Login to your email, and then...

Step 1:

(top right corner)

First, click here!

Then here!

Step 2:

Mail options

In this section, you can change your email account settings. Email options are organized into the following categories:

- Automatic processing — Control how inbound and outbound email is handled.
- Accounts — Set up, connect, and manage your email accounts.
- Layout — Customize the look and feel of your inbox and email messages.
- Delivery reports — Search for delivery information about messages that you've sent or received.

Click here!
And now you’re done! It would be a good idea to send yourself a test email at this time to make sure it is working correctly.