

Comcast Account Modification

<http://www.upgradenrepair.com>

Add a user to the account

If you want to add a user to the account, do the following

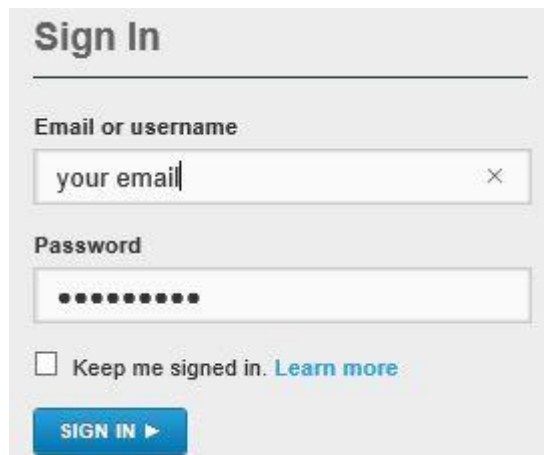
1. You have to have the permissions to modify the account (**administrator of the account**)
2. Open your browser (**Microsoft Edge, Internet Explorer, Chrome, FireFox or other browser**)
3. In the address bar, type www.comcast.net and press **Enter**



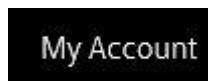
4. On top right, click **Sign In**



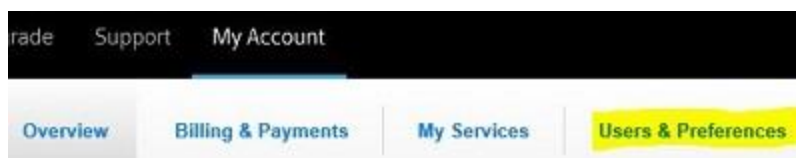
5. Type in your information

A screenshot of the Comcast 'Sign In' form. It has a title 'Sign In' at the top. Below it are two input fields: 'Email or username' containing 'your email' and 'Password' containing a series of dots. There is a checkbox for 'Keep me signed in.' with a link 'Learn more' next to it. At the bottom is a blue 'SIGN IN' button with a right-pointing arrow.

6. On top left, click **My Account**



7. Click **Users & Preferences**



8. Click **Add a user**



9. Fill out the form

[illegible]

10. Click Add user

Add user

How to edit or delete a user

If you want to add a user to the account, do the following

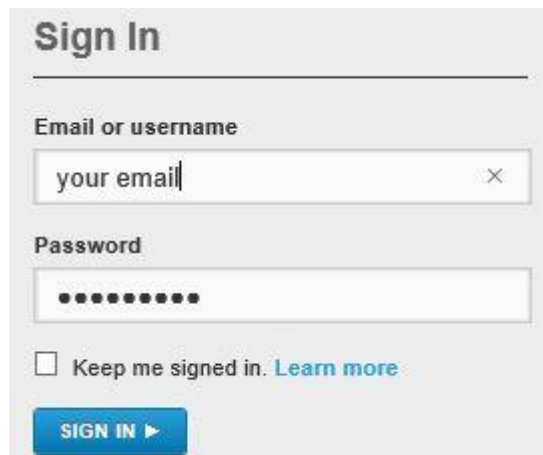
1. You have to have the permissions to modify the account (**administrator of the account**)
2. Open your browser (**Microsoft Edge, Internet Explorer, Chrome, FireFox or other browser**)
3. In the address bar, type www.comcast.net and press **Enter**



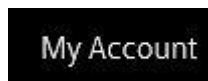
4. On top right, click **Sign In**



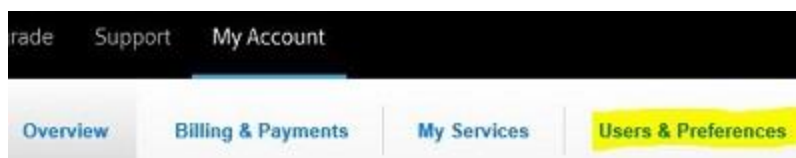
5. Type in your information

A screenshot of the Comcast 'Sign In' form. It has a title 'Sign In' at the top. Below it are two input fields: 'Email or username' containing 'your email' and 'Password' containing a series of dots. There is a checkbox for 'Keep me signed in.' with a link 'Learn more' next to it. At the bottom is a blue 'SIGN IN' button with a right-pointing arrow.

