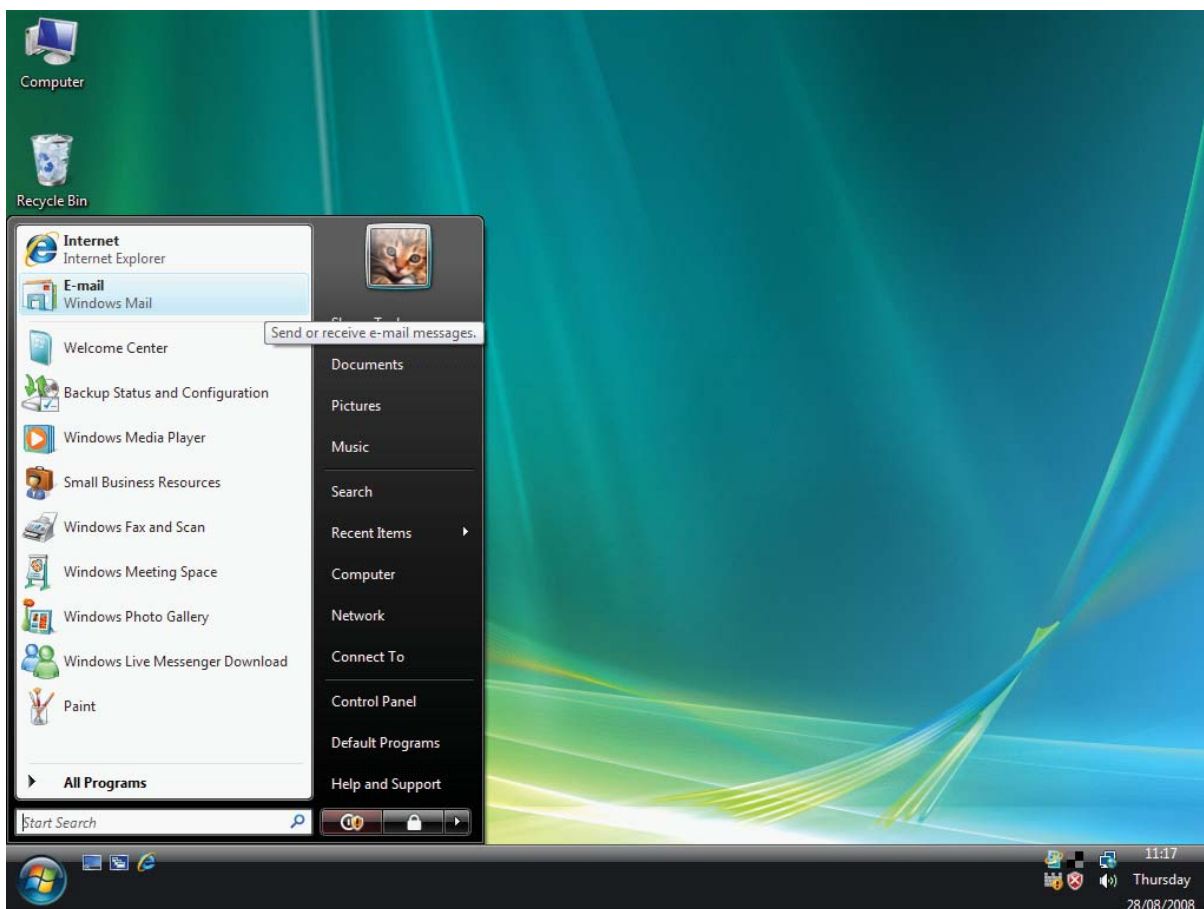


Setting Up Your E-mail in Windows Mail

Windows Mail is Microsoft's replacement for Outlook express, and is part of Windows Vista. Before you can use Windows Mail to send and receive e-mail, you need to set up an account.

