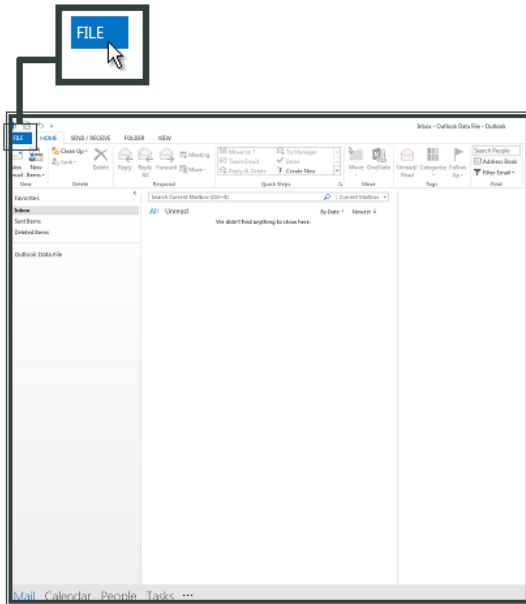
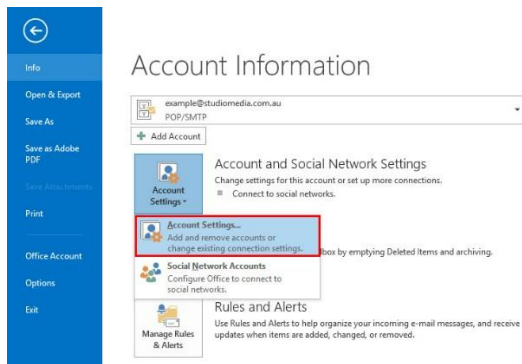


Outlook 2013/2016/365 Email Server Changes

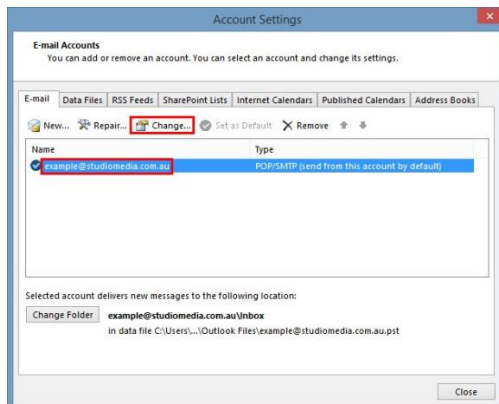
For Outlook 2013 open Outlook and select “File” then “Account Settings”



For Outlook 2016 open Outlook and select “File,” “Info,” then “Account Settings”



Select your email account and click change

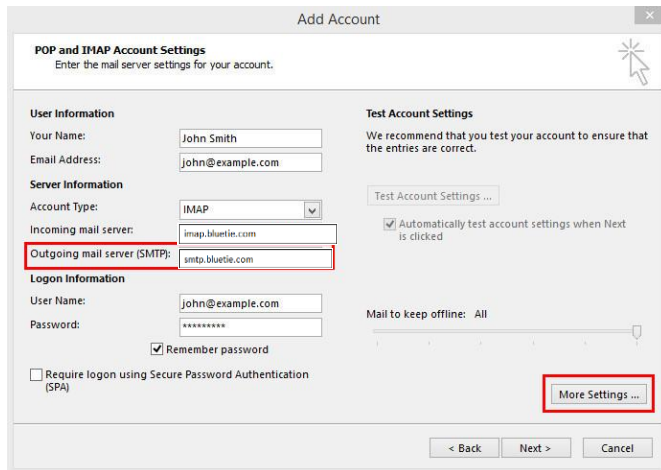


Notice the account type

Change “Incoming mail server” to either “imap.bluetie.com” or “pop.bluetie.com” to match the account type

Change “Outgoing mail server (SMTP)” to smtp.bluetie.com

Click on “More Settings...”

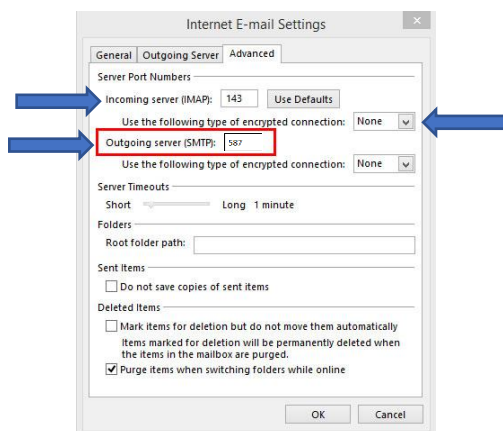


Click on the “Advanced” tab

Under the “Server Port Numbers” section, change the “Incoming server” to “993” for IMAP or “995” for POP

For “Use the following type of encrypted connection” click the dropdown and select “SSL”

Change the “Outgoing server (SMTP)” port number to “587”



Select the “Next” button in the email settings window to test and save changes. If you see a green check next to “Send test e-mail message” this means it is working properly.

Click “Close” and then “Finish”