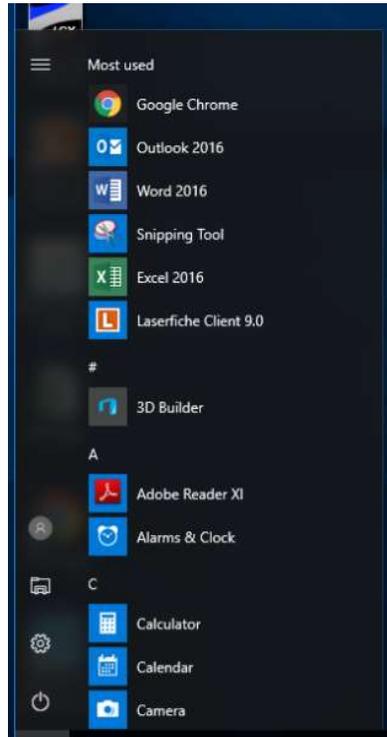
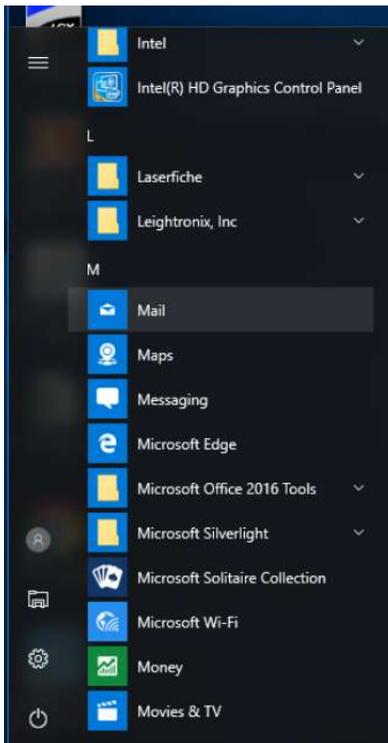


## Setting up a Paragould.net email address with Mail on Windows 10

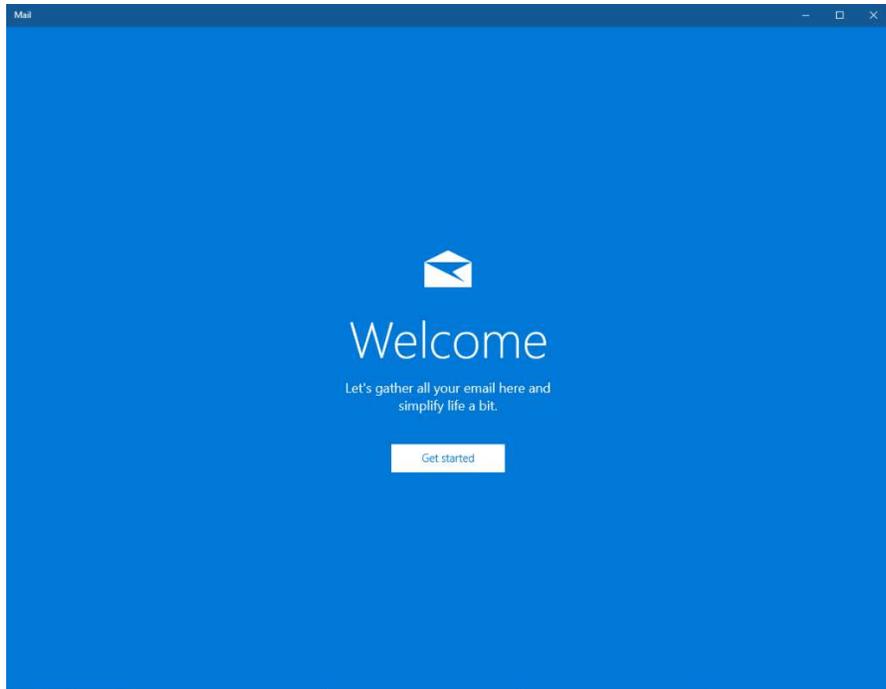
1. Click on the Windows icon on the lower left corner.



