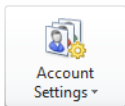# QUICK REFERENCE CARD FOR
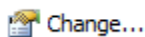**Configuring SSL for Outlook 2010**

NOTE: The following instructions are for configuring your NCOL Mail account to use SSL settings in Microsoft Outlook 2010. Similar steps will be required for other email clients.

From the **File** menu, select **Account Settings**

The **Account Settings** window will appear. Select the **E-mail** tab.

Change…

With your email account selected, click the **Change…** button.

On the **Internet E-mail Settings** page update your details for:

Incoming mail server: my.ncolmail.com

Outgoing mail server: my.ncolmail.com

Click **More Settings…**

On the **Advanced** tab, check the box beside **This server requires an encrypted connection (SSL)**. Once this is checked the box beside the Incoming server (POP3) will change from 110 to **995**. This is the correct value.

Set **Use the following type of encrypted connection**: **TLS**.

Click **OK**

Now click the **Test Account Settings…** button to verify that the settings you entered are working correctly.

Finally Click **Next >**

Congratulations! You have successfully setup your email account in Outlook to use SSL-encrypted connections.