

How to Setup your School Email Account

If you are using *Outlook* or *Outlook Express*:

Server Type: **POP3**

Mail Server Name: **mail.region16.net**

Outgoing Mail Server: **mail.region16.net**

Your Email Address:

First Name.LastName@region16.net

(Note: first and last name is separated with a period/dot)

You must complete this final step to be able to send messages!

Then, go back to **TOOLS; ACCOUNTS**; Select **Region16.net**;
PROPERTIES; Select **SERVER**; and place a

My Server requires authentication.

Please call Ext. 203 if you need additional assistance.