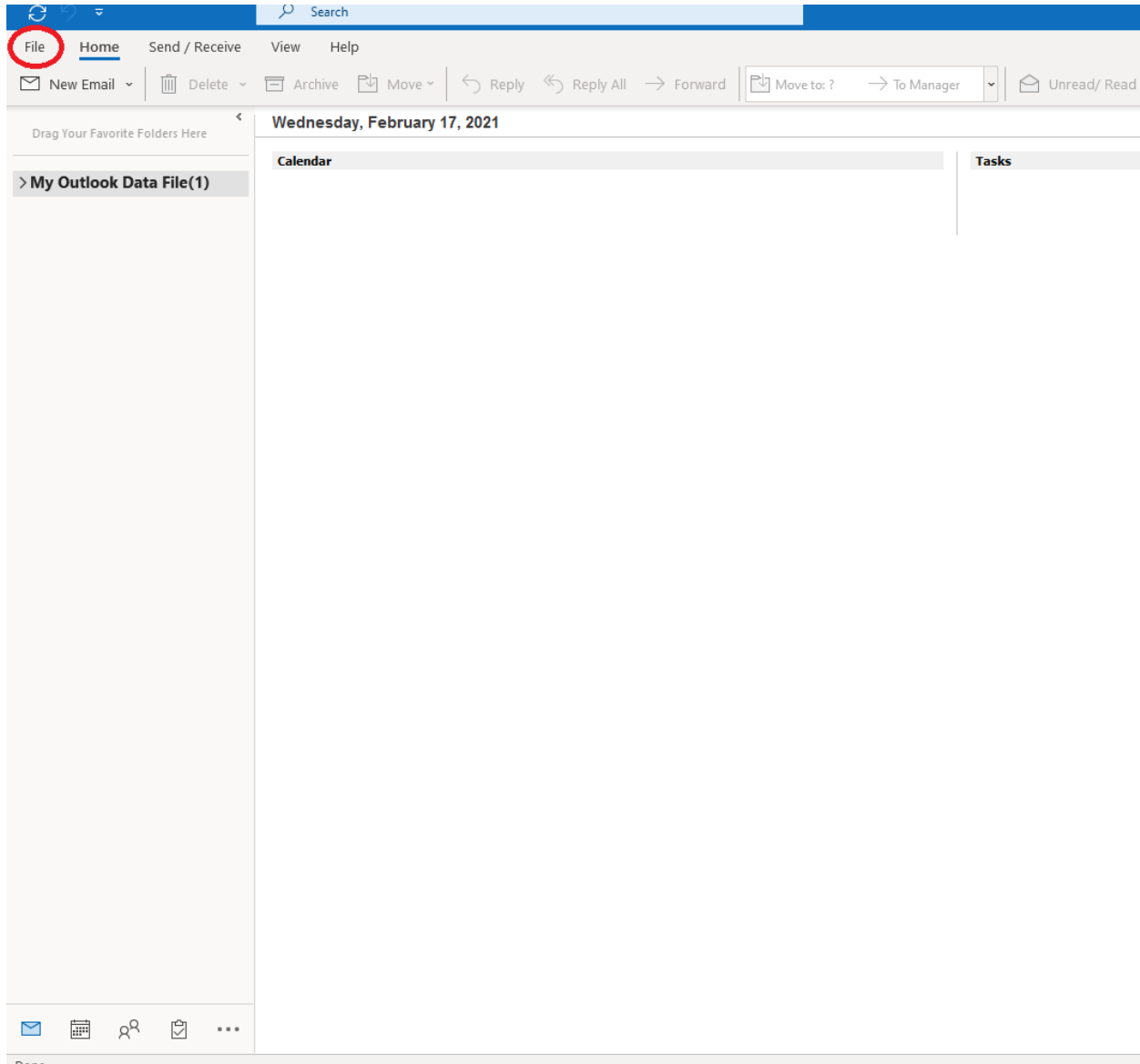


The following will show how to disable SSL to receive **unsecure** emails from the FMTC mail server on Outlook.

1. Open Outlook and click **File**.



2. Click the **Account Settings** tab > **Server Settings**.

The screenshot shows the Outlook interface. On the left is a blue navigation pane with options: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Feedback, Options, and Exit. The main area is titled "Account Information" and shows the account "gavin.z@fmtc.com" with "IMAP/SMTP" protocol. Below this is a "+ Add Account" button. The "Account Settings" section is circled in red and includes a sub-menu icon. Other sections include "Mailbox Settings" (Tools), "Rules and Alerts" (Manage Rules & Alerts), and "Slow and Disabled COM Add-ins" (Manage COM Add-ins). The top right corner displays "Inbox - gavin.z@fmtc.com - Outlook".

