File   Home   Send / Receive   Folder   View   iCloud   Help   Grammarly

New   New
Email Items ▼

New

STEP 1: Click on the FILE menu.

Ignore

Meeting

Delete

Respond

Favorites

Search All Mail Items   All Mailboxes ▼

▲ –KO -LD   All   Unread   By Date ∨   ↓

▷ Inbox 3   ▲ Tuesday
Outbox
Search Folders   📎   🚩
                                                             Tue 6:31 PM

▷ LD -LD   ▲ Last Month

                                                              ↩   🚩
                                                             2019-04-01

                                 ▲ Older

                                                              2019

To
ⓘ

Account Information

Info

Open & Export

Save As

Save as Adobe PDF

Save Attachments

Print

Office Account

Feedback

Options

Exit

IMAP/SMTP

+ Add Account

Account Settings

Change settings for this account or set up more connections.

- Get the Outlook app for iPhone, iPad, Android, or Windows 10 Mobile.

Account Settings

Tools

Mailbox Settings

Manage the size of your mailbox by emptying Deleted Items and archiving.

Rules and Alerts

Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.

Manage Rules & Alerts

Slow and Disabled COM Add-ins

Manage COM add-ins that are affecting your Outlook expe

Manage COM Add-ins

STEP 3: **Click on the Account Settings... option.**

Account Information

📥 [blurred]
IMAP/SMTP ▾

➕ Add Account

👤⚙ Account Settings ▾

Account Settings
Change settings for this account or set up more connections.
- Get the Outlook app for iPhone, iPad, Android, or Windows 10 Mobile.

👤⚙ **Account Settings...**
Add and remove [a]ccounts or change existing connecti[on] [set]tings.

...by emptying Deleted Items and archiving.

👤⚙ **Account Name an[d S]ync Settings**
Update basic account settings such as account name and folder sync settings.

⚙ **Server Settings**
Update logon information, such as server name, port, and authentication settings.

...nize your incoming email messages, and receive ...hanged, or removed.

⤢ **Change Profile**
Restart Microsoft Outlook and choose a different profile.

...OM Add-ins

⚙ **Manage Profiles**
Add and remove profiles or change existing profile settings.

...fecting your Outlook experienc[e]

Sidebar
- Info
- Open & Export
- Save As
- Save as Adobe PDF
- Save Attachments
- Print
- Office Account
- Feedback
- Options
- Exit

Home   Send / Receive   Folder   View   iCloud   Help   Grammarly   ADOBE PDF

Account Settings   ✕

STEP 4: First, click on the account you wish to
You can add or remove a edit, THEN click on Repair. ttings.

| Email | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books |

📧 New...   🛠 Repair...   🗗 Change...   ⊘ Set as Default   ✕ Remove   ⬆ ⬇

Name	Type
✔ –KO -LD	IMAP/SMTP (send from this account by default)
	IMAP/SMTP
	IMAP/SMTP
	IMAP/SMTP
	IMAP/SMTP
	IMAP/SMTP
	IMAP/SMTP
	IMAP/SMTP
	IMAP/SMTP

Selected account delivers new messages to the following location:

–KO

in data file C:\Users\

STEP 5: Click on "Advanced Options"

Then check "Let me repair my account manually"

Then click Repair.

Email Acc…
You ca…

Email   Da…   ss Boo…

New…

Name
–KO -L…

VO
ercu…
RA
8 Ar
ox
ox
ox
ox
ox

Selected ac…

Outlook

lance@knightandowl.com   1

Advanced options ∧

☑ Let me repair my account manually   2

Repair   3

nt -
nt -
am
am
tbc
sh
sh - –KO -LD
sh - 3rd -3

oro…
egals…

(use your own name, email address, and password)