6. On top left, click **My Account**



7. Click **Users & Preferences**




8. Click the user you want to edit



9. Click the options you want to perform

Basic Settings

Email & Voice Settings




My profile

John Doe [Edit](#)

John.Doe112233 *XFINITY username* [Edit](#)


[Change password](#) | [Change secret question](#) | [Delete or suspend user](#) | [Manage advertising preferences](#)




John.Doe112233's Permissions

No Bill Pay | No Voice Access

[Edit Permissions](#)



Contact emails

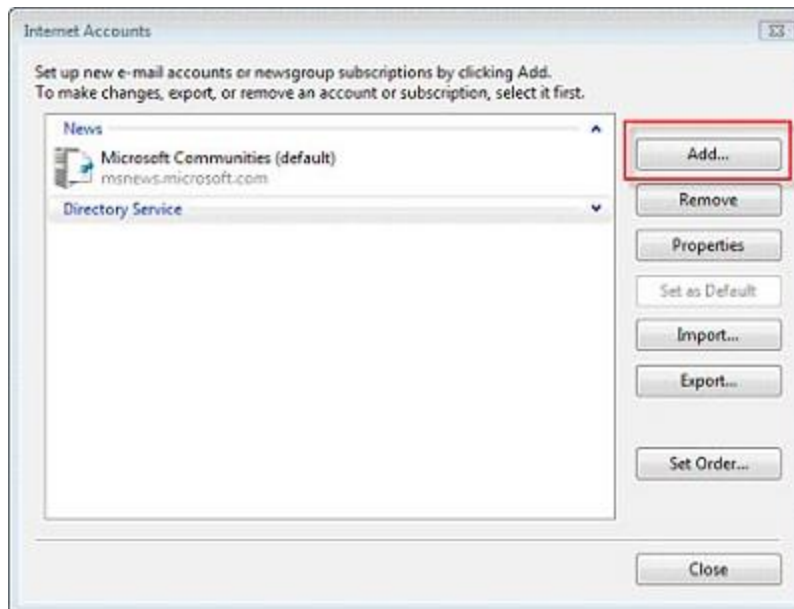
 [Add an alternate email address for password retrieval and notifications](#)

[Security Notifications](#)

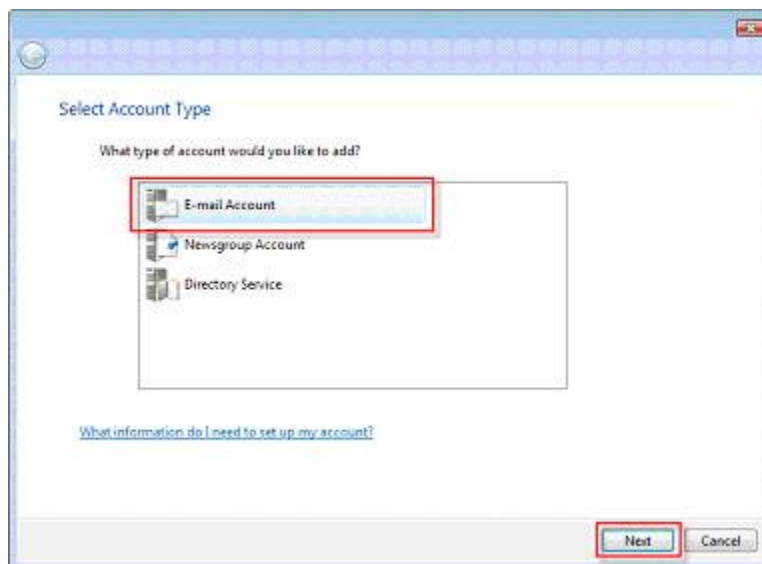
How to setup Comcast in Windows Mail

To setup Comcast with Windows Mail, follow these steps

1. Click **Tools**
2. Click **Accounts**
3. Click **Add**



4. Click **E-mail Account**
5. Click **Next**



6. Type in your name
7. Click **Next**

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name: John Smith

For example: John Smith

[Where can I find my e-mail account information?](#)

