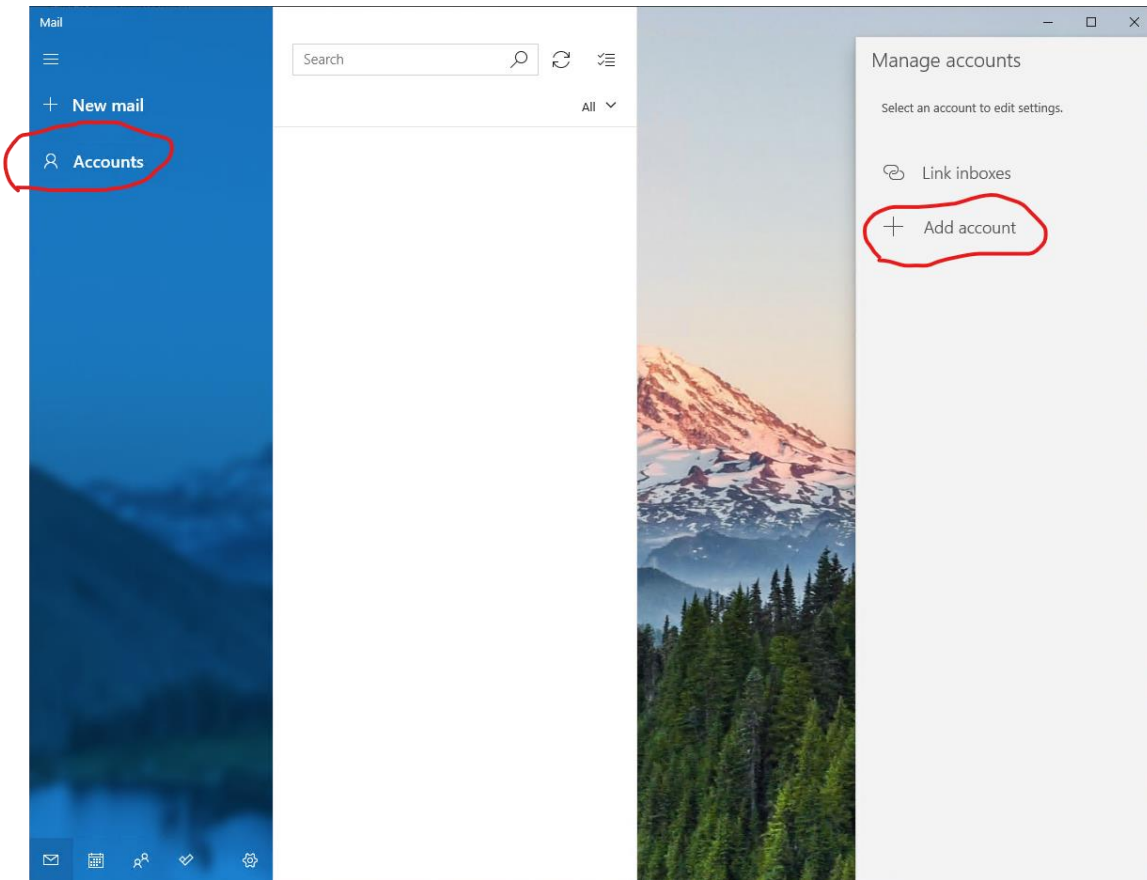
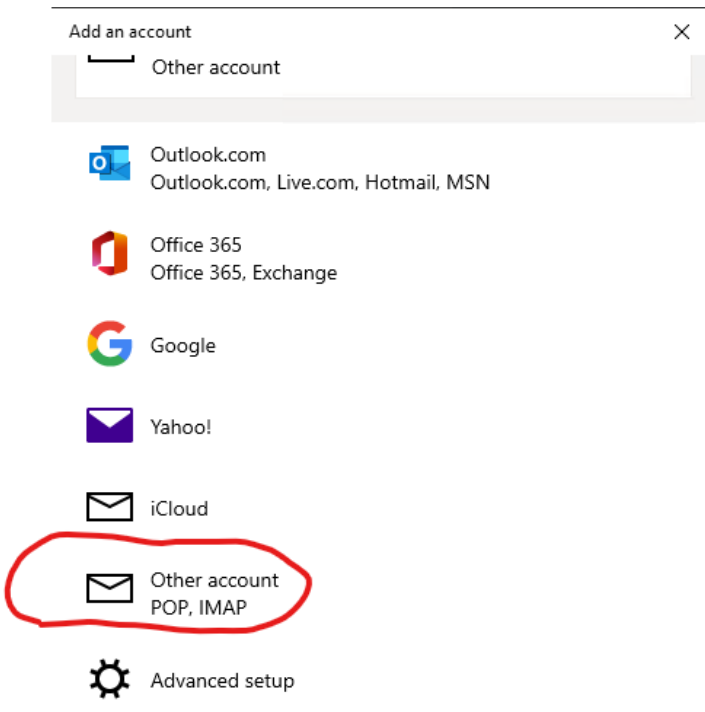


How to set up PacInfo email in Windows Mail.

