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

1. Click on the Windows icon on the lower left corner.
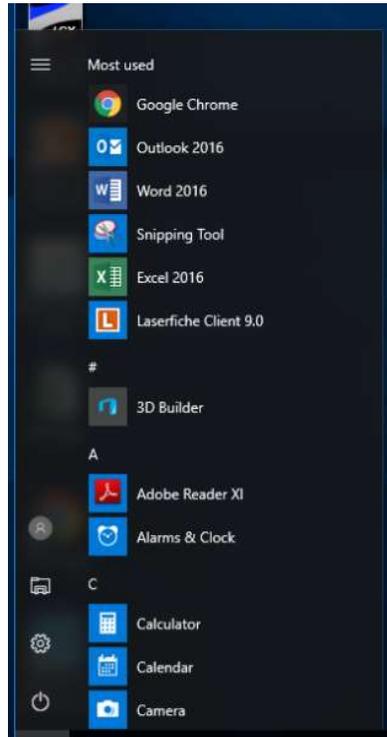
2. Scroll down and click on Mail.
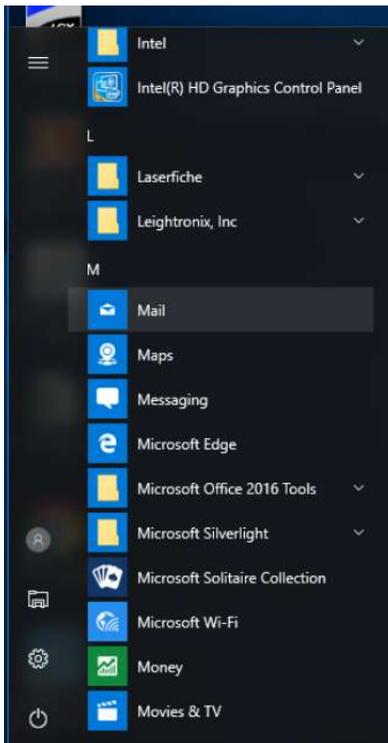
3. Once you click on Mail, if the customer has never used Mail on Windows 10, this screen will appear. If this screen does not appear, skip to stop 5.
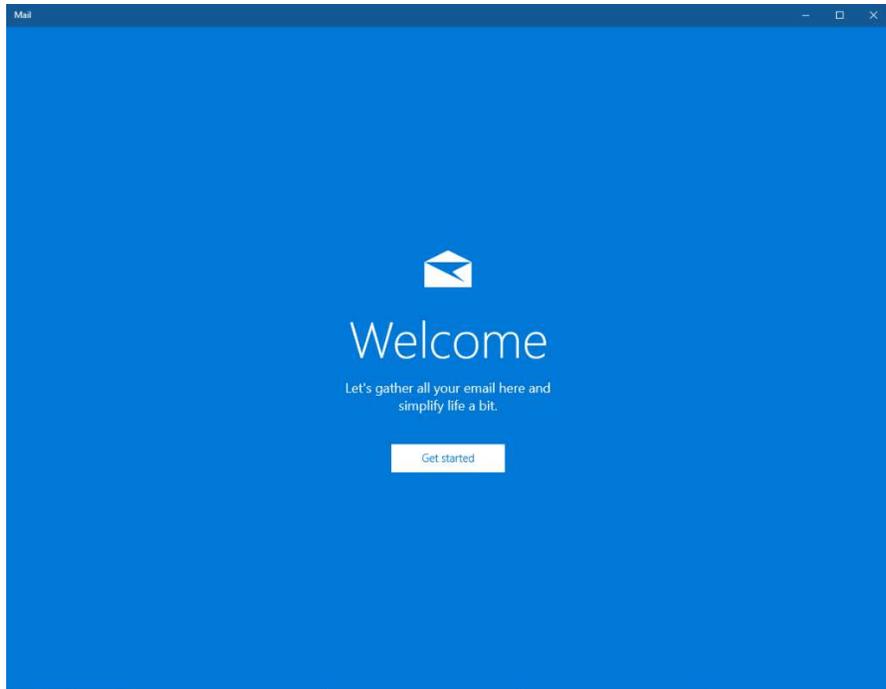
4. Click on Get Started and this screen will appear. Click on Add Account. Skip to step 7.