Next Cancel

8. Type in your E-mail address

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address: test@comcast.net

For example: someone@microsoft.com

[Where can I find my e-mail account information?](#)

Next Cancel

9. Type in the following information

- A. Incoming e-mail server type is POP3
- B. Incoming mail server is mail.comcast.net
- C. Outgoing e-mail server (SMTP) is smtp.comcast.net

10. Click **Next**

Set up e-mail servers

Incoming e-mail server type:
POP3

Incoming mail (POP3 or IMAP) server:
mail.comcast.net

Outgoing e-mail server (SMTP) name:
smtp.comcast.net

☐ Outgoing server requires authentication
[Where can I find my e-mail server information?](#)

Next Cancel

11. Type in your Username and Password

12. Click **Next**

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

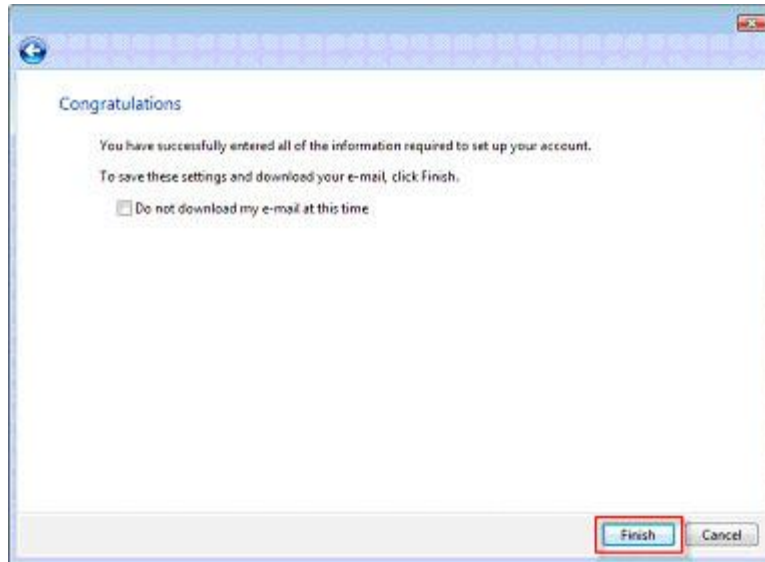
E-mail username: test

Password:

☒ Remember password

Next Cancel

13. Click **Finish**



Modifying Settings in Outlook 2013 to work with Comcast

There is different settings for Comcast email. However the settings on this page is used the most. If this doesn't work, you will need to check with Comcast for other settings. However to maneuver through the settings on this page will walk you through the settings. If you have a different version of Office, these instructions should be similar enough to follow. Below is directions on modifying settings on 2013

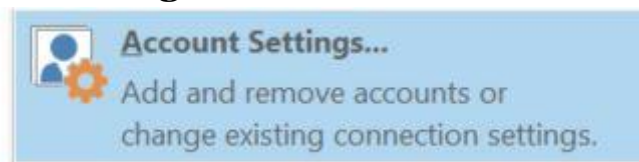
1. Open **Outlook 2013**
2. Click **File**



3. Click **Account Settings**



4. Click **Account Settings**



5. Click **Change**



6. This screen will appear

Change Account X

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

☒ Automatically test account settings when Next is clicked

- Make your screen match this screen but change Yourname to match your name and email.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

- Click **More Settings**

- Make **General** match the picture here except put your email address here

Internet E-mail Settings ✕

General **Outgoing Server** Advanced

Mail Account

Type the name by which you want to refer to this account. For example:
"Work" or "Microsoft Mail Server"

Yourname@comcast.net

Other User Information

Organization:

Reply E-mail:

