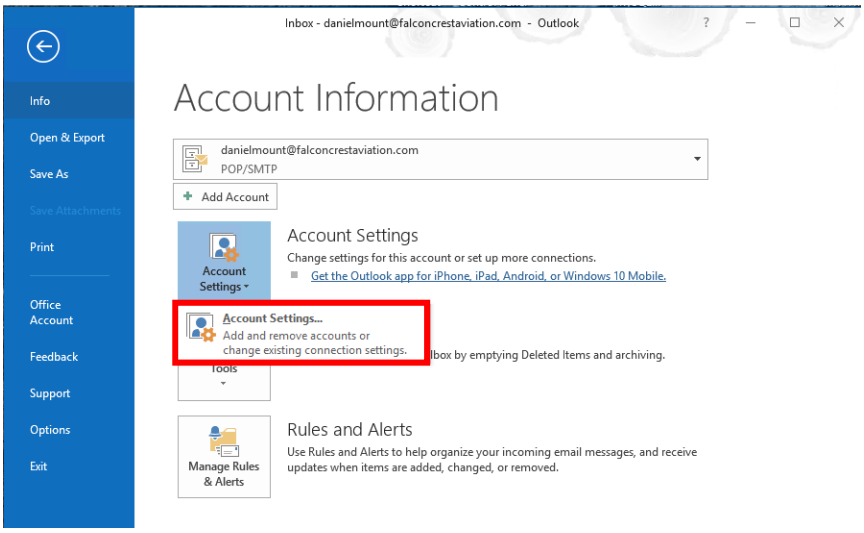
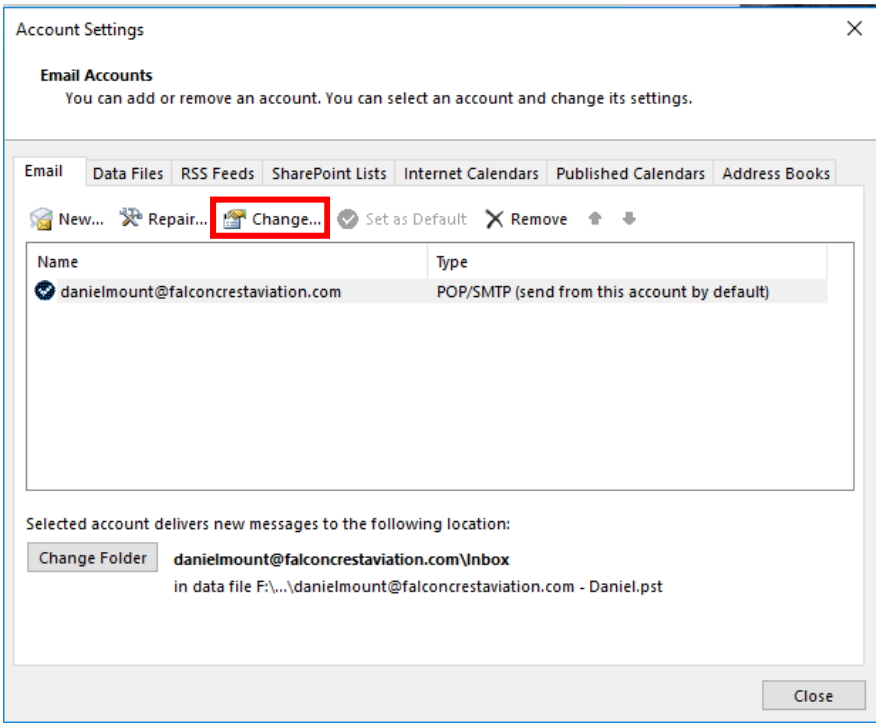
New Email Server Setup Instructions

