

Outlook Setup

1. Open the program and click **Tools, Email Accounts**
2. On the Email Accounts wizard window, select "**Add a new e-mail account**", Click **Next**
3. For Server Type, select "Pop3" and click **next**
4. On the Internet E-mail Settings (POP3) window, enter your information as follows:
 - a. **Your Name:** Type the name you want displayed (ex. John Doe)
 - b. **E-mail Address:** Type in your full **@yourdomainname.com** email address
 - c. **User Name:** Type in your full **@yourdomainname.com** email address, again.
 - d. **Password:** Enter the password you set up for your e-mail account.
 - e. **Incoming mail server (POP3):** Enter **incoming.pronetsinc.com** for your incoming mail server.
 - f. **Outgoing mail server (SMTP):** Enter **outgoing.pronetsinc.com** for your outgoing mail server.
5. Click the **More Settings** button.
6. Select **My server requires Authentication**
7. Select "**Use same settings as my incoming mail server**"
8. Select the **Advanced** tab and change the **Outgoing server (SMTP)**
9. Click **OK**
10. Click **Next**
11. Click **Finish**