

Configuring Outlook with Photo One email address

Using the information provided to you in your Photo One email, these instructions explain how to configure Outlook to receive email, and you can choose to either send from Outlook using your Photo One officialprioritymail.com account or not.

To only RECEIVE email from your officialprioritymail.com account:

1. In Outlook, go to the drop down menu Tools / Email Accounts.
2. Click Add and say next.
3. Select POP3 and say next.
4. Fill out the form as follows using YOUR information from the email. Notice that the Outgoing mail server (SMTP) says NONE.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Julie Thrasher
E-mail Address: julie@officialprioritymail.co

Server Information

Incoming mail server (POP3): mail.officialprioritymail.com
Outgoing mail server (SMTP): NONE

Logon Information

User Name: julie@officialprioritymail.co
Password: *****

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

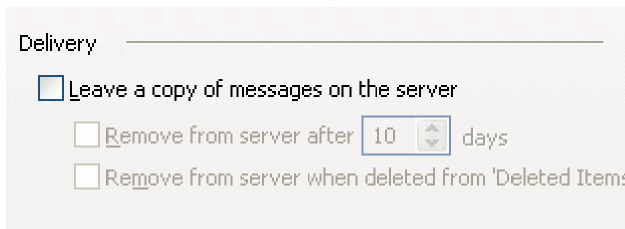
Test Account Settings ...

More Settings ...

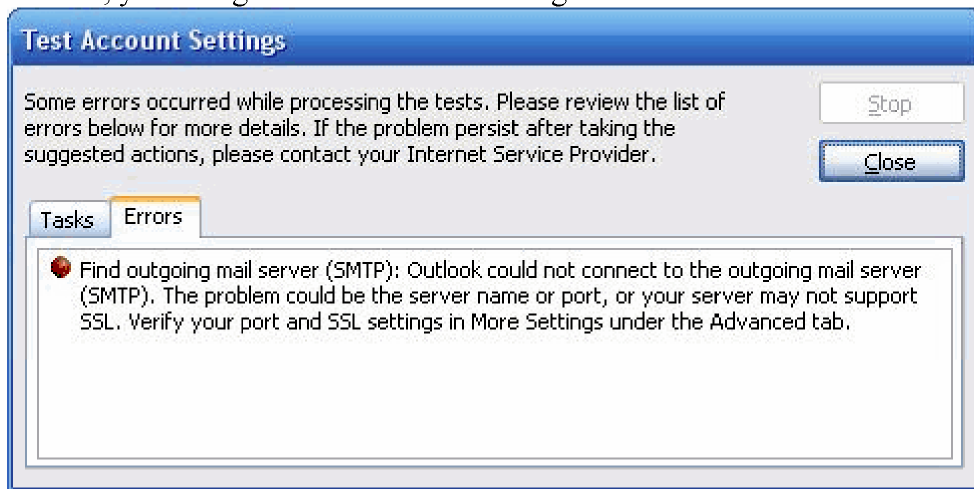
< Back Next > Cancel

To send and receive email from your officialprioritymail.com account, use [mail.officialprioritymail.com](mailto:julie@officialprioritymail.com) as your Outgoing mail server (SMTP).

5. Click the More Settings button and go to the Advanced tab. At the bottom is a section about Delivery, un-check the box to Leave a copy of messages on the server and then click OK.



6. Click the Test Account Settings. If you have NONE in the outgoing mail server box, you will get this error when testing:



7. Click Close, next, then finish.

You will now receive correspondence from your customer in Outlook.