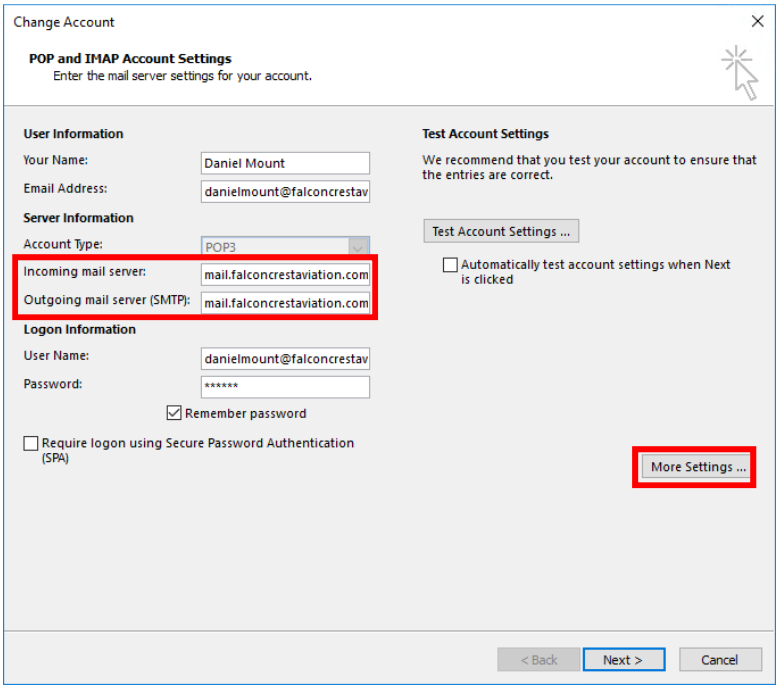
1. In Outlook, click on **File** then click on **Account Settings** then again on **Account Settings** underneath it.



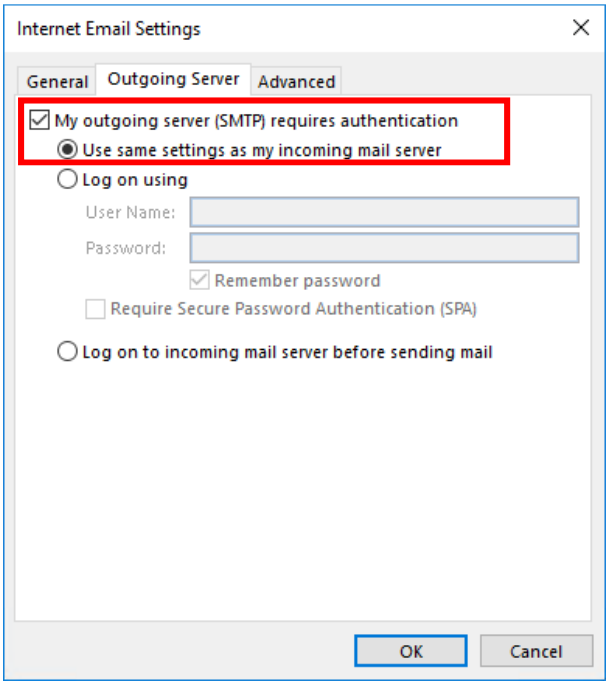
2. Click on **Change…**



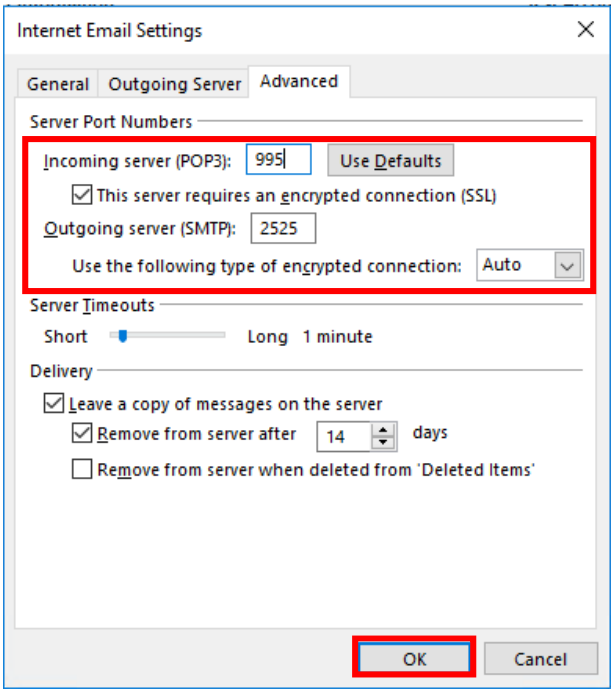
3. Change both the *Incoming mail server:* and the *Outgoing mail server (SMTP)* to **mail.falconcrestaviation.com**
4. Then click on **More Settings …**