Start Windows Mail

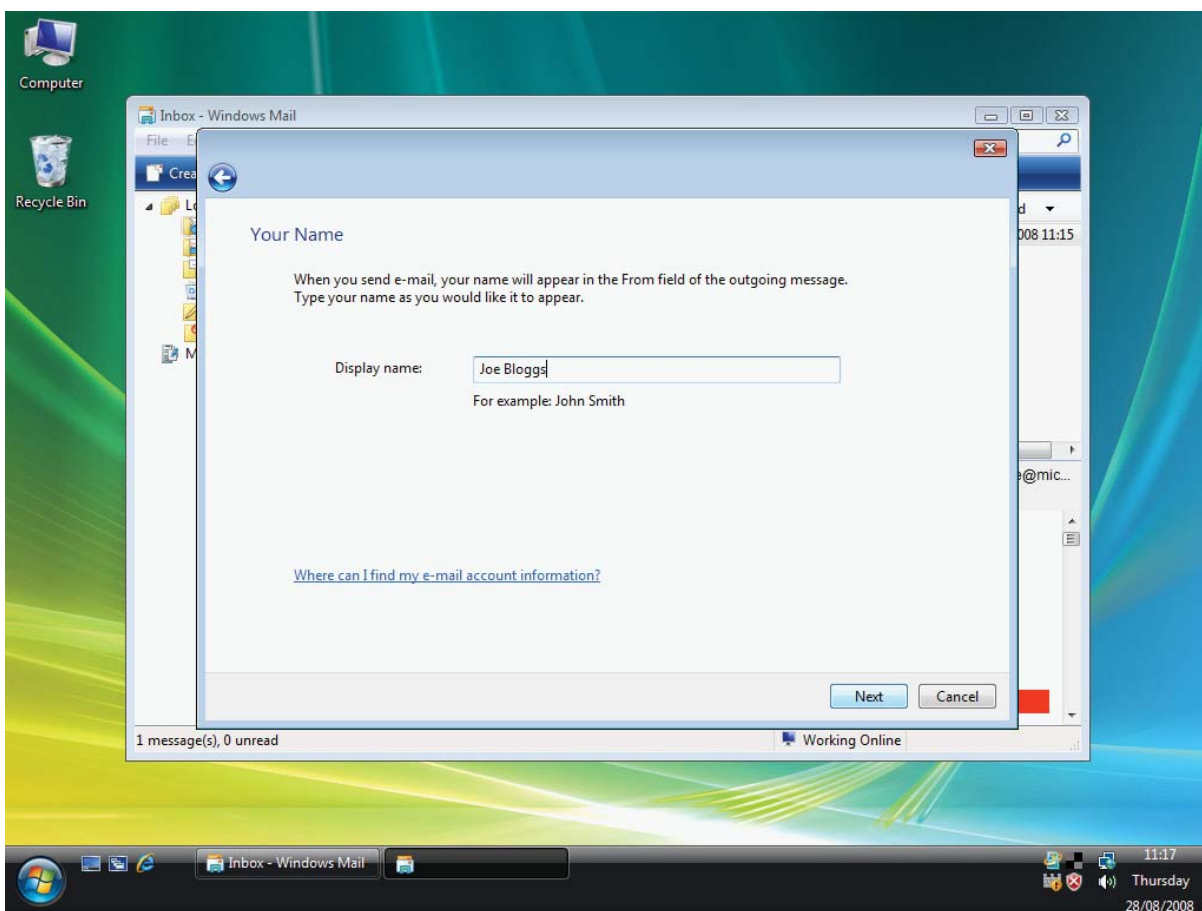
1. Click the **Start** button.
2. Point to **Windows Mail**



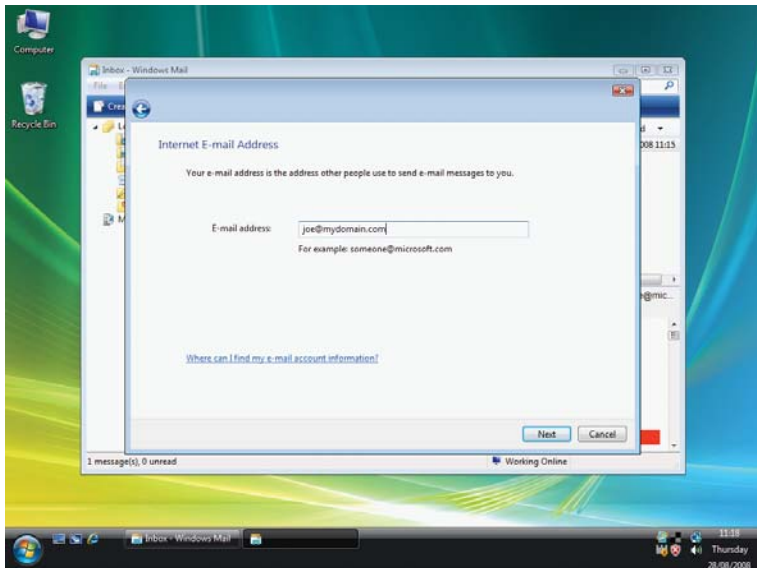
Set up a Windows Mail E-mail Account

A simple email setup wizard should launch to assist you. (if the setup wizard doesn't automatically launch, you can start it by selecting The **Tools** menu..... Select **Accounts**..... then **Add... Email Accounts**)

