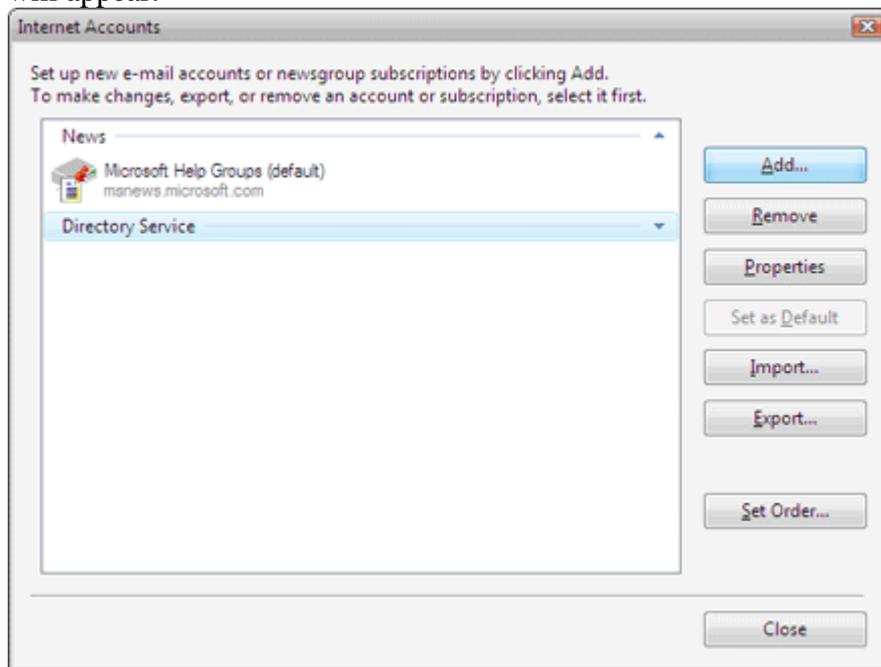


Set Up Email for Windows Mail

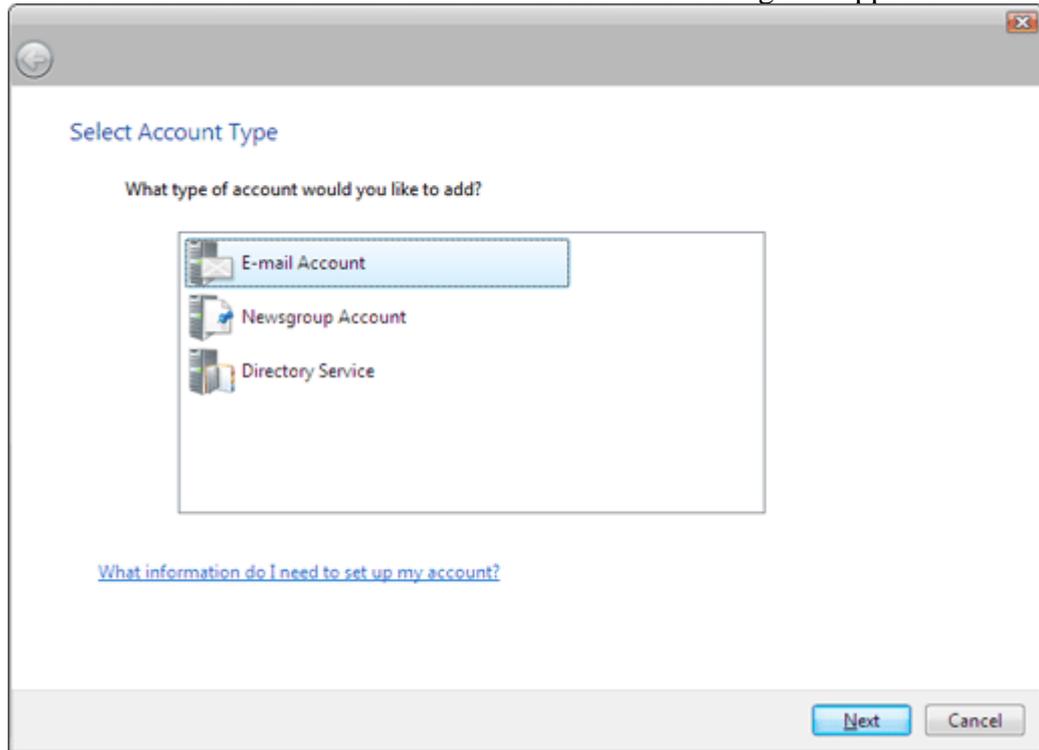
Note: This page covers first time user instructions for configuring their e-mail client to use POP (Post Office Protocol) for Windows Mail. Instructions for previous versions may be similar, but not exact.

1. From the **Tools** menu, *select Accounts....* A window similar to the following will appear:



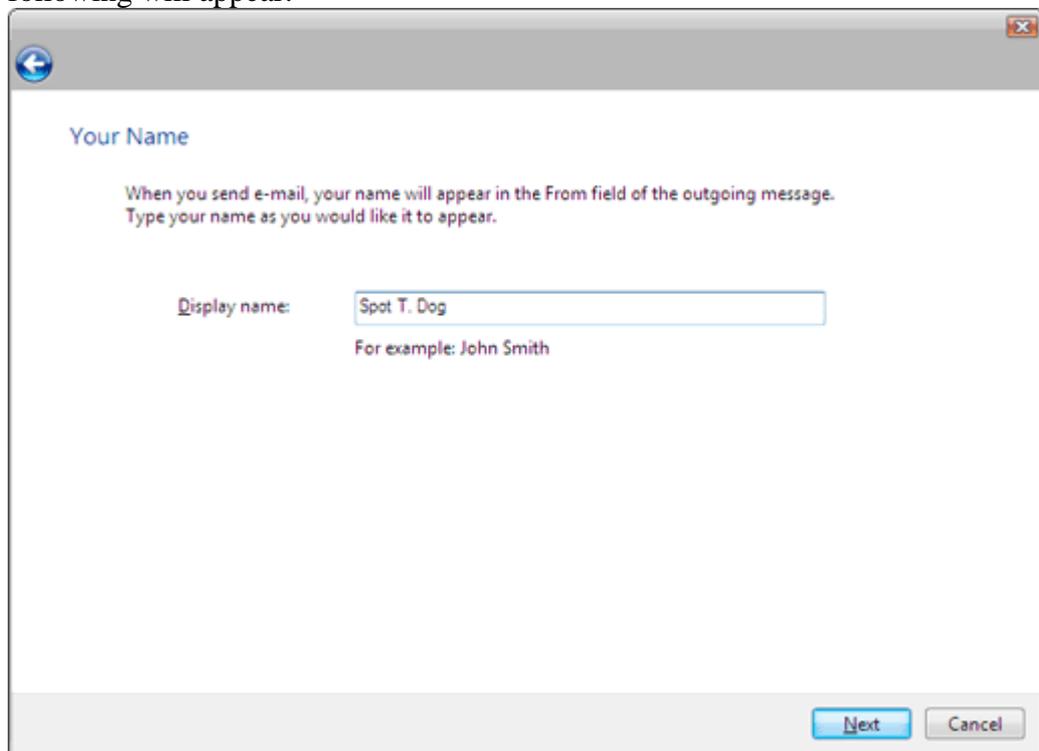
Accounts Window (Add E-mail)

2. Click the **Add...** button. A window similar to the following will appear:



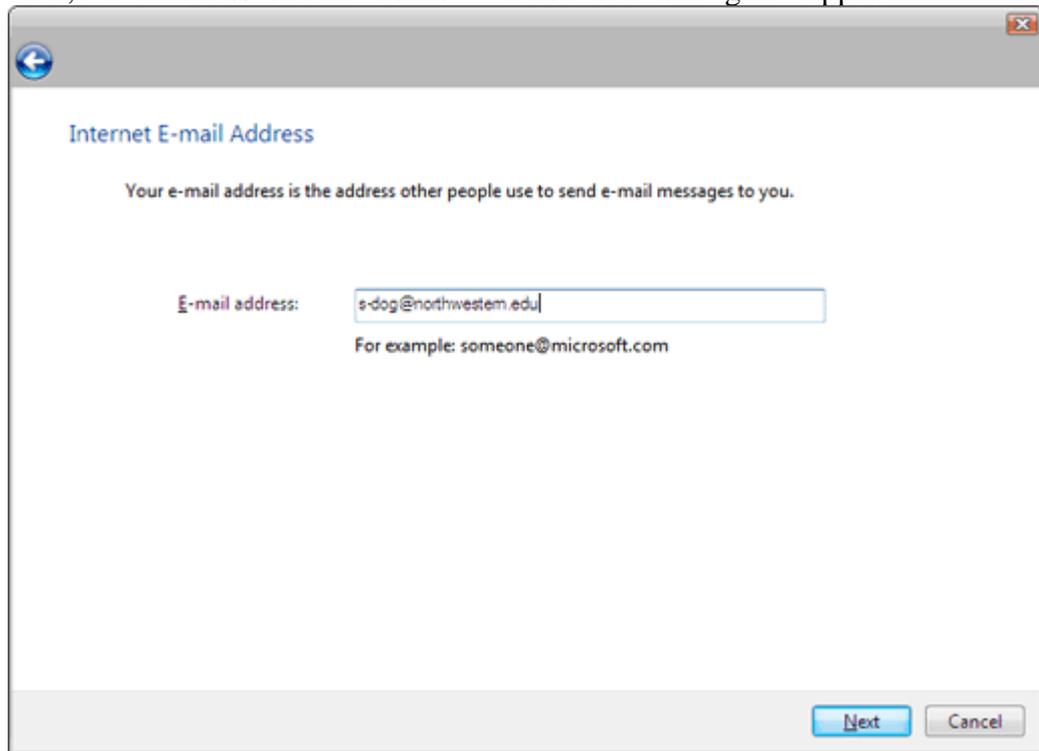
E-mail Accounts Wizard Step 01

3. Select the **E-mail Account** icon, then *click Next*. A window similar to the following will appear:



E-mail Accounts Wizard Step 02

4. Type your full name, nickname, or whatever you prefer into the **Display Name:** field, then *click* **Next**. A window similar to the following will appear:



Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

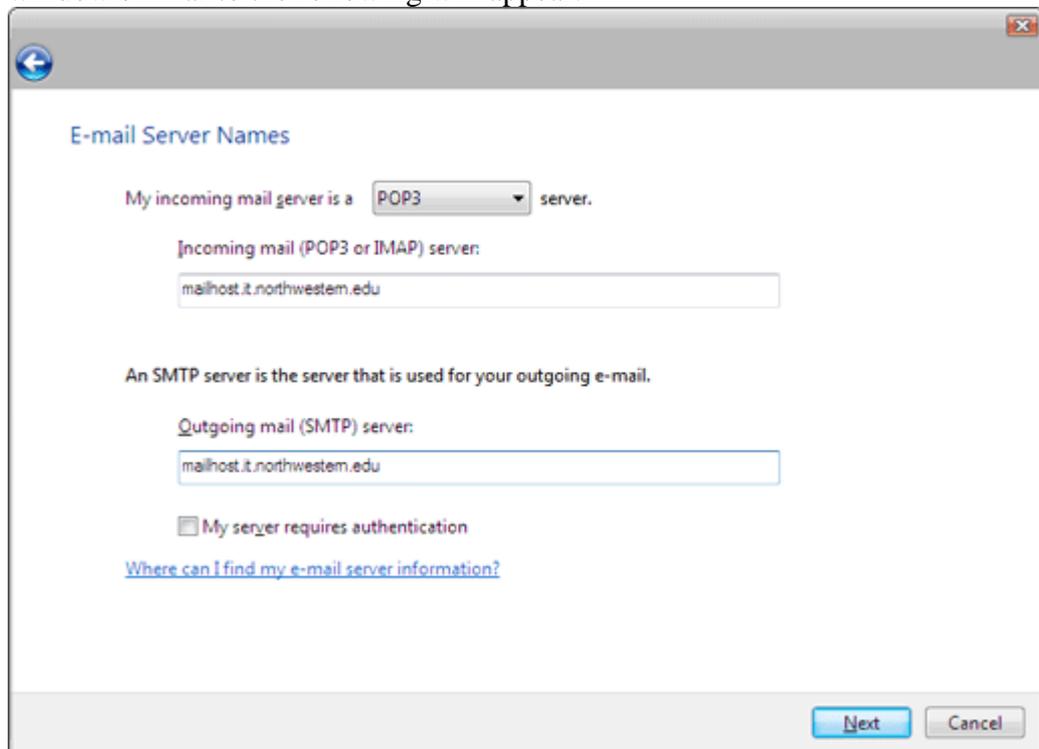
E-mail address:

For example: someone@microsoft.com

Next Cancel

E-mail Accounts Wizard Step 03

5. Type your e-mail address into the **E-mail Address:** field, then *click* **Next**. A window similar to the following will appear:



E-mail Server Names

My incoming mail server is a server.

Incoming mail (POP3 or IMAP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

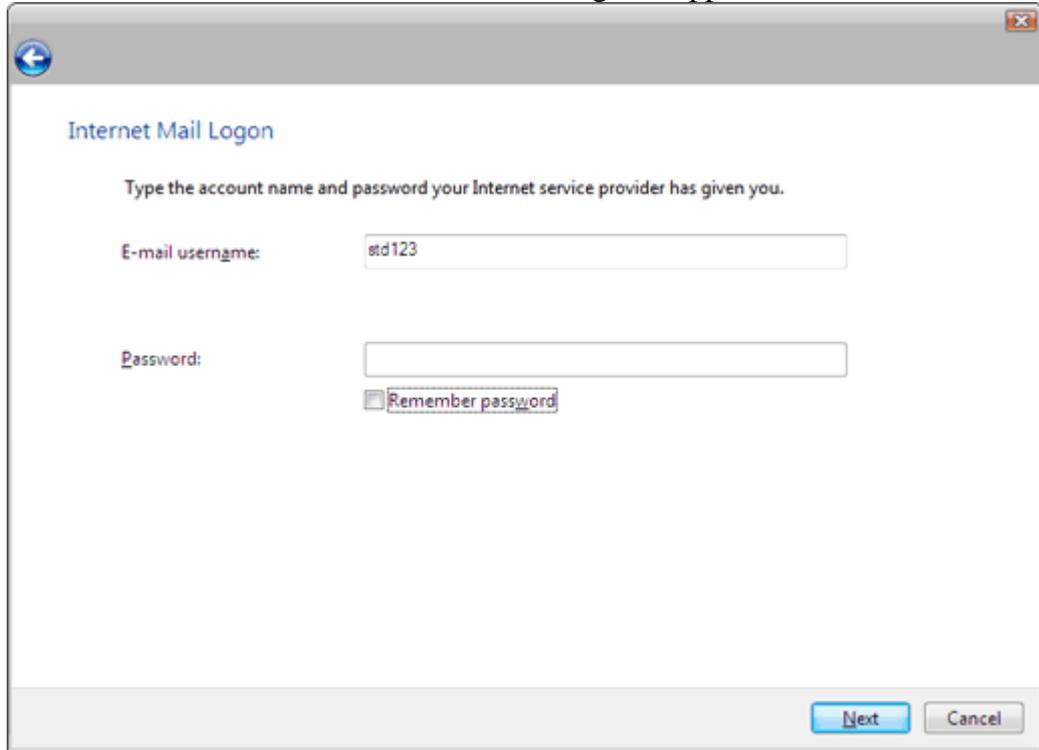
My server requires authentication

[Where can I find my e-mail server information?](#)

Next Cancel

E-mail Accounts Wizard Step 04 (POP)

- A. Select **POP3** from the drop down menu. Type your mail server into the **Incoming mail (POP3, IMAP or HTTP) server:** field.
 - B. Type your mail server into the Outgoing mail (SMTP) server: field.
6. Click **Next**. A window similar to the following will appear:



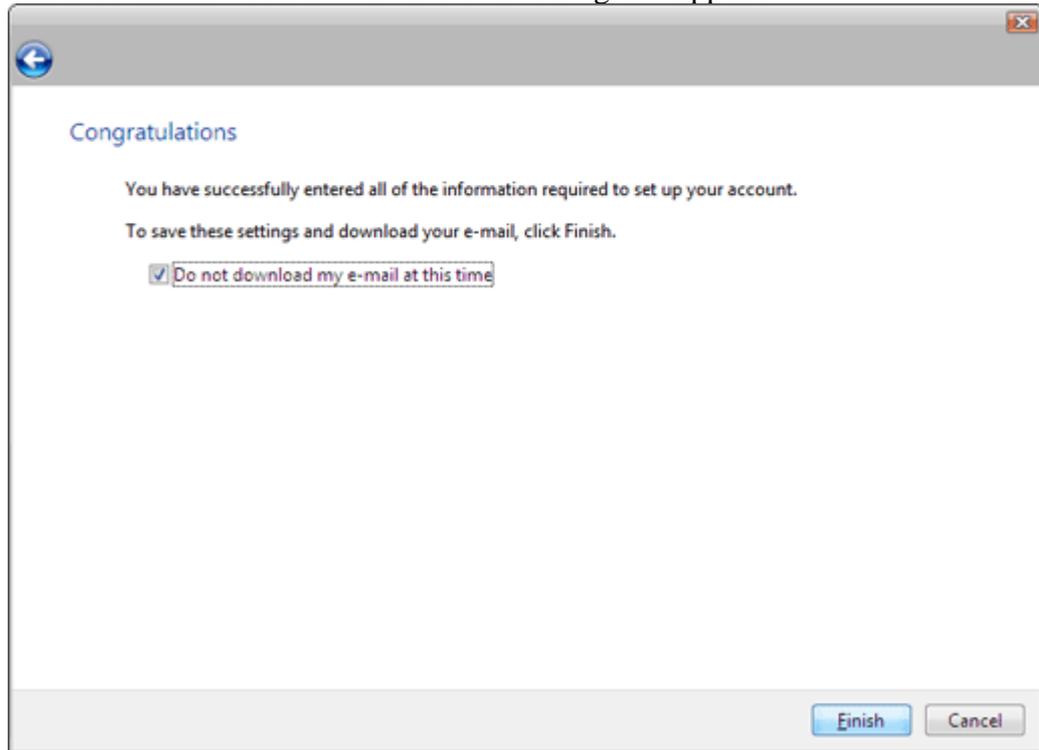
The screenshot shows a dialog box titled "Internet Mail Logon". It contains the following elements:

- A title bar with a back arrow icon on the left and a close button (X) on the right.
- The text "Internet Mail Logon" in blue.
- The instruction "Type the account name and password your Internet service provider has given you."
- An "E-mail username:" label followed by a text input field containing "std123".
- A "Password:" label followed by an empty password input field.
- A checkbox labeled "Remember password" which is currently unchecked.
- At the bottom right, there are two buttons: "Next" (highlighted in blue) and "Cancel".

E-mail Accounts Wizard Step 05

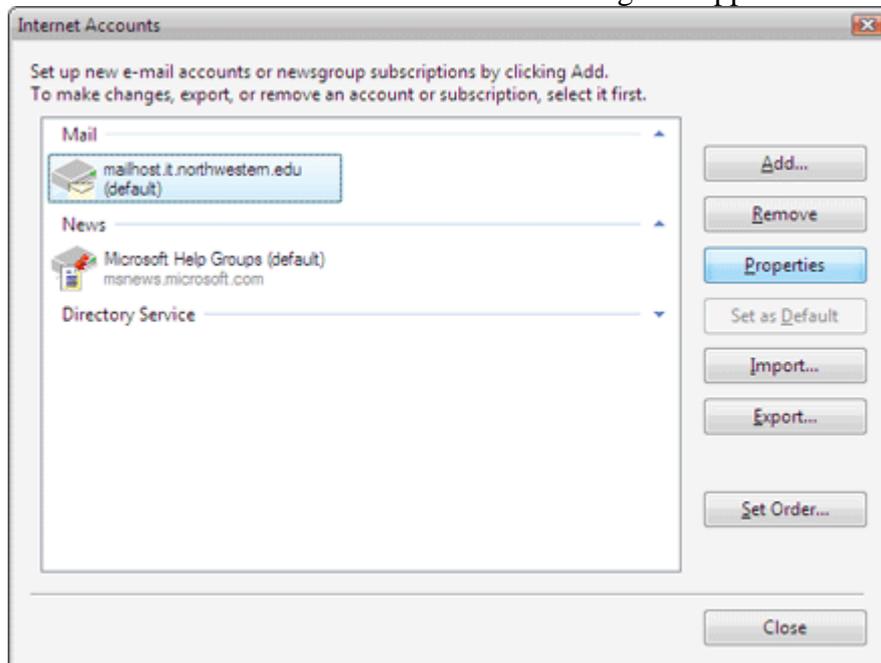
- A. Type your complete email address in the 'email username' field and enter your password below
- B. Check **Remember password** if it is unchecked.