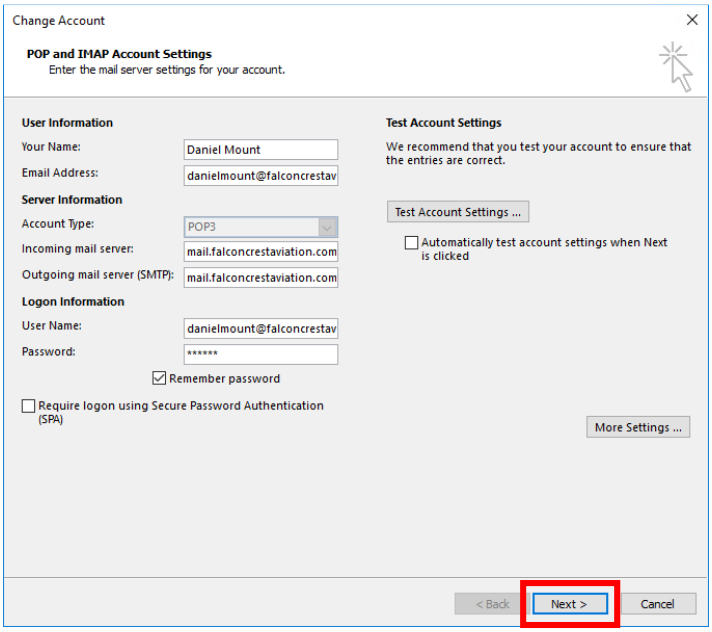
5. Click on the *Outgoing Server* tab and Check the **My outgoing server (SMTP) requires authentication** box.
    - Make sure **Use same settings as my incoming mail server** is selected.



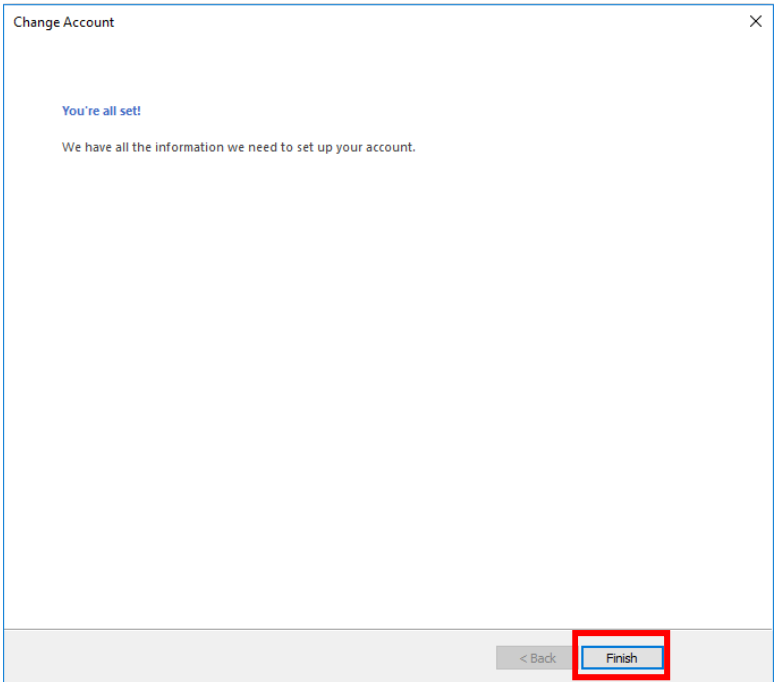
6. Click on the *Advanced* tab and set:
    - Incoming server (POP3) – **995**
    - Check the box for **This server requires an encrypted connection (SSL)**
    - Outgoing server (SMTP) – **2525**
    - Use the following type of encrypted connection – **Auto**
7. Click on **OK**



8. Click on **Next**



9. Click on **Finish**. You're done!



Note: You may get an Internet Security Warning for the first few days. Just click on **Yes** to continue using this server. This will get cleared up as we get the new certificate installed.