1. In Windows Mail, go to the Tools menu and click on Accounts....

📑 Inbox - Windows Mail			
<u>File E</u> dit <u>V</u> iew <u>T</u> o	ols <u>M</u> essage <u>H</u> elp	Search 🔎	
📑 Create Mail 🔻	Send and Receive	🚰 Send/Receive 🔻 📧 📠 🔊 🕶 🔳	
Local Folders	Synchronize All	Subject	
Ginbox Outbox Sent Item Deleted It Drafts Junk E-ma Microsoft Co	Windows Contacts Ctrl+Shift+C Add Sender to Contacts Windows Calendar Windows Calendar Ctrl+Shift+L Message Rules Image: Ctrl+W Newsgroups Ctrl+W Accounts Junk E-mail Options	M Welcome to Windows Mail	
	Options		
	Please V V Yo	do not reply to this message 'elcome to Vindows ® Mail ur personal messaging solution	
Configures your accounts	5.		

2. Click on the Add button in the upper right.

News	· · · · · · · · · · · · · · · · · · ·
Microsoft Communities (default)	Add
Directory Service	Remove
	Propertie
	Set as Defa
	Import
	Export
	Set Order

3. In the Select Account Type window, double-click on E-mail Account.

	**
Select Account Type	
What type of account would you like to add? Image: E-mail Account Image: Newsgroup Account Image: Directory Service	
	Next Cancel

4. In the *Your Name* window, type in the name you want your recipients to see when they receive your e-mails, then click on Next.

		
9		
Your Name		
When you send e-mail, yo Type your name as you w	our name will appear in the From field of the outgoing me ould like it to appear.	essage.
<u>D</u> isplay name:	[
	For example: John Smith	
Where can I find my e-m.	ail account information?	
		Next Cancel

5. In the Internet E-mail Address window, type in your e-mail address, then click Next.

O		
Internet E-mail Address		
Your e-mail address is th	e address other people use to send e-mail messages to you.	
<u>E</u> -mail address:	For example: someone@microsoft.com	
Where can I find my e-m	ail account information?	
		Next Cancel

6. In the Set up e-mail servers window, enter POP3 as the e-mail server type and mail.domainname.xxx (com org, net) as the incoming and outgoing mail servers as shown below.

Check the box for Outgoing server requires authentication

9		
Se	iet up e-mail servers	
	Incoming e-mail <u>s</u> erver type:	
	POP3	
	Incoming mail (POP3 or IMAP) server:	
	Mail.domainname.com	
	Outgoing e-mail server (SMTP) name:	
	Mail.domainname.com	
	✓ Outgoing server requires authentication	
	Where can I find my e-mail server information?	
	6	Next Cancel

7. In the *Internet Mail Logon* window, enter your email address and password for your e-mail account (check the box next to Remember Password).

0		×
Internet Mail Logon		
Type the account name	and password your Internet service provider has given you	
E-mail usern <u>a</u> me:	Your email address	
<u>P</u> assword:	enter vour password	
	✓ Remember pass <u>w</u> ord	
		<u>N</u> ext Cancel

8. You should see the following screen; check the Do not download my e-mail and folders at this time box, then click Finish.

G		3
	Congratulations	
	You have successfully entered all of the information required to set up your account.	
	To save these settings and download your e-mail, click Finish.	
	Do not download my e-mail at this time	
	Finish Cancel	

9. You should now end up at the Internet Accounts screen; double-click on your e-mail account.

o make changes, export, or remove an account or subscrip Mail	tion, select it first.	
Your new email account	<u>A</u> dd	
News	<u>Remove</u>	
Microsoft Communities (default) msnews.microsoft.com	Properties	
Directory Service	Set as <u>D</u> efau	ilt
	Import	
	Export	
	Set Order.	•

10. At the top of the **Properties** window that appears, click on the **Advanced** tab and verify your settings are the same as in the image below.

General Servers Connection Security Advanced
Server Port Numbers
Outgoing mail (SMTP): Use Defaults
This server requires a secure connection (SSL)
Incoming mail (POP3):
This server requires a secure <u>c</u> onnection (SSL)
Server Timeouts
Short 🐨 Long 1 minute
Sending
🔲 <u>B</u> reak apart messages larger than 60 📑 KB
Delivery
Leave a copy of messages on server
Remove from server after 5 day(s)
Remove from server when deleted from 'Deleted Items'
OK Cancel Apply

11. Congratulations, you have successfully set up Windows Mail to handle your e-mail!