

Micro Advantage / Vision Net Email Server Upgrade

Outlook using IMAP protocol

If your Outlook email client is set to use IMAP protocol, change the existing configuration as illustrated below.

Settings:

Your username is your complete email address

Your password has not changed unless it does not meet the security criteria of the new mail server. In the event your password must be changed, we will notify you. The new password criteria is: a minimum of 8 alphanumeric characters, including at least one number & one letter

Incoming (IMAP) server: mailhost.visn.net
Enable: SSL
Port: 993

Outgoing (SMTP) server: mailhost.visn.net
Enable: StartTLS or TLS
Port: 587
Enable outgoing (SMTP) authentication

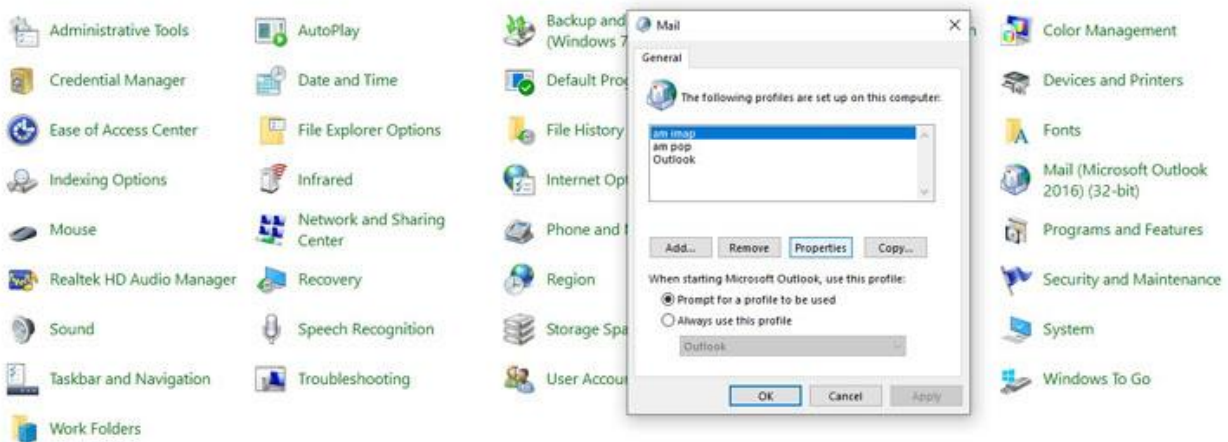
-
- 1) Close Outlook, then open CONTROL PANEL and find MAIL icon (in order to see the MAIL icon, you may need to change the view of CP to "view by: large icons" at top right)



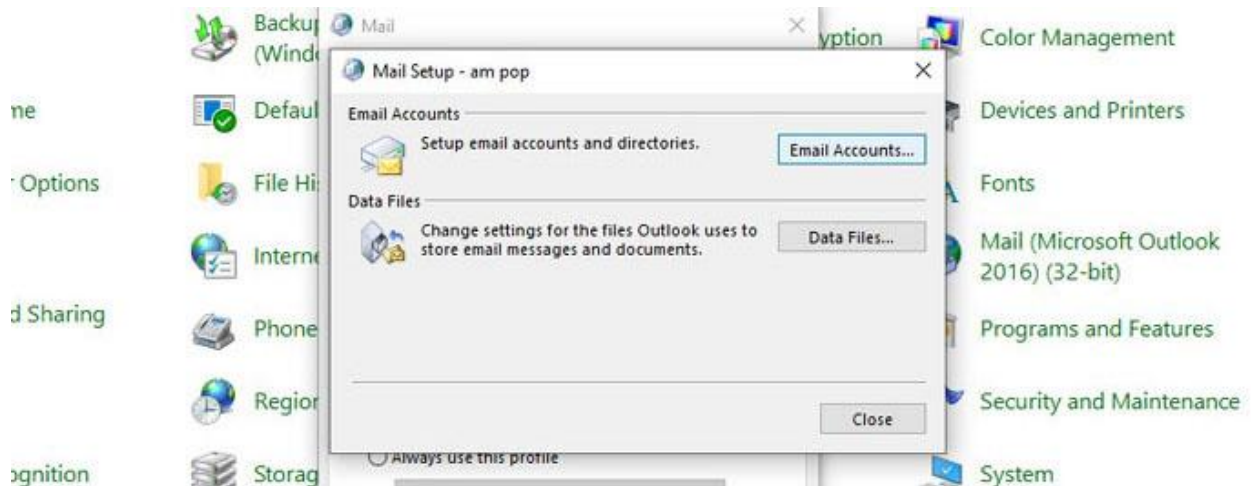
2) Open MAIL icon and then click SHOW PROFILES