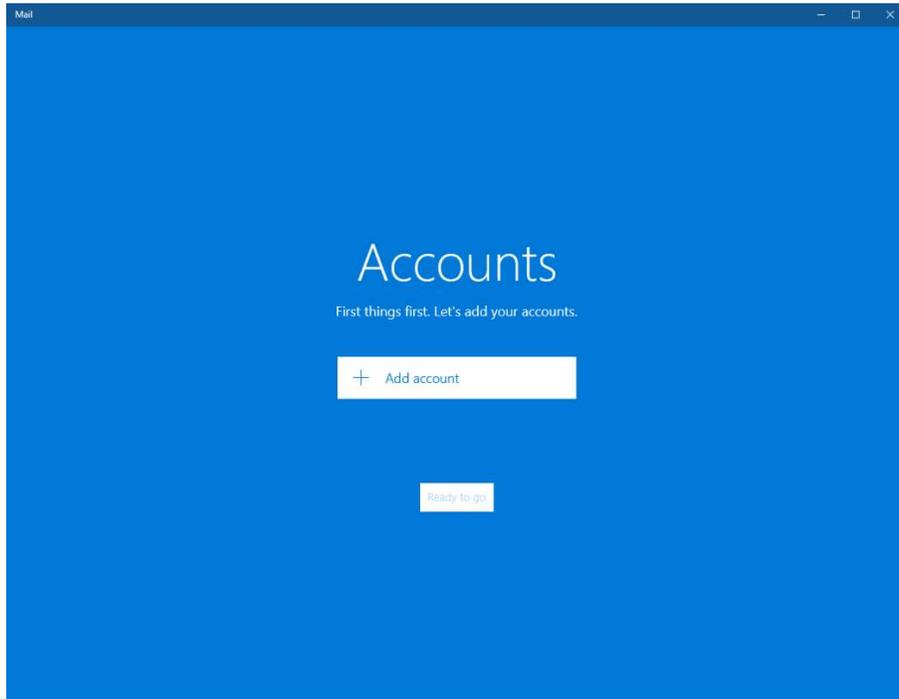
5. If a customer has used Mail on Windows 10 before (for a Yahoo, Gmail account, etc.), when they click on Mail, the screen will look like this.
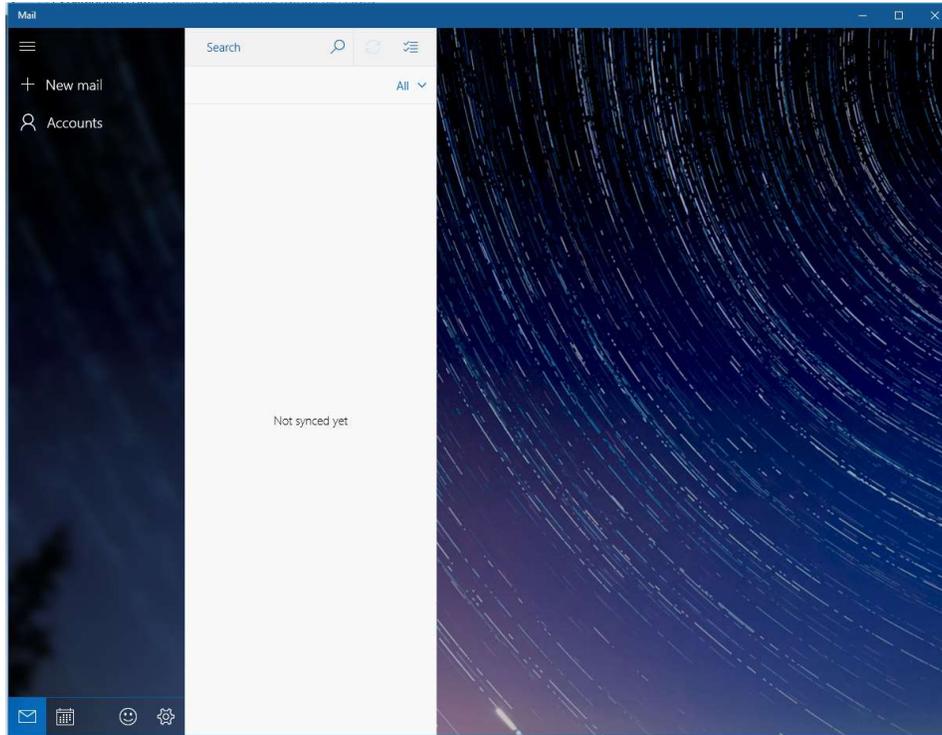
6. Click on Accounts in the left column and another column will appear on the right side of the screen. On this screen, click on Add Account.
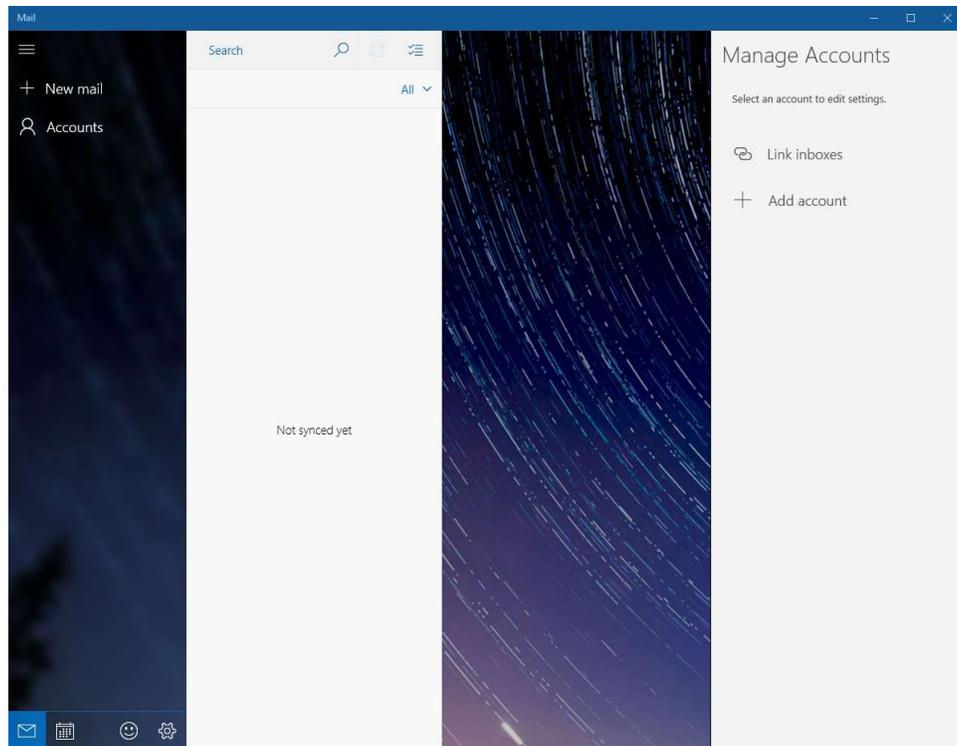
7. A new window will pop up that says Choose an account. Click on Advanced setup.
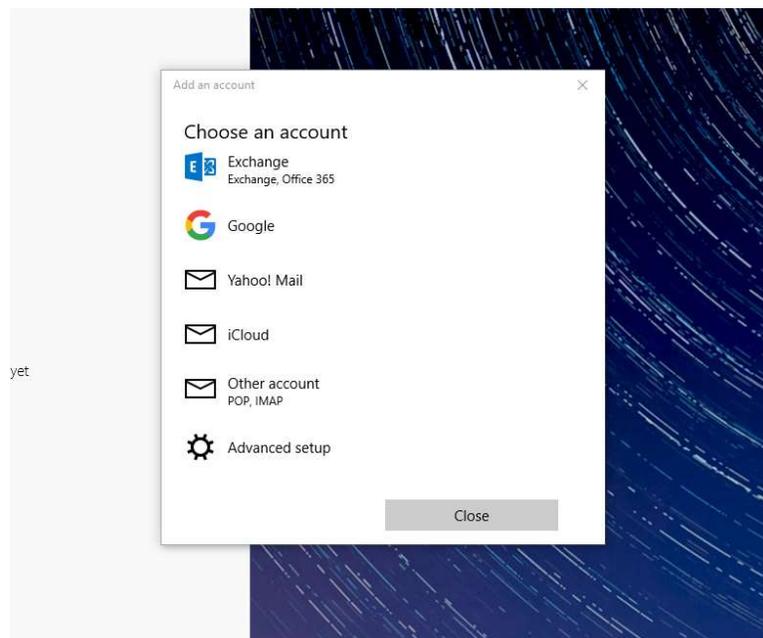
