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STEP 1: Open Preferences



Inbox

By: Date Sent ↓

- Today
- SurveyMonkey
- Customer Support
- SurveyMonkey

Your upgrade confirmation



Friday, May 31, 2019
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Outlook Preferences

Show All

STEP 2: Open Accounts

Personal Settings



General



Accounts



Notifications
& Sounds



Categories



Fonts



AutoCorrect



Spelling
& Grammar

Email



Reading



Composing



Signatures



Rules



Junk

Other



Calendar



Contacts



Security & Privacy



Show All

STEP 4: Edit your account settings as seen here:

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

Default Account

 - lance@knightandowl.com
lance@knightandowl.com

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lance@knightandowl.com

IMAP Account

Account description: lance@knightandowl.com

Personal information

Full name: Lance Daoust

E-mail address: lance@knightandowl.com

Server information

User name: lance@knightandowl.com

Password: ●●●●●●●●

Incoming server: mtl-node12.websitehostserver.net : 993

Override default port

Use SSL to connect (recommended)

Outgoing server: mtl-node12.websitehostserver.net : 465

Override default port

Use SSL to connect (recommended)

More Options...



Adv

