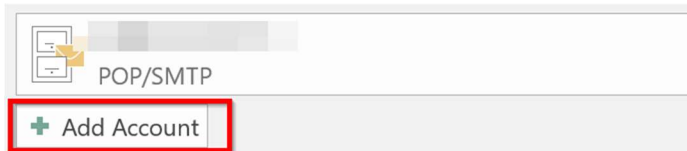


## QUICK REFERENCE CARD FOR Configuring SSL for Outlook 2016

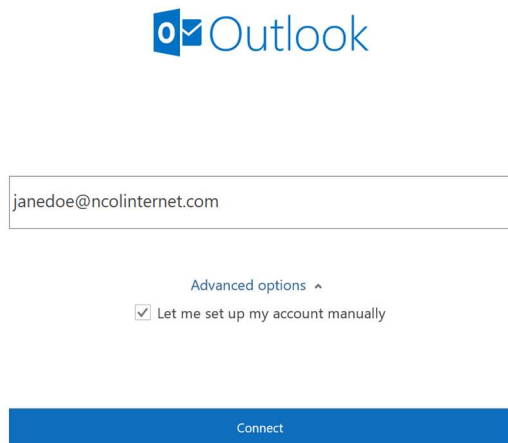
**NOTE:** The following instructions are for configuring your NCOL Mail account to use SSL settings in Microsoft Outlook 2016. Similar steps will be required for other email clients.

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

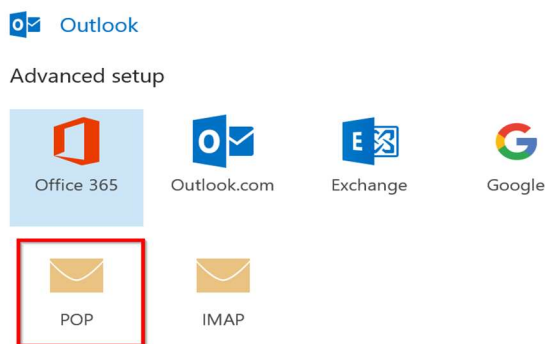


The **Add Account** window will appear.

Enter your email address. Select **Advanced Options** and check **Let me set up my account manually**



When the **Advanced Options** window appears select **Pop**



When prompted, enter in your password.

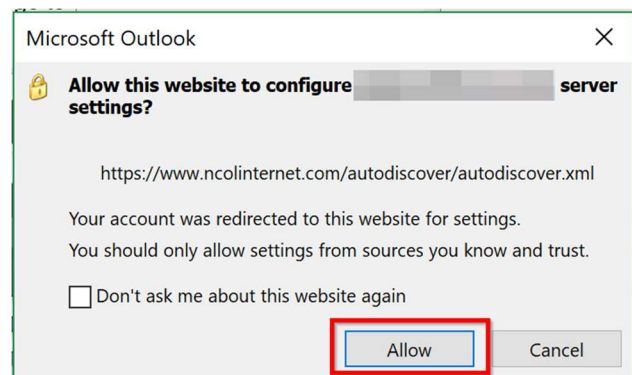


A warning may appear to ask you if you would like to use the current server. Select **Yes**

*If no warning appears proceed to next step.*



Outlook will ask you if you will allow an NCOL internet website to configure your email address to the correct server settings. Select **Allow**



**Thank you**