

Outlook Express Setup

1. Open the program and click **Tools, Accounts, Mail. Add, Mail.**
2. Type in your name, click **next**
3. Type the **name you want displayed** for **Display name**
4. Type in your full **@yourdomainname.com** email address, click **Next**
5. Incoming is **POP3**, then in the
6. Incoming box type in **incoming.pronetsinc.com**
7. Outgoing will be dependent upon where you are located.
 - a. If you are going to use our outgoing server, enter **outgoing.pronetsinc.com** - otherwise, you will need to contact your Internet provider for your outgoing server information. Click **Next**.
8. For the **account or username**:
 - a. Put in the **full email address**
 - b. Put in the **password** and click **Next** and **Finish**.
 - c. If using our outgoing server, click Properties for the account you just added.
 - i. Click **Servers**.
 - ii. At the bottom, click **My server requires Authentication** and click the **More Settings** button.
 - iii. Make sure that it is using the same log in information as your incoming server. Click **OK, Apply** and **OK**, then click **Close** on the accounts box and that should do the trick.