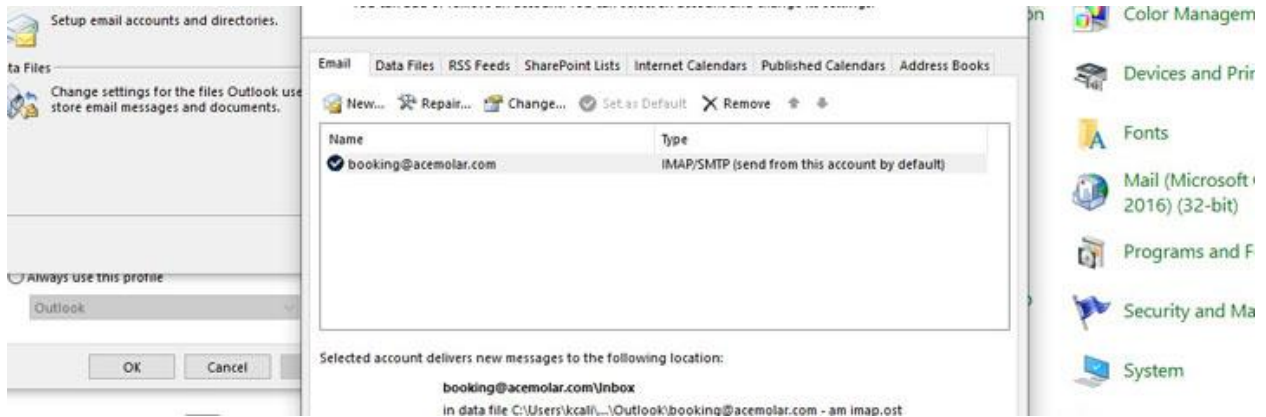
3) Highlight the profile of the email account to be updated and then click PROPERTIES



