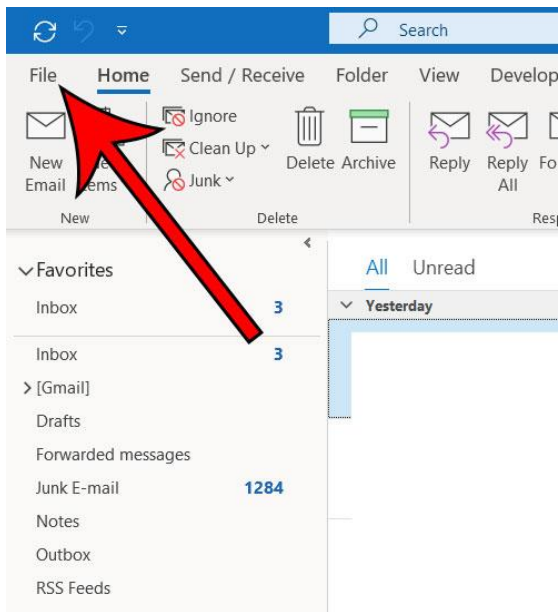
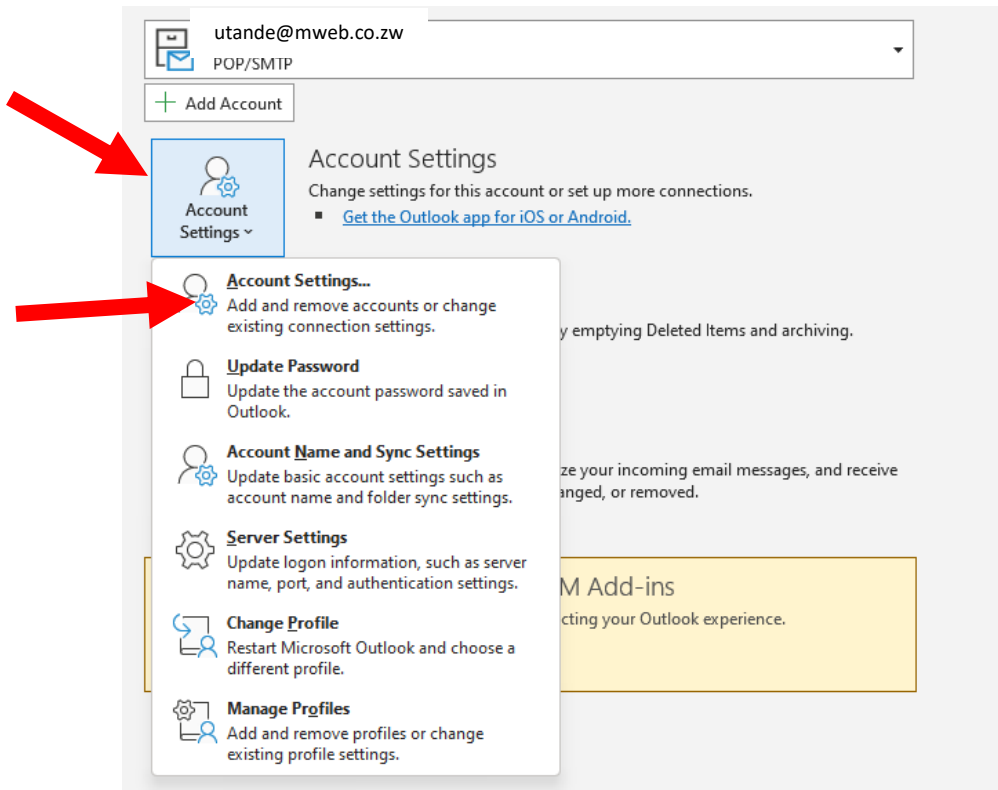


Steps to Update your email settings in Outlook for Windows

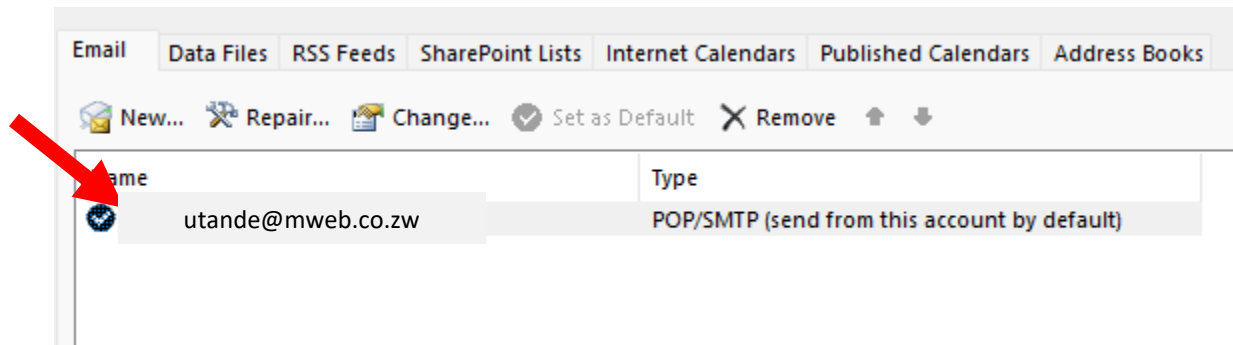
1. Open Outlook and select **File**.