OK Cancel

10. Click **Outgoing Server** and make sure yours matches this

Internet E-mail Settings ✕

General **Outgoing Server** Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

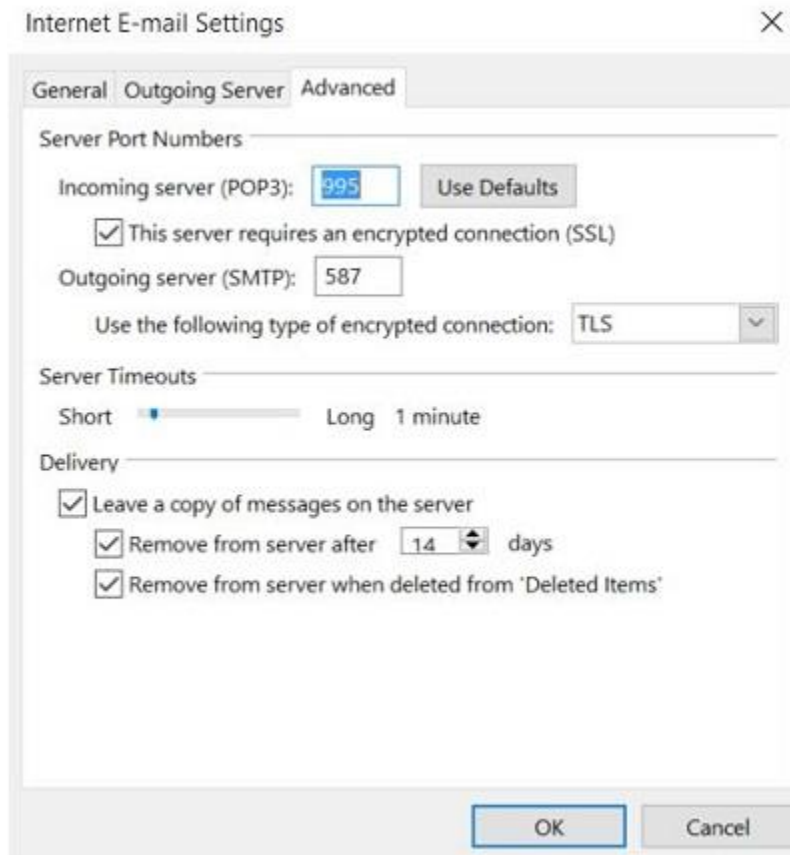
☒ Remember password

☐ Require Secure Password Authentication (SPA)

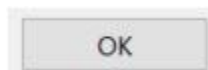
☐ Log on to incoming mail server before sending mail

OK Cancel

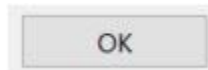
11. Click **Advanced** and Make sure your settings match this screen



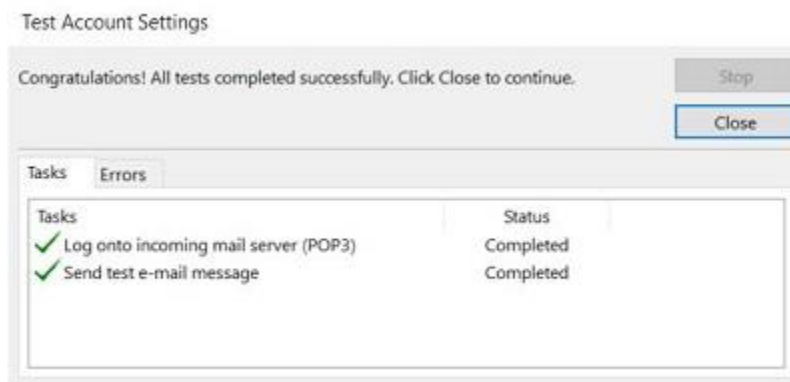
12. Click **OK**



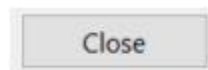
13. Click **OK**



14. If everything is setup correctly you will see both tasks say completed



15. Click **Close**



16. Click **Next**

Next >

17. Click **Finish**

Finish