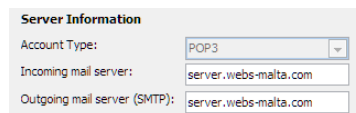


Change in mail server name

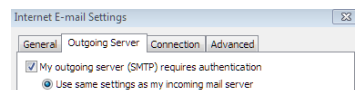
Microsoft Outlook.....	1
Apple Mail.....	2
Users who use Gmail to fetch emails from WEBS	3

Microsoft Outlook

1. Click on **Cancel** if prompted to input password.
2. Click on Tools...Account Settings (Or File... Info... Account Settings...Account Settings)
3. Select the email account you wish to update
4. Click on **Change**
5. Update the Incoming and Outgoing mail servers to **server.webs-malta.com**



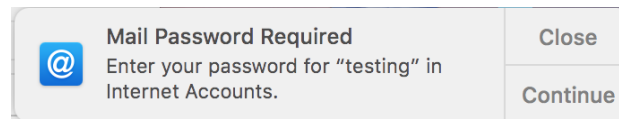
6. Click on the **More Settings...** button
7. Click on the **Outgoing Server** tab
8. Make sure that *My Outgoing server (SMTP) requires authentication* is selected



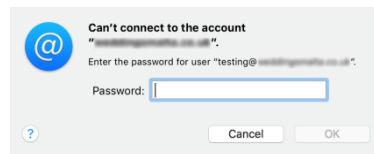
9. Click on the **Advanced** tab
10. Set the following
 - a. Incoming Server: **995**
 - b. **Tick** *This server requires an encrypted connection (SSL)*
 - c. Outgoing Server: **465**
 - d. Use the following type of encrypted connection: **SSL**
11. Click OK, Next and Finish

Apple Mail

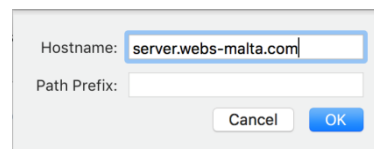
1. Click **Continue** when prompted with the below popup



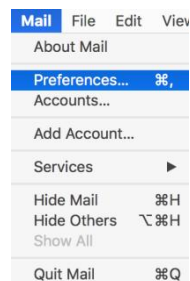
2. A popup will show asking for password. Click on **Cancel**



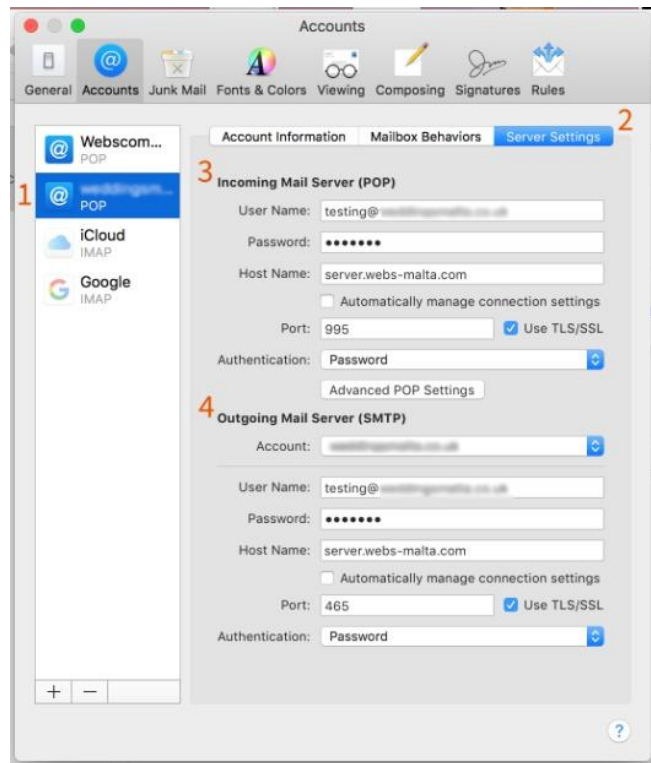
3. The below will popup. Change the hostname to **server.webs-malta.com**.



4. Open the **Mail** application. Goto Mail > Preferences



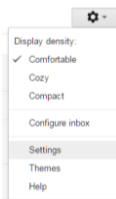
5. Click on **Accounts**. Click on the email account you wish to change, then click on the server settings



6. Change the host name in both the Incoming Mail Server and Outgoing Mail server to **server.webs-malta.com**. Also make sure that the incoming port is set to **995** and the outgoing port is set to **465**. Use TLS/SSL should be checked.
7. Save and close

Users who use Gmail to fetch emails from WEBS

1. Login to Gmail, click on the gear at the top right and select **Settings**



2. Click on the **Accounts and Import** tab
3. Under *Send Mail As*: click the **edit info** link
 - a. Click **Next Step**
 - b. Change the SMTP Server to **server.webs-malta.com** Port should be **465**.
 - c. Save changes
4. Under *Check mail from other accounts*: click the **edit info** link
 - a. Change the POP Server to **server.webs-malta.com** Port should be **995**.