

## Mail Server: Microsoft Outlook 2007

1. Open Outlook 2007
2. Select **“Tools”** tab then select **“Accounts Settings”**
3. Click on your email account to highlight, then click **“Change”** above selected account.
4. In the **INCOMING** POP3 Server box, change to: **email.bitbroadband.com**
5. In the **OUTGOING** SMTP Server box, change to: **smtp.bitbroadband.com**
6. Change “username” or “account name” to your *Buggs Island* email address  
Ex: [john123smith@bitbroadband.com](mailto:john123smith@bitbroadband.com)
7. Click **“More Settings”** in the lower right-hand corner of the screen
8. A box pops up that says **“Internet Email Settings”**. Click the **“Advanced”** tab.

For Incoming Mail (POP3) enter 995 in the Incoming Port field (993 IMAP)

9. and **CHECK** the box “This server requires a Secure Connection (SSL).
10. For Outgoing Mail (SMTP) enter 587 in the Outgoing Port field. (463 IMAP)  
Then click **“OK”**
11. Click **“Test Account Settings”** to verify settings are working.
12. Click **“Next”** then click **“Finish”**