

How to change your email settings for the new server if you're using Microsoft outlook

Click on the **File** menu and then on **Account Settings**.

Change the incoming server to read: mail.daveshelpline.com

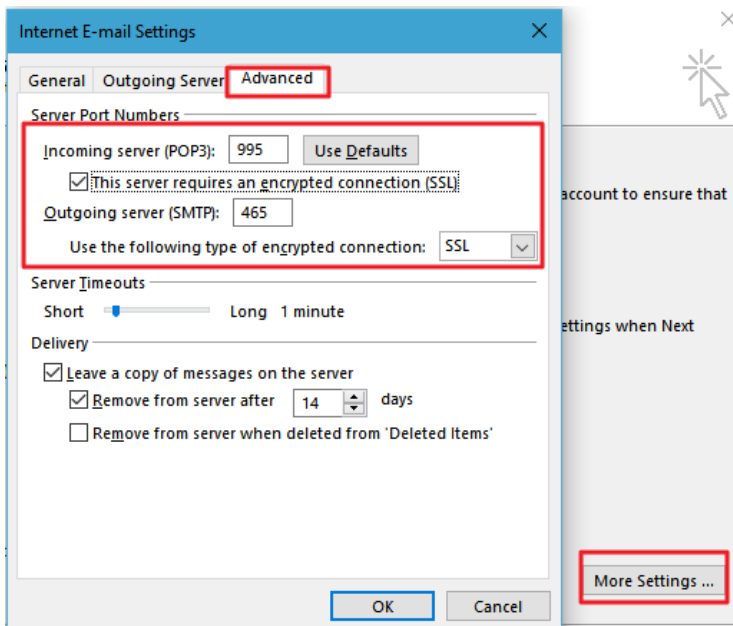
The outgoing server also needs to change to read: **mail.daveshelpline.com**

Then click **More Settings>Advanced**

Change the Incoming and Outgoing settings to SSL on and ports 995 IN and 465 OUT

Click OK to finish.

Right now your password is set to helpline2017 but I can change it to anything you wish.



In the iPad or iPhone go into **Settings** (grey cog)

Go down to **Mail** and click

Click the name of the account on **Accounts**

Change the Host to **mail.daveshelpline.com**

Take out the password and replace it with **helpline2017** (until you tell me what you want)

Tap on the SMTP setting and tap the **Primary server**

Change the Host to **mail.daveshelpline.com**

Change the password as above

Make sure **SSL** is on and set to **465**

Click **DONE** at the top and wait for the blue ticks to confirm all OK

All should be working now.