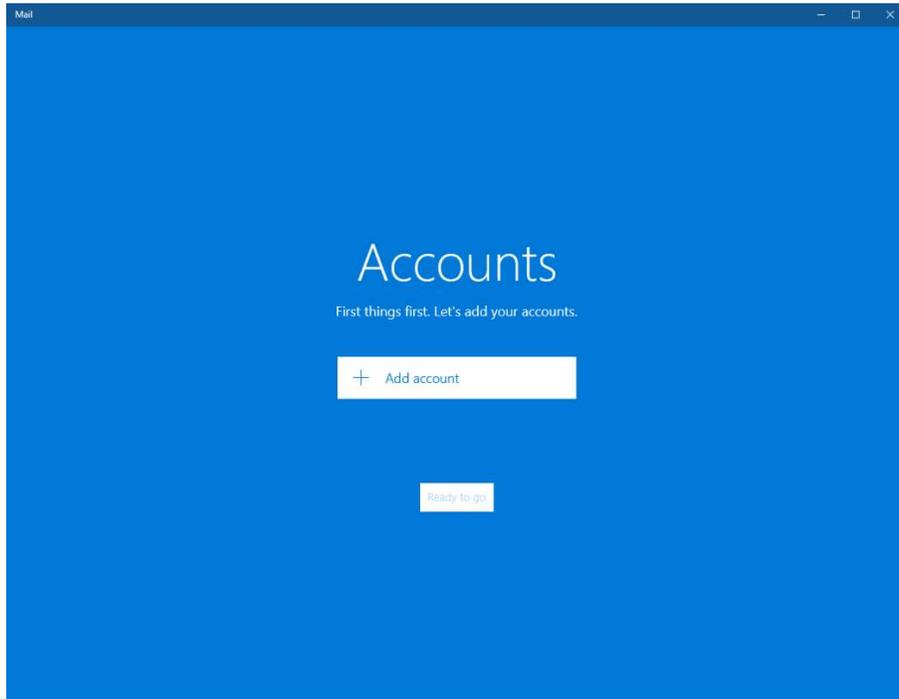
2. Scroll down and click on Mail.



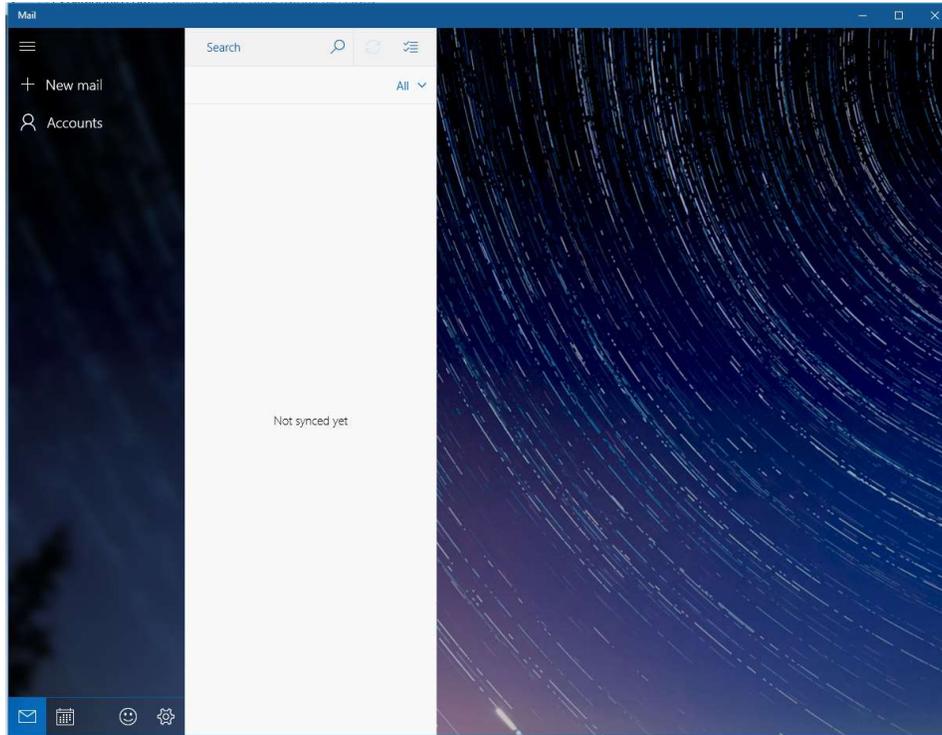
3. Once you click on Mail, if the customer has never used Mail on Windows 10, this screen will appear. If this screen does not appear, skip to stop 5.