Open the mail app and click on “Accounts” on the left side, and then click on “+ Add account” on the right side to get to the next screen.



Select “Other account POP, IMAP”. When you click on this, it generally defaults to creating an IMAP account. That is OK.



Enter your email address, name and password, and click “Sign in” to test the account and finish creating it.

Add an account



Other account

Some accounts require additional steps to sign in.

[Learn more](#)

Email address

randy2@pacinfo.com

Send your messages using this name

Randy McMillan

Password

••••••••

We'll save this information, so you don't have to sign in every time.

✓ Sign in



Cancel

If all goes well, then you should see the next screen saying “All done!”

Add an account



All done!

Your account was set up successfully.



randy2@pacinfo.com

Mail gets even better
with Outlook on the
phone

Connect to any email account and
access work and personal calendars
on the go. It's free!

Get the app

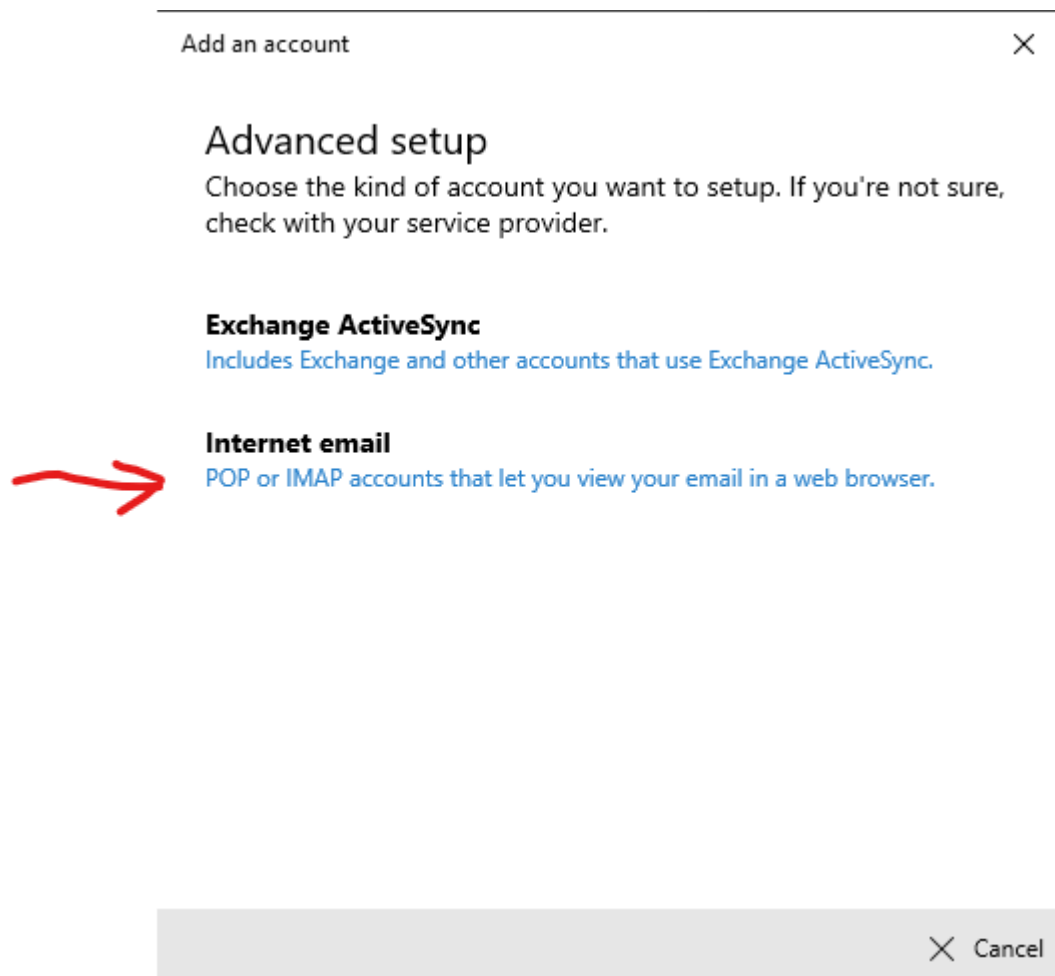


✓ Done

If you really want to set up a POP account, then

Click on Advanced setup instead of the generic POP or IMAP and you can do everything manually.

First thing is to select the general type of account, which would be the **Internet email**.



Enter all the information below. Here again, you can select either POP3 or IMAP.

Mail server names are "mail.pacinfo.com"

Username is your email address.

When you have all the information entered, click on the "Sign in" button on the bottom right to test the settings and create the account. If everything goes OK, then you should see the next screen saying "All done!"

Internet email account

Email address

User name

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

Password

Account name

Send your messages using this name

Incoming email server

Account type



Outgoing (SMTP) email server



- Outgoing server requires authentication
- Use the same user name and password for sending email
- Require SSL for incoming email
- Require SSL for outgoing email

All done!

Your account was set up successfully.



randy3@pacinfo.com

Mail gets even better with Outlook on the phone

Connect to any email account and access work and personal calendars on the go. It's free!



Get the app

✓ Done