1. Type in Your Name. (This is what is shown to people in their inbox when they receive a message from you. Some people may prefer to put in their company name here)

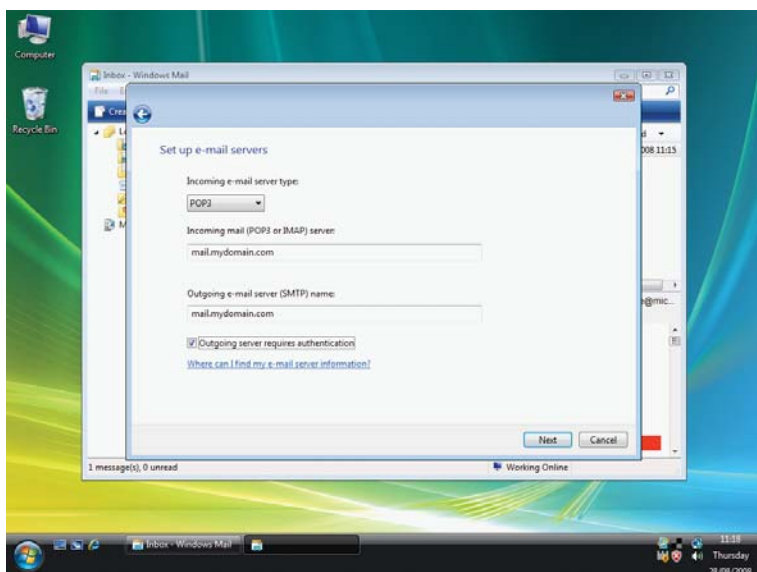


2. Type in your e-mail address.



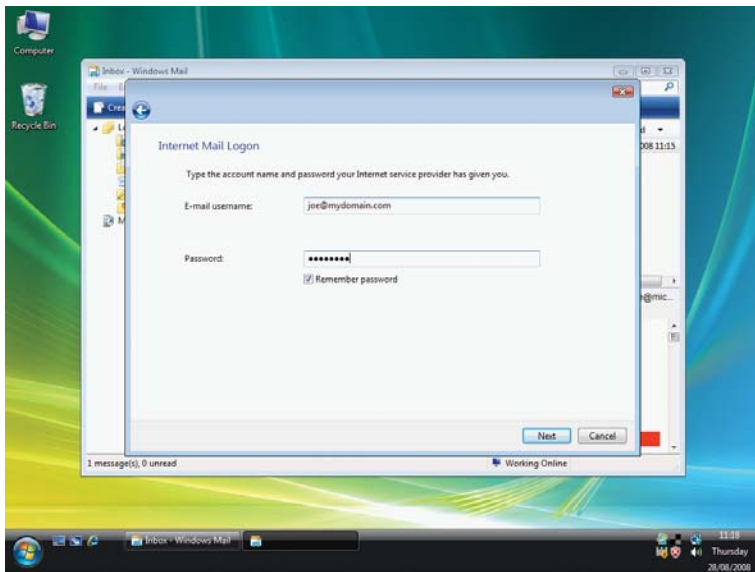
3. Email Servers

- Your server type is Incoming e-mail server type is **“POP3”**
- Incoming mail server should be set as **mail.yourdomain.com** (If you are unsure of your exact setting, call us and we can advise)
- Outgoing e-mail server should also be set as **mail.yourdomain.com** (If you are unsure of your exact setting, call us and we can advise)
- Make sure you tick the box **“Outgoing server requires authentication”**



4. Internet Mail Logon

- **Email username** – this is usually the same as your email address
- **Password** – Type in your password (again if you are unsure of the password, don't guess it, call us)



5. Setup is complete

- Click **Finish**