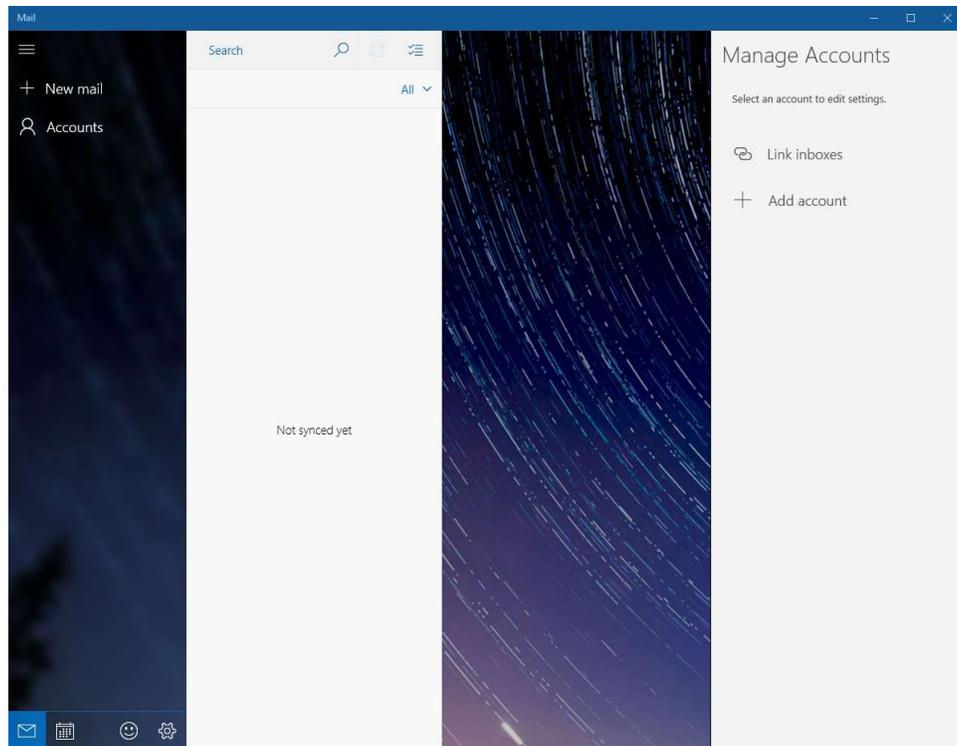
4. Click on Get Started and this screen will appear. Click on Add Account. Skip to step 7.



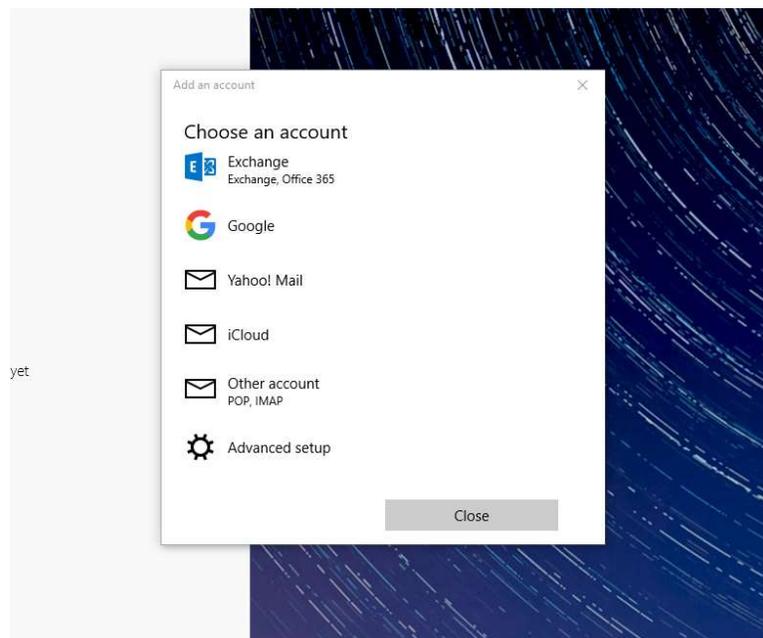
5. If a customer has used Mail on Windows 10 before (for a Yahoo, Gmail account, etc.), when they click on Mail, the screen will look like this.



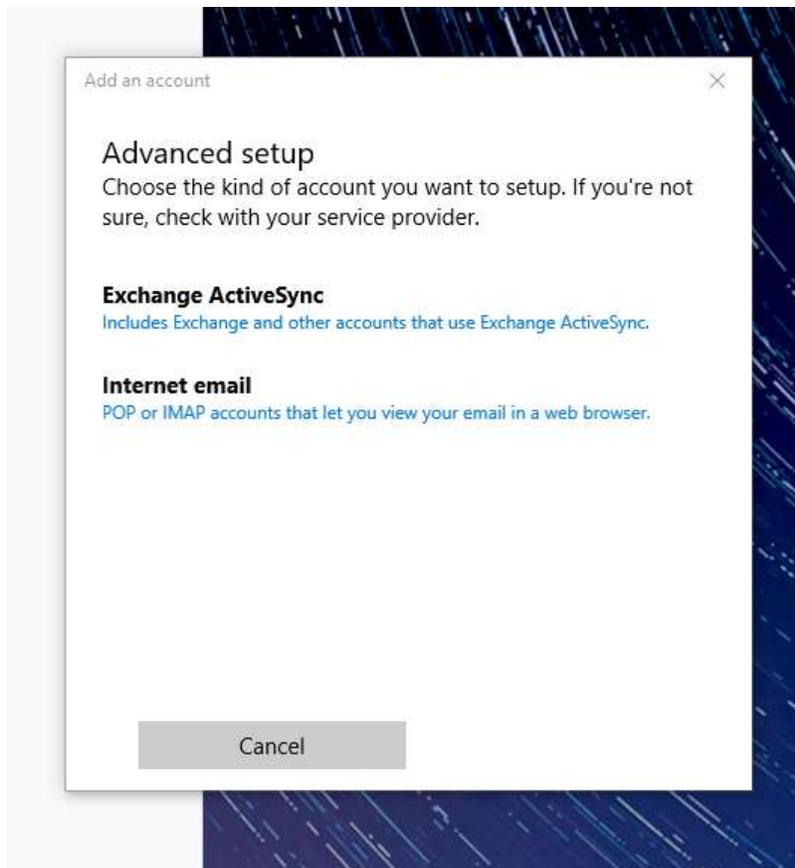
6. Click on Accounts in the left column and another column will appear on the right side of the screen. On this screen, click on Add Account.