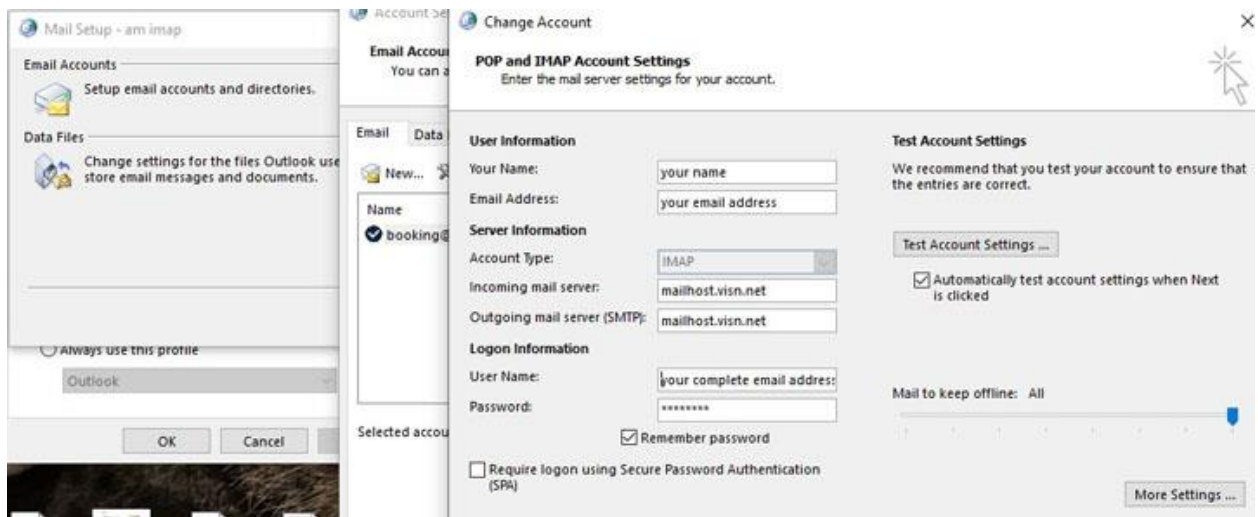
4) Click EMAIL ACCOUNTS



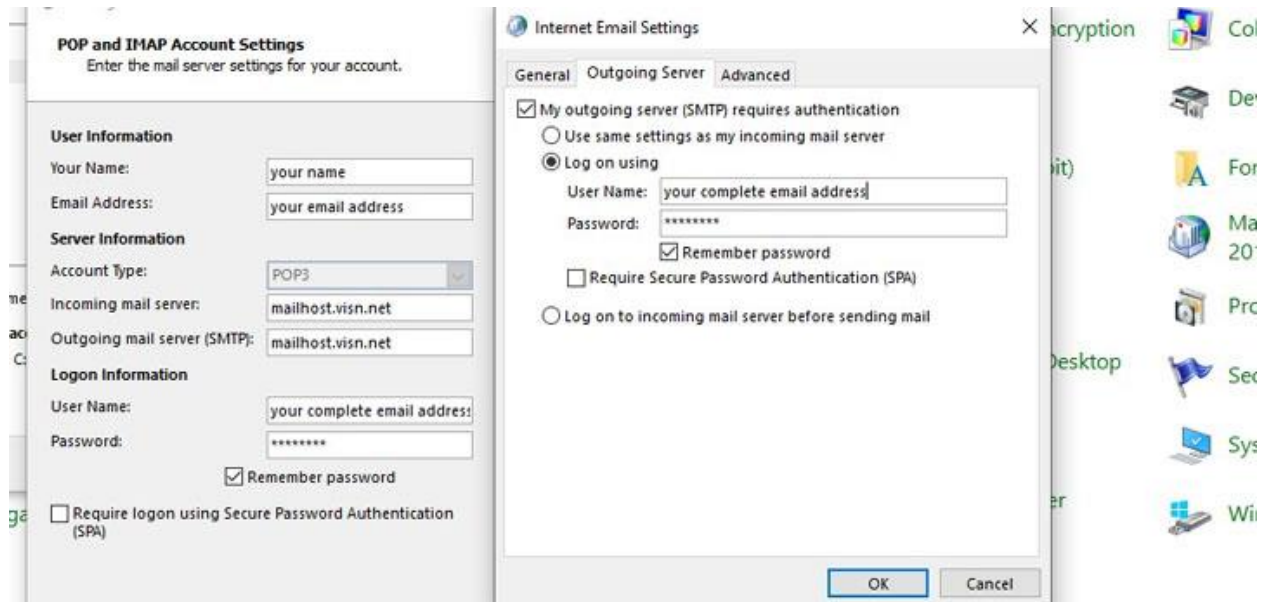
5) Highlight your account and click CHANGE