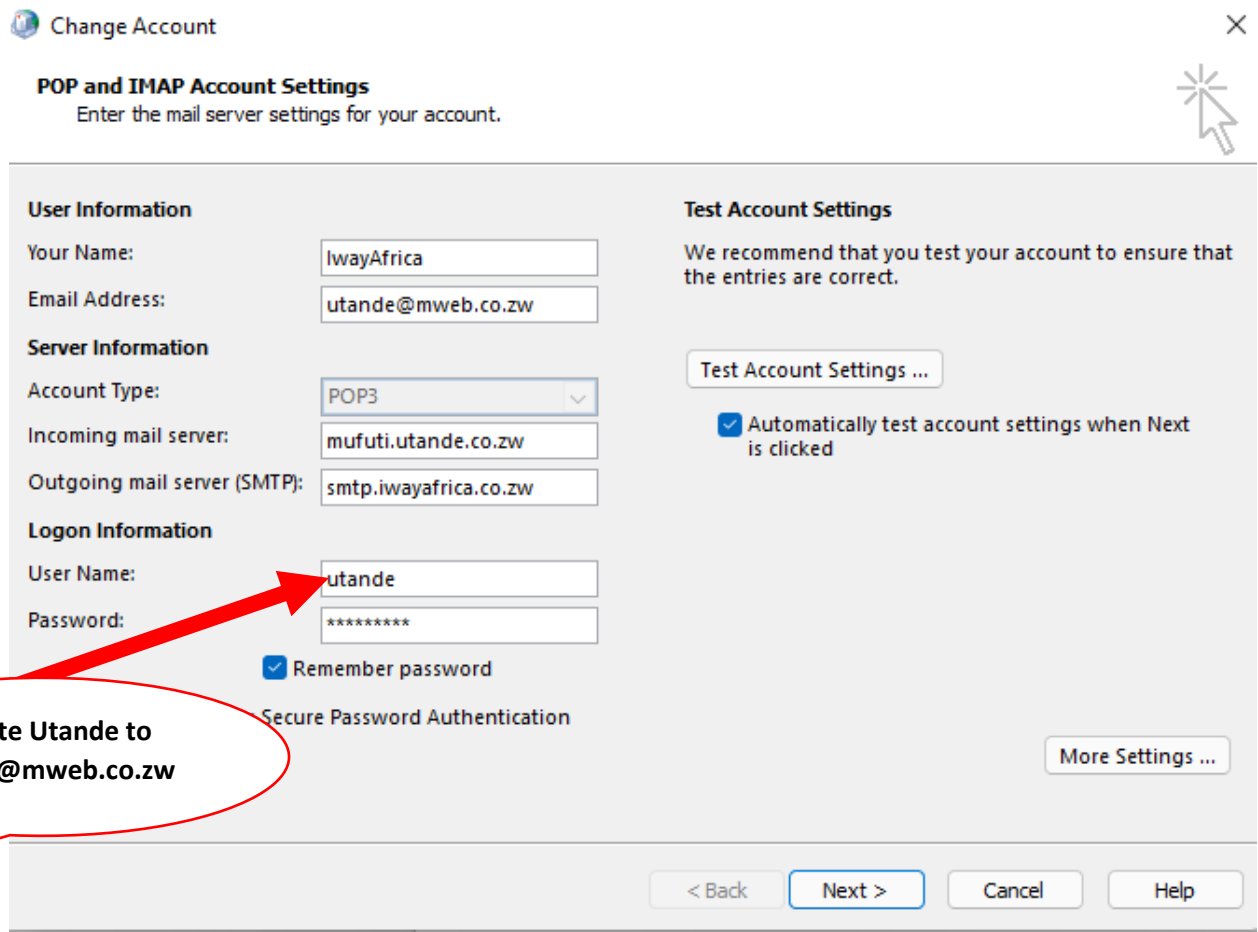
2. Select **Account Settings** and then click **Account Settings** again.



3. Double Click the **Mweb email account**.



4. Update the **Username to your full email address** as shown below.



5. Click **Next** and **allow testing to finish**.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks	Errors
Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test email message	Completed

6. Click **close** and **Finish**.