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
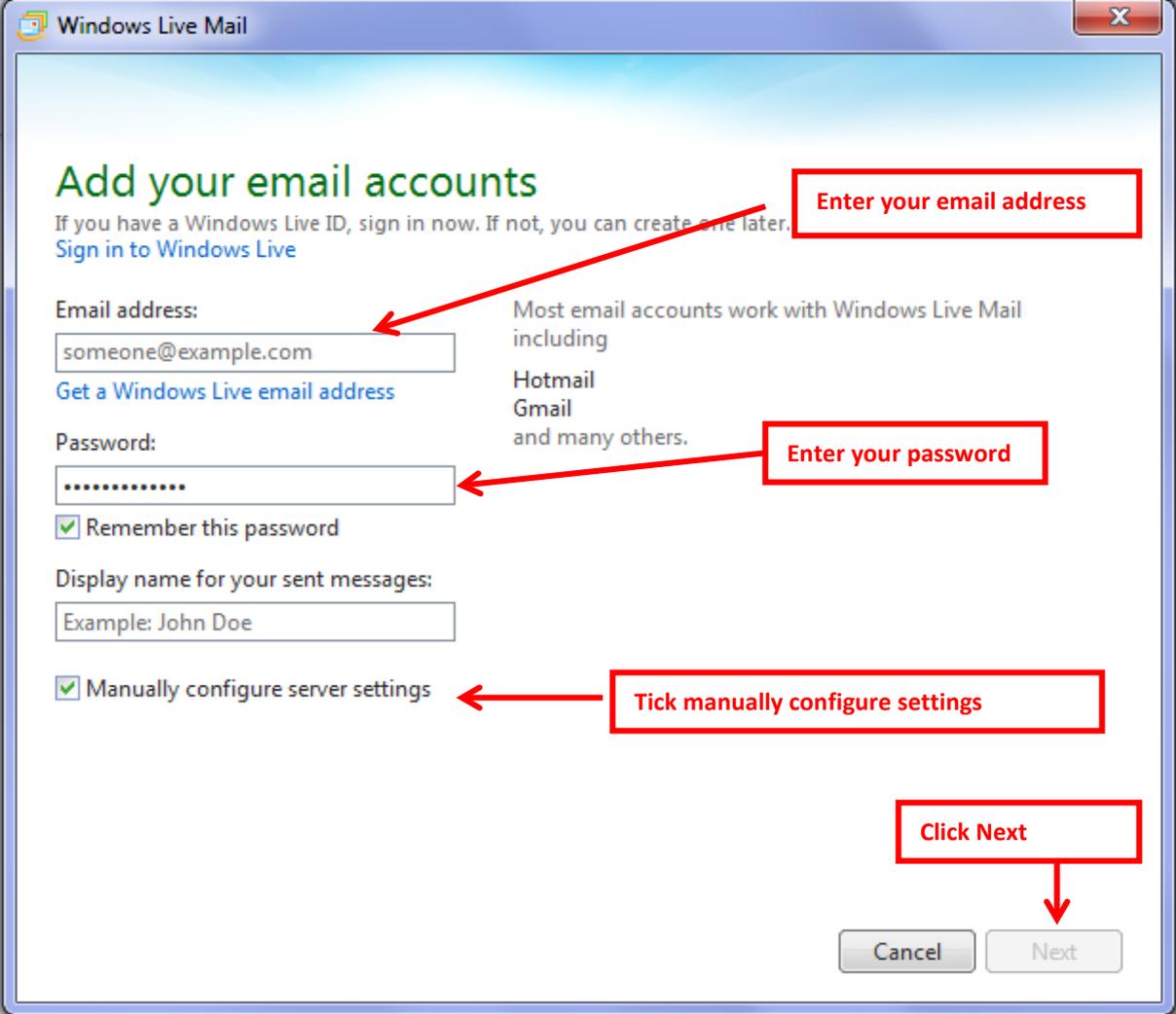
β

3. On the following screen enter the following settings

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

Select POP

Incoming server information

Server type:

POP

Server address: Port:

mail.yourdomainname   110

☐ Requires a secure connection (SSL)

Authenticate using:

Clear text

Logon user name:

your full email address

Enter the full email address eg:info@yourdomain.com.au

Outgoing server information

Server address: Port:

mail.yourdomainname   25

☐ Requires a secure connection (SSL)
☑ Requires authentication

Enter the mail server name you have been provided with eg:mail.yourdomain.com.au.

Tick Requires authentication

Click Next

Cancel   Back   Next

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

Windows Live Mail

Your email account was added

✔

Add another email account
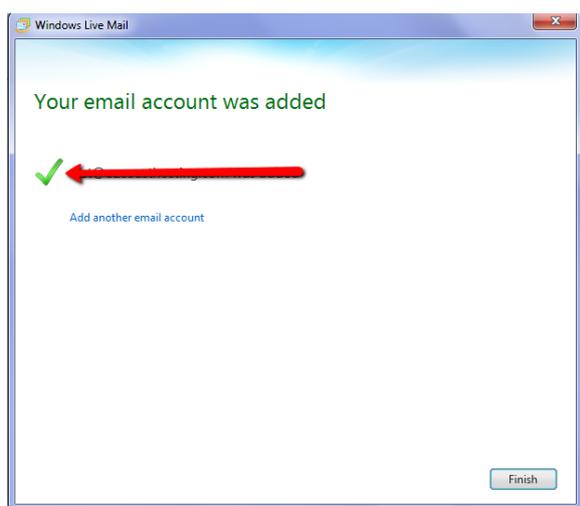
Finish

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

Click Accounts

7. Then click Properties

Click properties

8. Then click the Advance tab

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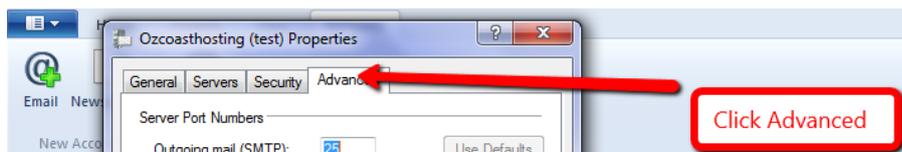
9. At the bottom of this tab **Untick** "Leave a copy of messages on server" or put a tick in "Remove from server after XX days" and set the number of days to be no more than 7.

10. Then click OK and you are all done.

Untick leave a copy of messages on the server

or if you need to leave a copy of messages on the server tick remove from server after 7 days. This will stop your mailbox from filling up on the server