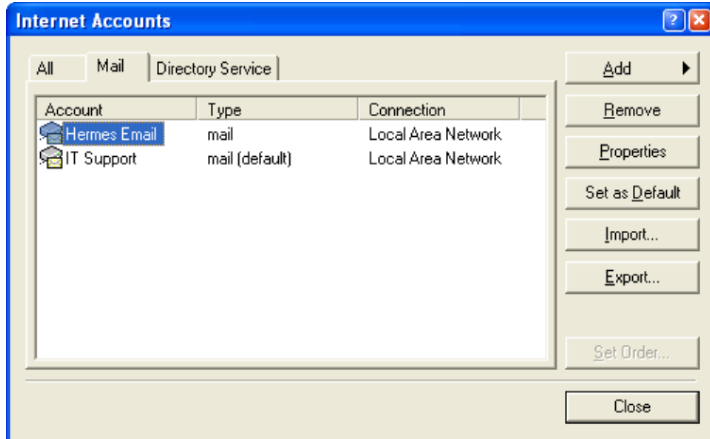


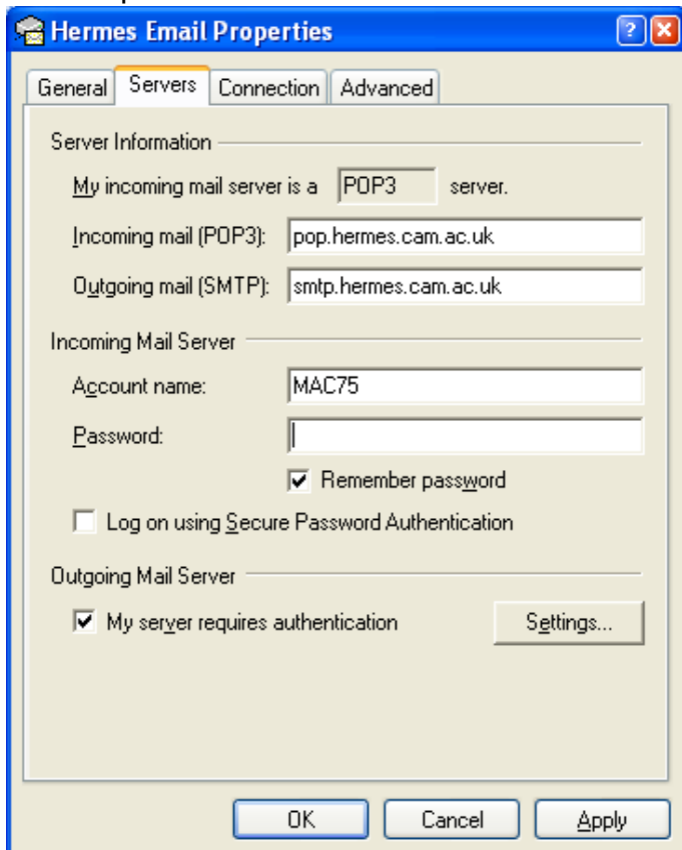
In Outlook go to Tools>Accounts

Highlight your email Account and click on Properties at the right hand side of this box:



From this screen click on the Servers Tab and make sure that under Incoming Server Account name is in Capitals (this is the same as your CRS ID).

At the bottom make sure there is a tick in “My server requires authentication.”

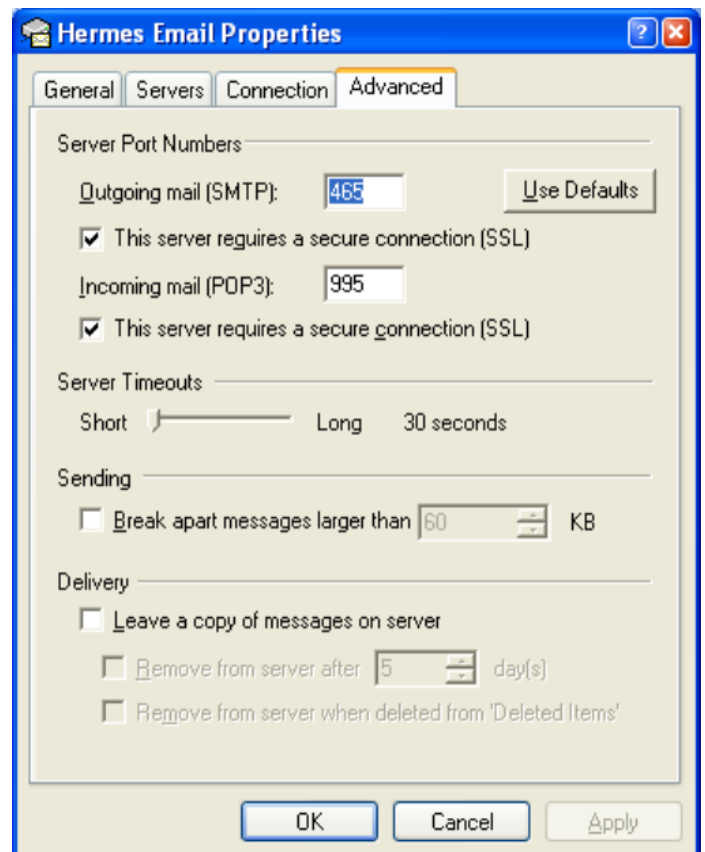


Next go to the Advanced tab and make sure the following settings are correct:

- Both boxes for “This server requires a secure connection (SSL)” under Outgoing mail (SMTP) and Incoming mail (POP3) are ticked.
- Outgoing mail (SMTP) is set to 465
- Incoming mail (POP3) is set to 995

(Please note that if you wish to keep a copy of any incoming emails in Hermes Webmail in order to be able to view them when away from College/ University place a tick in the “Leave a copy of messages on server” under Delivery

Once you have followed these steps click Apply and OK and your new secure settings are set up for you.



You can now use Outlook for your Hermes Email