3. Change the **IMAP Account Settings** to match the following.

✕

IMAP Account Settings

gavin.z@fmtc.com

Incoming mail ▲

User name

Password

Remember password

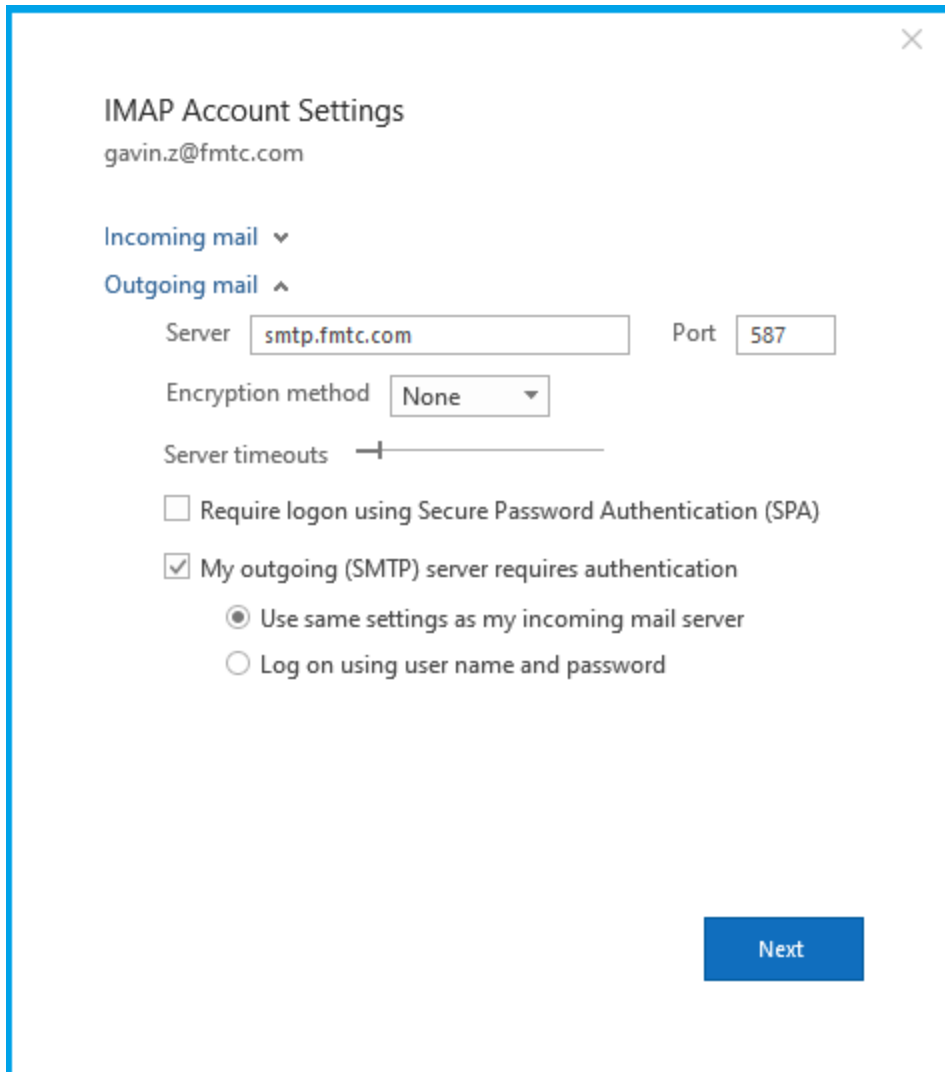
Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Outgoing mail ▼

Next



The image shows a dialog box titled "IMAP Account Settings" with a close button (X) in the top right corner. Below the title, the email address "gavin.z@fmtc.com" is displayed. There are two expandable sections: "Incoming mail" (collapsed) and "Outgoing mail" (expanded). Under "Outgoing mail", there are fields for "Server" (smtp.fmtc.com) and "Port" (587). Below these is a dropdown menu for "Encryption method" set to "None". A "Server timeouts" slider is also present. There are two checkboxes: "Require logon using Secure Password Authentication (SPA)" (unchecked) and "My outgoing (SMTP) server requires authentication" (checked). Under the second checkbox, there are two radio buttons: "Use same settings as my incoming mail server" (selected) and "Log on using user name and password" (unselected). A blue "Next" button is located at the bottom right of the dialog box.

4. Once finished click the **Next** button to finish the process.