</u>. Also, the **Outgoing Mail Server** will be changed from <u>email.nls.k12.la.us</u> or <u>smtp.nls.k12.la.us</u> to <u>fpsb.nls.k12.la.us</u>.

- 1) Open Outlook. Click the File tab.
- 2) Under Account Information, click Account Settings, and then click Account Settings.



3) Select your e-mail account such as xxxx@fpsb.us, and then click Change...

E-mail Accour	nts or remove an a	account. You can	select an account and	change its settings.		
-mail Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
🗃 New 🕅	Repair 🚰	Change 📀	Set as Default 🗙 R	emove 👚 🦊		
Name			Type			
Sicade@nexu	ssystems.net		POP/SMTP (s	end from this account	by default)	
elected account	delivers new m	essages to the fol	lowing location:			
elected account	delivers new ma	essages to the fol	lowing location:			
elected account Change Folder	delivers new me	essages to the fol	lowing location: \ \Inbox			
elected account Change Folder	delivers new ma jcade@nex in data file C	essages to the fol cussystems.net :\Users\Decs\Doc	lowing location: : \Inbox ıments\Outlook Files\j	icade@nexussystems.r	net.pst	
elected account Change Folder	delivers new m jcade@nex in data file C	essages to the fol cussystems.net : (Lisers/Dess/Docc	lowing location: : \Inbox .ments\Outlook Files\j	icade@nexussystems.r	net.pst	
elected account Change Folder	delivers new m jcade@nex in data file C	essages to the fol cussystems.net : (Users\Dess\Docc	lowing location: : \Inbox .ments\Outlook Files\j	icade@nexussystems.r	net.pst	

4) On the Change Account window, the only settings you need to change are the **Incoming mail server** and the **outgoing mail server**.

Change the Incoming mail server to: fpsb.nls.k12.la.us

Change the **Outgoing mail server (SMTP)** to: fpsb.nls.k12.la.us

Remember to leave all other options as is.

Change Account			
Internet E-mail Settings Each of these settings are requ	ired to get your e-mail acco	ount working.	×
User Information		Test Account Settings	
Your Name:		After filling out the information on this scree	n, we
E-mail Address:		below. (Requires network connection)	g the button
Server Information			
Account Type: POP3	_	Test Account Settings	
Incoming mail server: fps	b.nls.k12.la.us	Test Account Settings by clicking the	Next button
Outgoing mail server (SMTP): fps	b.nls.k12.la.us	Only change these	
Logon Information		two settings	
User Name:			
Password:			
Remem	per password		
Require logon using Secure Passw	ord Authentication (SPA)	N	lore Settings
		< Back Next >	Cancel

5) After changing the ingoing and outgoing mail servers, click the **Next >** button. Then click **Finish**.

How to Set Up Microsoft Windows Live Mail for new E-mail Server

Before We Begin:

The only changes that need to be made are the **Incoming Mail Server** will be changed from <u>email.nls.k12.la.us</u> or <u>pop3.nls.k12.la.us</u> to <u>fpsb.nls.k12.la.us</u>. Also, the **Outgoing Mail Server** will be changed from <u>email.nls.k12.la.us</u> or <u>smtp.nls.k12.la.us</u> to <u>fpsb.nls.k12.la.us</u>.

1) Open Windows Live Mail and right click on your <u>fpsb.us</u> email account and choose **Properties** from the menu.



2) From the Properties window that pops up, select the Servers tab

3) On the Servers tab, the only fields you need to change are Incoming mail and Outgoing mail.

Change the Incoming mail server to: fpsb.nls.k12.la.us

Change the **Outgoing mail server** to: fpsb.nls.k12.la.us

Tensaspsb (test) Properties
General Servers Security Advanced
Server Information My incoming mail server is a POP3
Incoming mail (POP3): fpsb.nls.k12.la.us Outgoing mail (SMTP): fpsb.nls.k12.la.us
Incoming Mail Server
Email usemame:
Password:
O Log on using clear text authentication
Log on using secure password authentication
Log on using authenticated POP (APOP)
Outgoing Mail Server
My server requires authentication Settings
OK Cancel Apply

4) After changing the incoming and outgoing mail servers, click **OK**.

How to Set Up Apple iOS Mail for new E-mail Server

Before We Begin:

The only changes that need to be made are the **Host Name** of the **Incoming Mail Server** will be changed from <u>email.nls.k12.la.us</u> or <u>pop3.nls.k12.la.us</u> to <u>fpsb.nls.k12.la.us</u>. Also, the **Host Name** of the **Outgoing Mail Server** will be changed from <u>email.nls.k12.la.us</u> or <u>smtp.nls.k12.la.us</u> to <u>fpsb.nls.k12.la.us</u>.

1) From the Home Screen, select Settings



2) From the Settings screen, select Mail, Contacts, Calendars



3) From the Mail, Contacts, Calendars, select your email account such as xxxx@fpsb.us



4) Under Incoming Mail Server, change the Host Name to fpsb.nls.k12.la.us



5) Under Outgoing Mail Server, tap SMTP

6) On the SMTP screen, tap the primary server

7) Under Outgoing Mail Server, change the Host Name to fpsb.nls.k12.la.us