lance@knightandowl.com

Incoming mail ∧

User name   lance@knightandowl.com

Password   ***********   👁

☑ Remember password

Server   mtl-node12.websitehostserver.net   Port   993

Encryption method   SSL/TLS ▼

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail ∨

Go back   Next

File ___ Receive   Folder   View   iCloud   Help   Grammarly   ADOBE PDF

New
Email

Email Acc
You ca

New

Email | Da   s Books |

▲ Favo

Name

—KO -L

Inbox

Inbox

Inbox

Inbox

Inbox   Selected ac

Sent -

Sent -

spam

spam

Outbo

Trash

Trash - –KO -LD

Trash - 3rd -3

IMAP Account Settings

lance@knightandowl.com

Incoming mail ⌄

Outgoing mail ⌃

Server   mtl-node12.websitehostserver.net   Port   465

Encryption method   SSL/TLS ▾

Server timeouts ——▮———————— 1 minute

☐ Require logon using Secure Password Authentication (SPA)
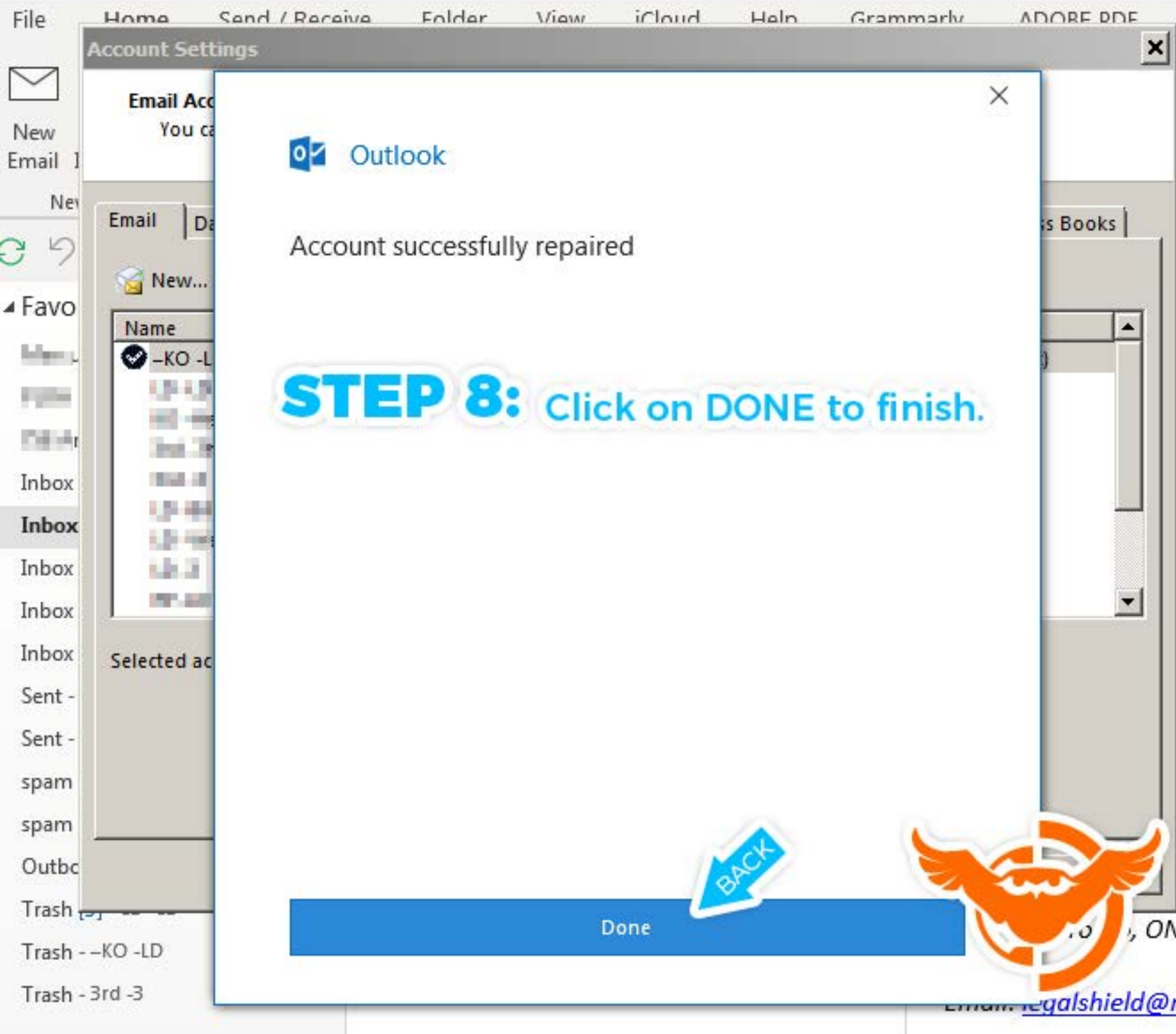
☑ My outgoing (SMTP) server requires authentication

    ◉ Use same settings as my incoming mail server

    ◯ Log on using user name and password

Go back   Next

Account Settings

Email Acc
You ca

New
Email

Nev

Email   Da   s Books

▲ Favo

New...

Name
 –KO -L

Inbox

Inbox

Inbox

Inbox

Inbox

Selected ac

Sent -

Sent -

spam

spam

Outbc

Trash

Trash - –KO -LD

Trash - 3rd -3

Outlook

Account successfully repaired

STEP 8: Click on DONE to finish.

BACK

Done

Email: legalshield@r