Setting up email on your computer

1. Enter the email information requested
   Name: (Example: John Smith) Your Name
   Email: (Example: JohnS2013@midplains.coop) Enter your email address
   Password: ***** (Enter your email password)
   Description: (Mid-Plains Email) Enter your description of your email,
   - *It might default to Midplains*
2. Select POP or POP3 as the type of email.
3. Enter the following information under **Incoming Mail Server**.
   Host Name: pop3.midplains.coop
   User Name: (Ex: a6684420) Enter your login for email.
   - *Usually "a" plus your 7 digit phone number*
   Password: It should be prefilled if not enter your password
   Port Number: If it asks, the Incoming port number is 110
4. Enter the following information under **Outgoing Mail Server**.
   Host Name: smtp.midplains.coop
   User Name: Optional
   Password: Optional
   Port Number: If it asks, the Outgoing port number is 25 or 587
5. Once that information is entered, select the Save/Apply.

** Note: if you are setting your Mid-Plains email account up on a computer that is not located at the origin of the Mid-Plains email, you may have issues with sending email. This is due to not being connected to the main server that your email is supported on. If you should have difficulty sending on a computer outside of the residence, you can change the incoming mail server to the one that is primary for the server used at that location.