



880-916 WEST BROADWAY  
VANCOUVER, BC V5Z 1K7  
604 408 7480 TELEPHONE  
604 408 9480 FACSIMILE  
866 408 7480 TOLL FREE

## SMTP Authorization

1. Click on Tools → View or Change Existing Email Accounts
2. Highlight the email address that is presenting problems
3. Click on the “Change” tab in the top right corner of the open window
4. Click on “More Settings” then a new window will open with multiple tabs at the top
5. Click on the “Outgoing Mail Server” tab
6. Ensure that the box is checked that says “My outgoing server (SMTP) requires authentication”
7. Click OK until you are back where you started
8. Now try to send the email again.

# HIGH PERFORMANCE WEB SOLUTIONS