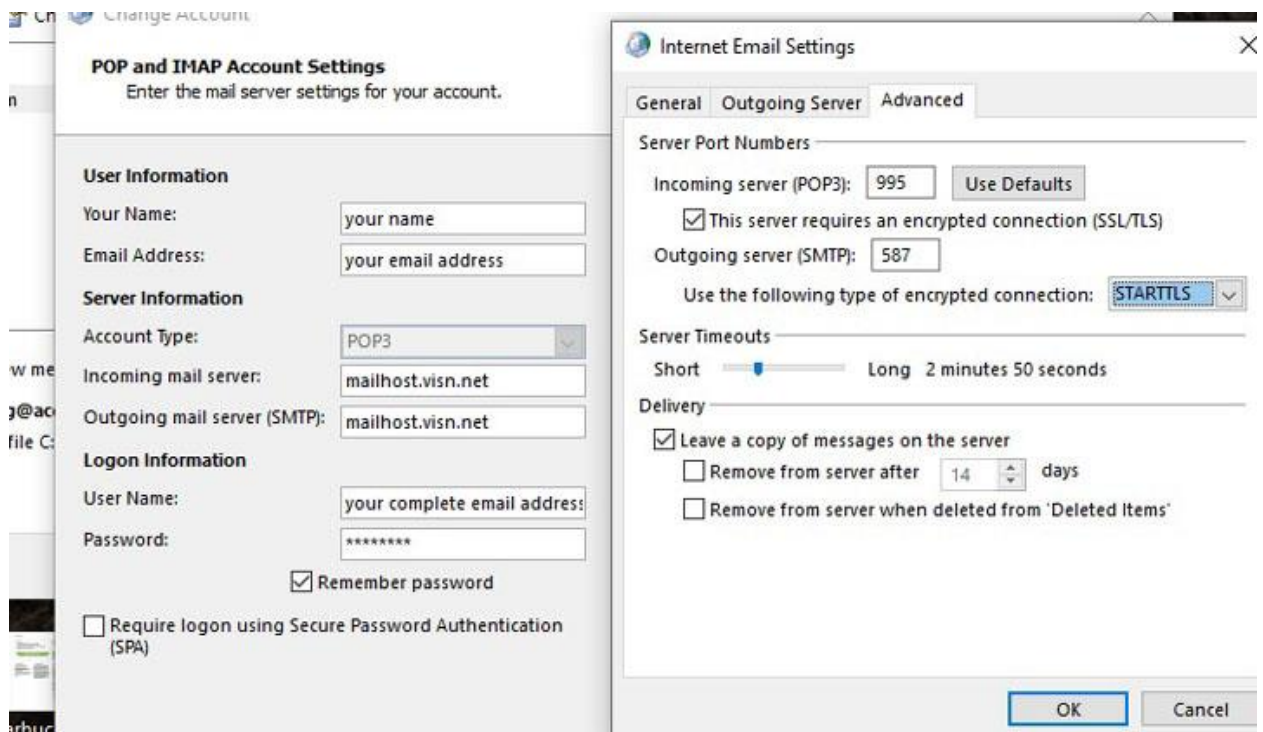
6) Change the incoming and outgoing (SMTP) server to: mailhost.visn.net ; set the username to your complete email address. Update your password if it has been changed.



- 7) Click on MORE SETTINGS shown in the above image and then click the OUTGOING SERVER tab. See image below for settings. Update your password if it has been changed.



- 8) Click on ADVANCED tab. Change SERVER PORT NUMBERS and SSL/TLS settings as shown below. Under Outgoing Server, select StartTLS, or TLS if StartTLS is not an option. Do not de-select "Leave a copy of Messages on Server". OK to modify number of days.



- 9) Click OK at bottom right of above image when done and that dialogue box will disappear. In the box below click TEST ACCOUNT SETTINGS. The test should complete without any error. In the event you get an error, review your settings to be sure they are correct. If your settings are correct and you are still getting an error, contact Micro Advantage support.

The screenshot shows the 'Change Account' dialog box with the following sections and fields:

- POP and IMAP Account Settings**
Enter the mail server settings for your account.
- User Information**
 - Your Name: your name
 - Email Address: your email address
- Server Information**
 - Account Type: POP3
 - Incoming mail server: mailhost.visn.net
 - Outgoing mail server (SMTP): mailhost.visn.net
- Logon Information**
 - User Name: your complete email address
 - Password: *****
 - Remember password
 - Require logon using Secure Password Authentication (SPA)
- Test Account Settings**
 - We recommend that you test your account to ensure that the entries are correct.
 - Test Account Settings ...
 - Automatically test account settings when Next is clicked
- More Settings ...** (button)
- Navigation buttons: < Back, Next >, Cancel, Help

- 10) Click FINISH and open your Outlook