8. Click on Internet email – POP or IMAP accounts that let you view your email in a web browser.
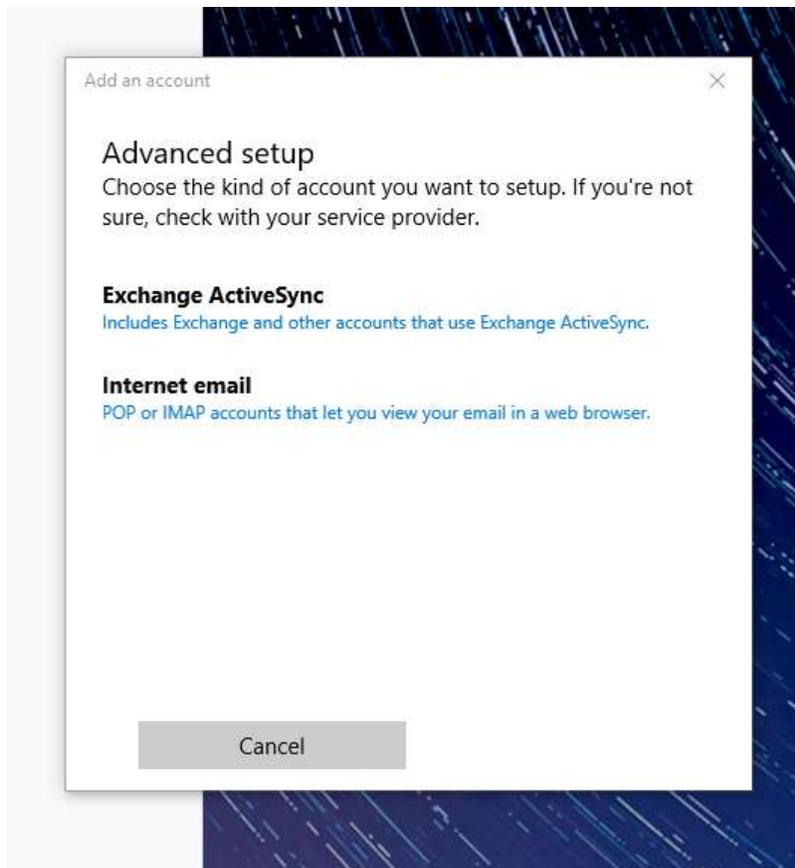
9. Enter your email address, user name (first part of your email address), and password.

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.

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.

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

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

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