7. A new window will pop up that says Choose an account. Click on Advanced setup.



8. Click on Internet email – POP or IMAP accounts that let you view your email in a web browser.



9. Enter your email address, user name (first part of your email address), and password.

Add an account

### Internet email account

Email address  
johndoe@paragould.net

User name  
johndoe

Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password  
●●●●●●

Account name

Cancel Sign in

10. Scroll down in the Internet email account window. Enter Paragould in the Account name. Enter your name in the box Your Name. Enter in.paragould.net for the Incoming Mail Server. Select POP3 in the Account type.

Add an account

### Internet email account

Account name  
Paragould

Send your messages using this name  
John Doe

Incoming email server  
in.paragould.net

Account type  
POP3

Cancel Sign in

11. Scroll down in the Internet email account window. Enter mobile.paragould.net:25 for the Outgoing (SMTP) email server. This will be universal for desktops and mobile devices.

Add an account

Internet email account  
in.paragould.net

Account type  
POP3

Outgoing (SMTP) email server  
mobile.paragould.net:25

Outgoing server requires authentication

Use the same user name and password for sending email

Require SSL for incoming email

Require SSL for outgoing email

✓ Sign in    ✕ Cancel

12. Next you will see 4 entries that are checked. Here they are when they are checked.

Add an account

Internet email account  
in.paragould.net

Account type  
POP3

Outgoing (SMTP) email server  
mobile.paragould.net:25

Outgoing server requires authentication

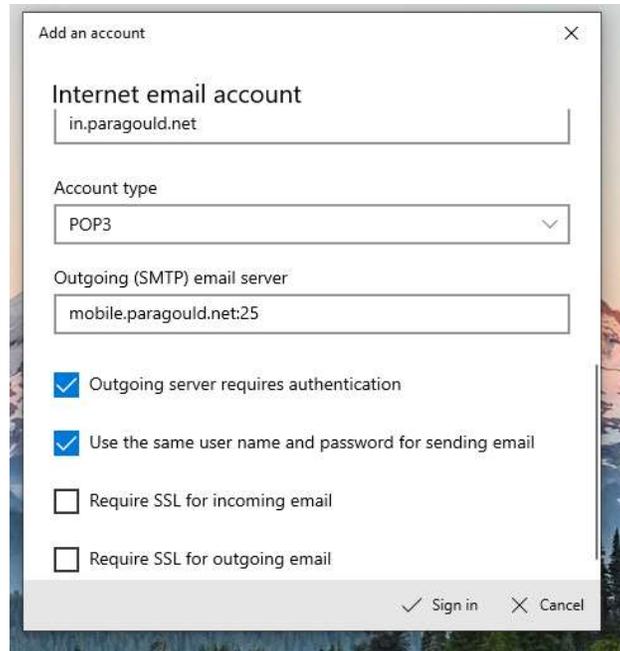
Use the same user name and password for sending email

Require SSL for incoming email

Require SSL for outgoing email

✓ Sign in    ✕ Cancel

13. Uncheck the bottom 2 boxes (Require SSL for incoming mail and Require SSL for outgoing mail). The screen will then look like this.



The screenshot shows a dialog box titled "Add an account" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Internet email account:** A text box containing "in.paragould.net".
- Account type:** A dropdown menu showing "POP3".
- Outgoing (SMTP) email server:** A text box containing "mobile.paragould.net:25".
- Outgoing server requires authentication:** A checked checkbox.
- Use the same user name and password for sending email:** A checked checkbox.
- Require SSL for incoming email:** An unchecked checkbox.
- Require SSL for outgoing email:** An unchecked checkbox.

At the bottom right of the dialog, there are two buttons: "Sign in" (with a checkmark icon) and "Cancel" (with an X icon).

14. Click on Sign in and the account should be successfully set up. Click on Done.

