

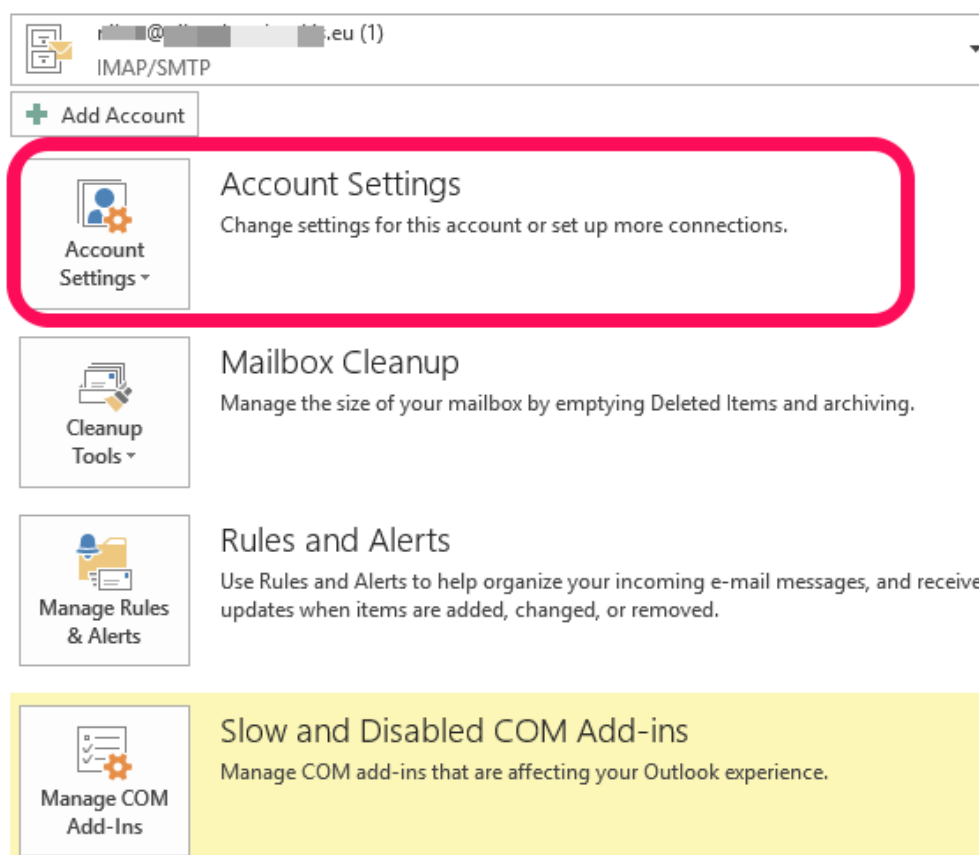
## Incoming and Outgoing mail server change - Outlook 2013

- 2022-12-27 - Email Clients

If you wish to change the hostname to your incoming and outgoing email server and you use Outlook 2013, follow the instructions below:

1. Open your Outlook 2013 account and click "File" and "Account Settings".

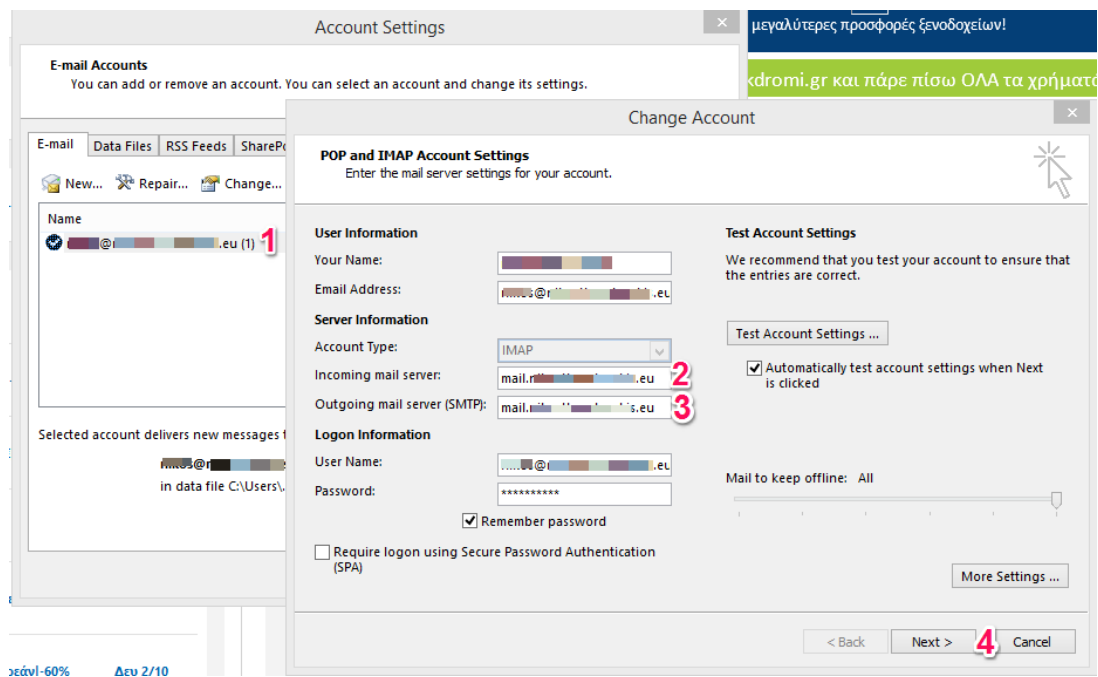
## Account Information



The screenshot shows the 'Account Information' pane in Outlook 2013. At the top, there is a dropdown menu showing the current account: 'IMAP/SMTP' with a partial email address ending in '.eu (1)'. Below this is a '+ Add Account' button. The main area contains four options, each with an icon and a description:

- Account Settings**: Change settings for this account or set up more connections. This option is highlighted with a red rounded rectangle.
- Cleanup Tools**: Manage the size of your mailbox by emptying Deleted Items and archiving.
- Manage Rules & Alerts**: Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.
- Manage COM Add-Ins**: Manage COM add-ins that are affecting your Outlook experience. This section has a yellow background.

2. In the new Account Settings dialog box, double-click your email account (1) to Incoming and Outgoing mailservers (2), (3) delete the records and enter the temporary hostname eg linux77.papaki.gr



The hostname can be found in the email "Web Hosting Activation - Account Login Information", in the fields "FTP Access Information" and "Temporary Hostname", as shown in the following picture:

