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:

Vews	•	
Microsoft Help Groups (default) msnews.microsoft.com	Add	
Directory Service	- <u>R</u> emove	
	Propertie	s
	Set as <u>D</u> efa	ult
	Import	
	Export	
	Set Order	

Accounts Window (Add E-mail)

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

\odot	×.
Select Account Type What type of account would you like to add?	
What information do I need to set up my account?	Next

E-mail Accounts Wizard Step 01

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

•		
Your Name		
When you send e-mail, y Type your name as you v	our name will appear in the From field of the outgoing messag vould like it to appear.	e.
Display name:	Spot T. Dog]
	For example: John Smith	
	l	Next Cancel

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	e address other people use to send e-mail messages to you.	
<u>E</u> -mail address:	s-dog@nothwestem.edu 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:

2				l.
E-mail S	erver Names			
My	incoming mail gerver is a	POP3 v serv	ver.	
	Incoming mail (POP3 of	IMAP) server:		
	mailhost.it.northwestem.ed	lu]
An	5MTP server is the server th	at is used for your outgoi	ing e-mail.	
	Outgoing mail (SMTP) :	erver:	5	
	mailhost.it.northwestem.ed	lu]
	My server requires au	thentication		
Whe	ere can I find my e-mail ser	ver 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:

Type the account name	and password your Internet service provider has given yo	bu.
e-mail usern <u>a</u> me:	510 FE-3	
Password:		
	Remember password	

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:

G	×
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	
	Einish Cancel

E-mail Accounts Wizard Complete

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

Mail	*
mailnost.t.northwestem.edu (default)	
News	<u>R</u> emove
Microsoft Help Groups (default) msnews.microsoft.com	Propertie
Directory Service	▼ Set as <u>D</u> efa
	Import
	<u>Export</u>
	Set Order

Accounts Window - Mail Tab (Properties)

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

🐌 NU Mail Properties		23
General Servers Co	nnection Security Advanced	_
Mail Account		
Type th servers.	e name by which you would like to refer to these For example: "Work" or "Windows Mail".	
NU Mail		
User Information -		
Name:	Spot T. Dog	
Organization:		
E- <u>m</u> ail address:	s-dog@northwestem.edu	
Reply address:		
📝 Include this acco	ount when receiving mail or synchronizing	
	OK Cancel Appl	y

E-Mail Properties - General Tab (POP)

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

NU Mail Properties	
General Servers Connection Secur	ty Advanced
Server Port Numbers	
Outgoing mail (SMTP): 25	<u>U</u> se Defaults
This server reguires a secure	connection (SSL)
Incoming mail (POP3): 99	15
This server requires a secure	connection (SSL)
Server Timeouts	
Short -0 Lon	g 1 minute
Delivery	
Leave a copy of messages on	server
Bemove from server after	5 A day(s)
Remove from server when	deleted from 'Deleted Items'
	OK Cancel Apply

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:

Mail	· · · · · · · · · · · · · · · · · · ·
NU Mai (default) s-dog@northwestern.edu	Add
News	<u>R</u> emove
Microsoft Help Groups (default) misnews.microsoft.com	Properties
Directory Service	Set as Defa
	Import
	Export
	Set Order.

Accounts Window (Close E-mail)

12. Click Close.