7. Click **Next**. A window similar to the following will appear:



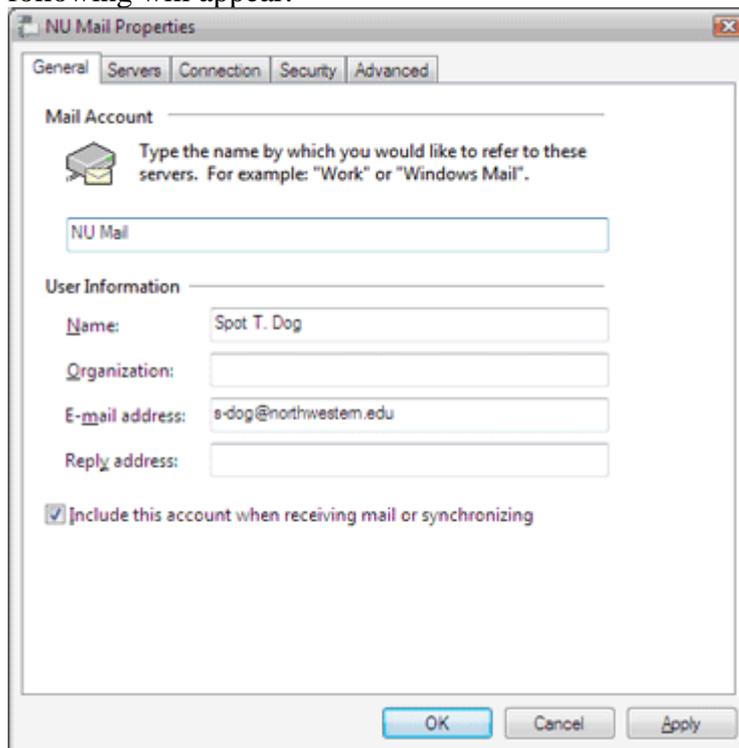
E-mail Accounts Wizard Complete

8. Click **Finish**. A window similar to the following will appear:



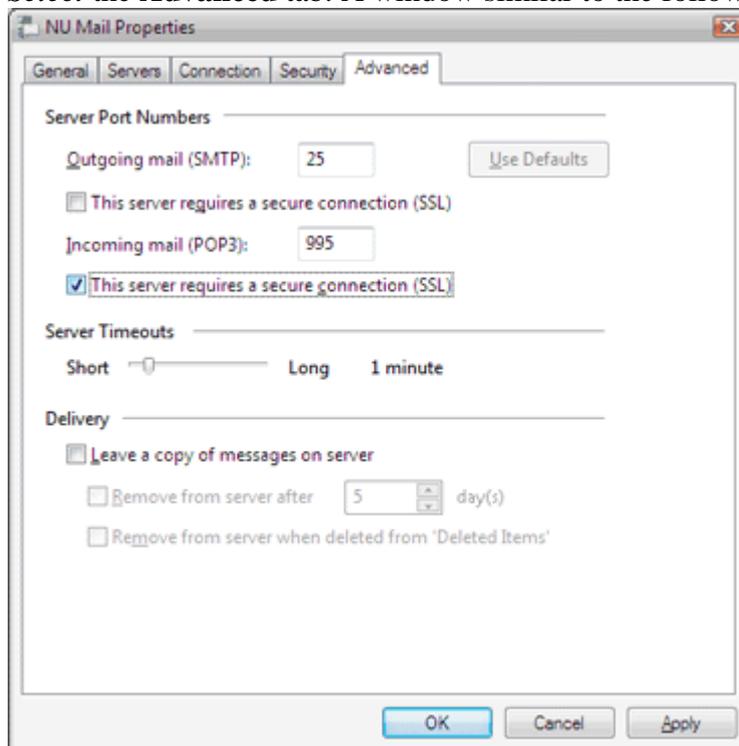
Accounts Window - Mail Tab (Properties)

9. Select your mail account, then click **Properties**. A window similar to the following will appear:



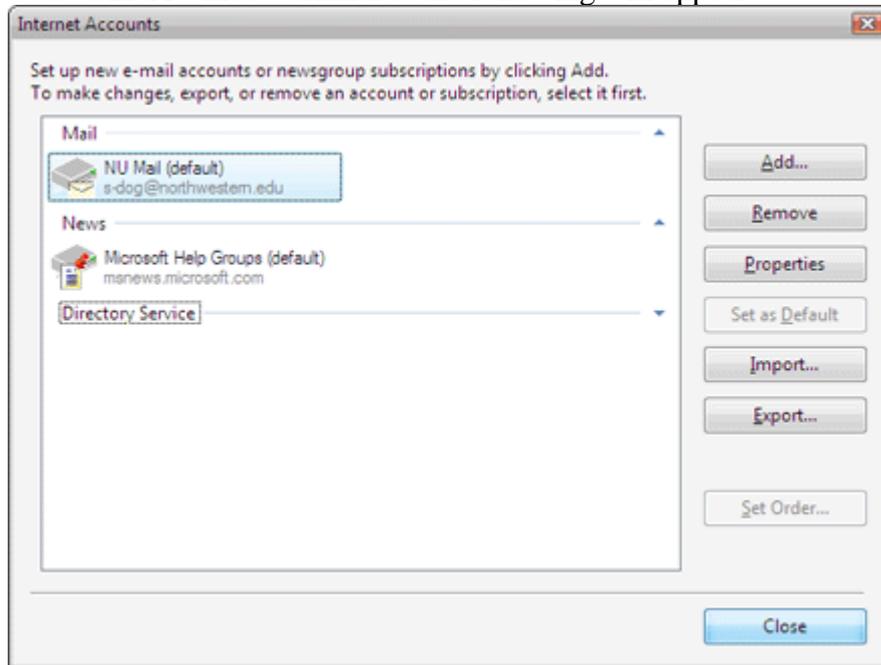
E-Mail Properties - General Tab (POP)

10. Select the **Advanced** tab. A window similar to the following will appear:



E-Mail Properties - Advanced Tab (POP)

- A. Change the 'outgoing mail (SMTP): to 25
 - B. *Un-check This server requires a secure connection (SSL)* under the **Outgoing mail (SMTP):** field.
 - C. *Un-Check This server requires a secure connection (SSL)* under the **Incoming mail (POP3):** field.
 - D. *Un-check Leave a copy of messages on server.*
11. *Click OK.* A window similar to the following will appear:



Accounts Window (Close E-mail)

12. *Click Close.*