

SETUP WINDOWS LIVE

Launch Windows Live Mail

If you are not presented with the Add new Email Account Wizard

1. Click Accounts
2. Click Email

You will be presented with the following window

Add your email accounts

If you have a Windows Live ID, sign in now. If not, you can create one later.
[Sign in to Windows Live](#)

Email address: **Enter your email address**

[Get a Windows Live email address](#)

Password: **Enter your password**

☒ Remember this password

Display name for your sent messages:

☒ Manually configure server settings **Tick manually configure settings**

Most email accounts work with Windows Live Mail including
Hotmail
Gmail
and many others.

Click Next

β

3. On the following screen enter the following settings

The screenshot shows the 'Configure server settings' window in Windows Live Mail. It has two main sections: 'Incoming server information' and 'Outgoing server information'. In the 'Incoming' section, 'Server type' is set to 'POP', 'Server address' is 'mail.yourdomainname', 'Port' is '110', and 'Authenticate using' is 'Clear text'. In the 'Outgoing' section, 'Server address' is 'mail.yourdomainname', 'Port' is '25', and 'Requires authentication' is checked. Red boxes and arrows provide instructions: 'Select POP' points to the 'Server type' dropdown; 'Enter the mail server name you have been provided with eg: mail.yourdomain.com.au. Tick Requires authentication' points to the 'Server address' and 'Requires authentication' fields; 'Enter the full email address eg: info@yourdomain.com.au' points to the 'Logon user name' field; and 'Click Next' points to the 'Next' button.

Configure server settings
If you don't know your email server settings, contact your ISP or network administrator.

Incoming server information

Server type: **POP**

Server address: mail.yourdomainname Port: 110

☐ Requires a secure connection (SSL)

Authenticate using: Clear text

Logon user name: your full email address

Outgoing server information

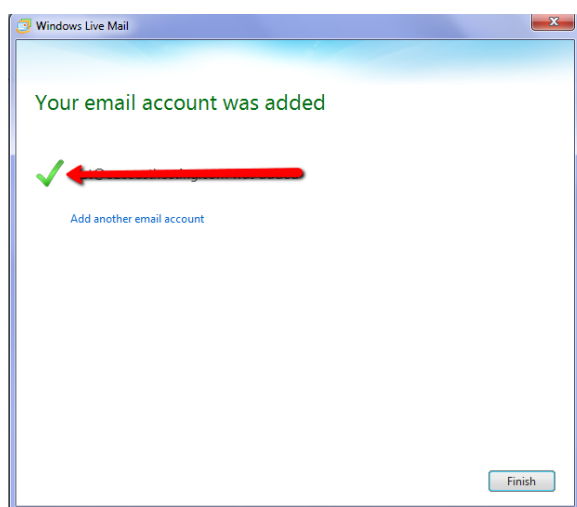
Server address: mail.yourdomainname Port: 25

☐ Requires a secure connection (SSL)

☒ Requires authentication

Buttons: Cancel, Back, Next

4. If successful you should be presented with the following screen



5. Click Finish (but there are a couple more steps for you to complete before your account is fully setup so please continue with the following steps)

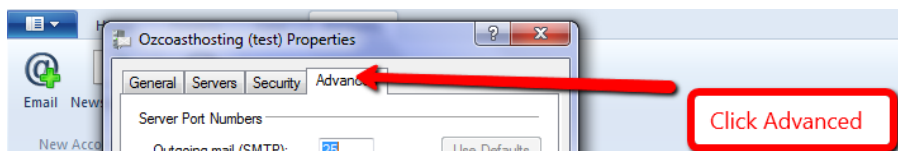
6. From within in your account click the Accounts tab



7. Then click Properties



8. Then click the Advance tab



9. At the bottom of this tab **Untick** "Leave a copy of messages on server" or put a tick in "Remove from server after XX days" and set the number of days to be no more than 7.

10. Then click OK and you are all done.

