

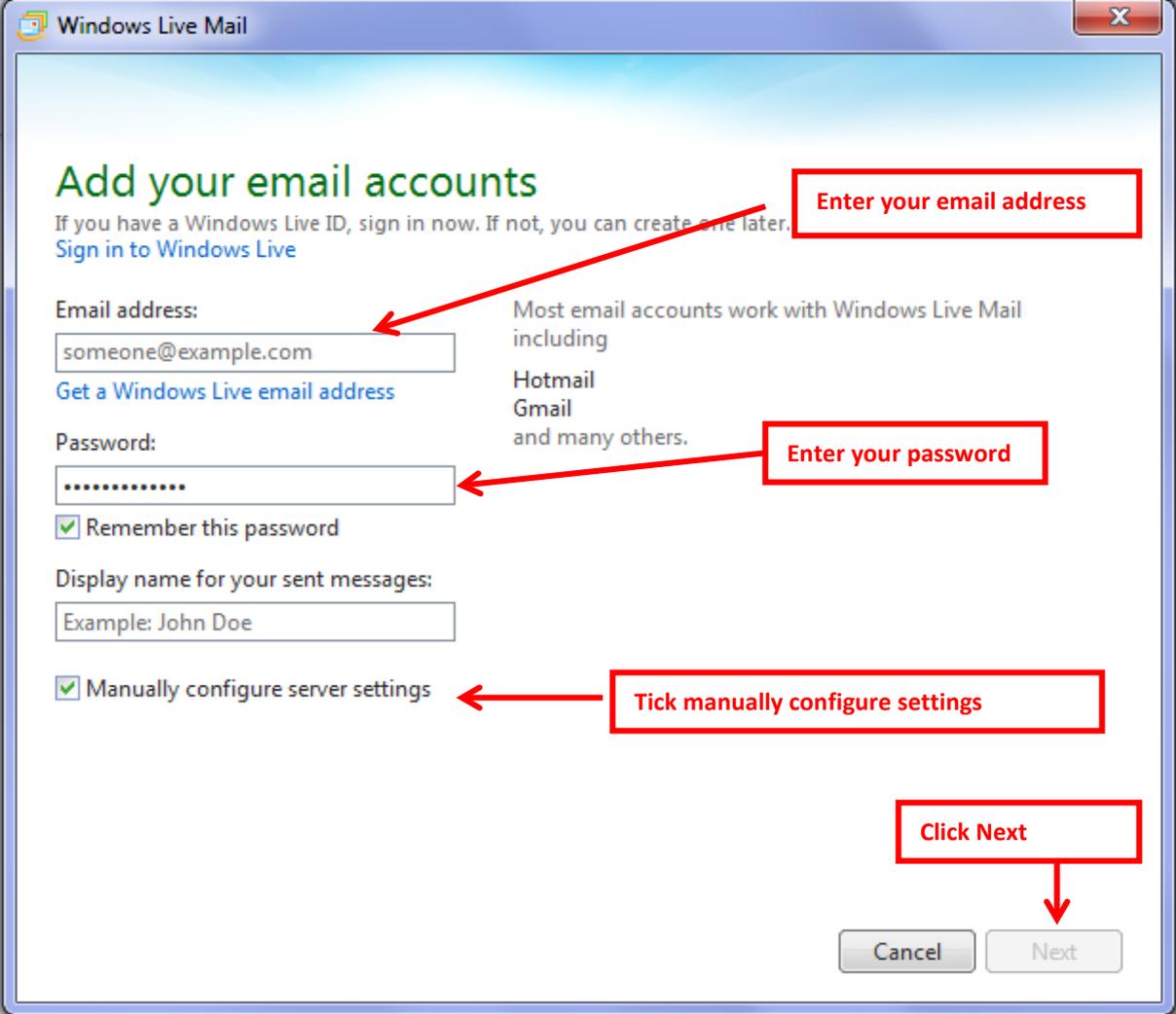
SETUP WINDOWS LIVE

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:

[Get a Windows Live email address](#)

Password:

Remember this password

Display name for your sent messages:

Manually configure server settings

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

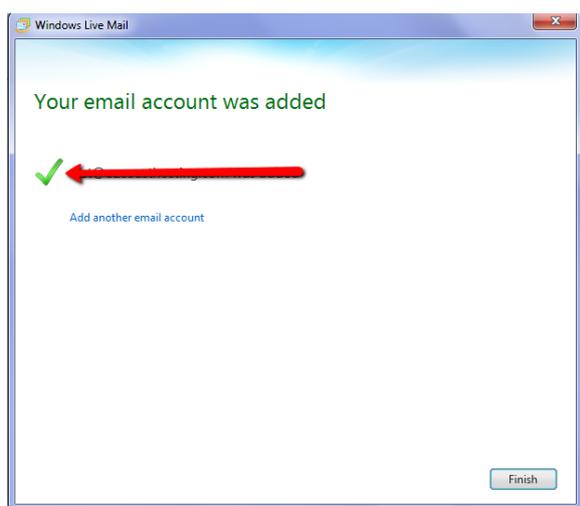
Cancel Next

β

3. On the following screen enter the following settings

The screenshot shows the 'Configure server settings' dialog box in Windows Live Mail. The dialog is divided into two main sections: 'Incoming server information' and 'Outgoing server information'. In the 'Incoming server information' section, the 'Server type' dropdown is set to 'POP', the 'Server address' is 'mail.yourdomainname', and the 'Port' is '110'. The 'Authenticate using' dropdown is set to 'Clear text', and the 'Logon user name' field contains 'your full email address'. In the 'Outgoing server information' section, the 'Server address' is 'mail.yourdomainname' and the 'Port' is '25'. The 'Requires authentication' checkbox is checked, while 'Requires a secure connection (SSL)' is unchecked. Red annotations include: a box labeled 'Select POP' pointing to the 'Server type' dropdown; a box labeled 'Enter the mail server name you have been provided with eg: mail.yourdomain.com.au. Tick Requires authentication' pointing to the 'Server address' and 'Requires authentication' fields; a box labeled 'Enter the full email address eg: info@yourdomain.com.au' pointing to the 'Logon user name' field; and a box labeled 'Click Next' pointing to the 'Next' button. The 'Next' button is highlighted in blue.

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)

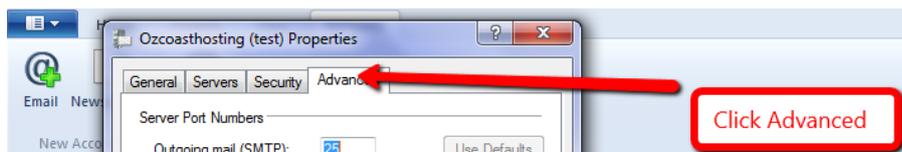
6. From within in your account click the Accounts tab



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.

