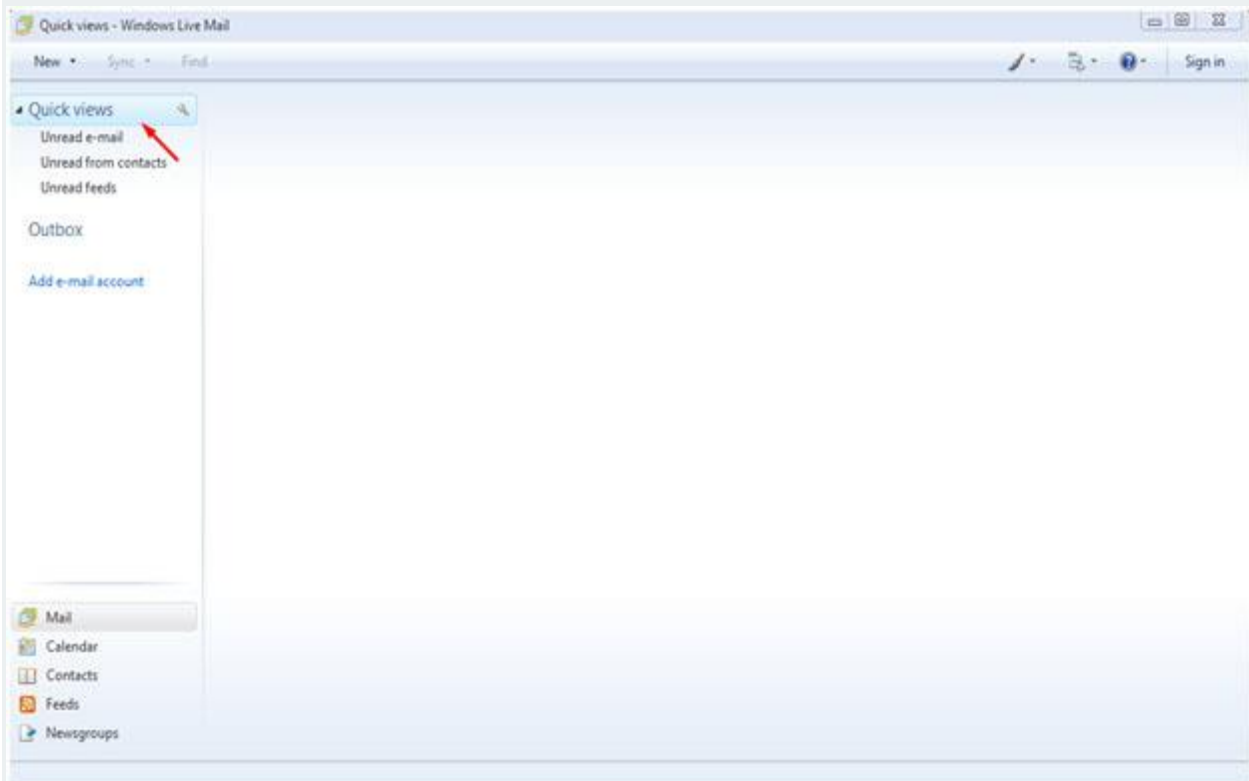


EMAIL SETUP FOR WINDOWS MAIL

(Updated October, 2018)

This tutorial will step you through configuring your email address in Windows Mail for PC.

1. Open Windows Mail and click on the dropdown arrow just before Quick views.



2. Click on the Add e-mail account link on the left side just below Quick views.



3. After clicking on the Add e-mail account link on the left side. This will open an Add an E-mail Account box. Please enter your email address, password and display name. Make sure to tick Remember Password and Manually configure server settings for email account then click on the Next button at the bottom.

A screenshot of the "Add an E-mail Account" dialog box. The title bar shows a back arrow, the text "Add an E-mail Account", and a close button. The main content area contains the following elements:

- The instruction: "Please enter your e-mail account information below:"
- An "E-mail address:" label followed by a text input field containing "test@personalemails.com.au".
- A "Password:" label followed by a password input field with ten black dots.
- A checked checkbox labeled "Remember password".
- The question: "How should your name appear in e-mail sent from this account?"
- A "Display Name:" label followed by a text input field containing "John Smith".
- The text "For example: John Smith" below the display name field.
- A checked checkbox labeled "Manually configure server settings for e-mail account."

At the bottom of the dialog, there are two buttons: "Next" (highlighted in blue) and "Cancel".

4. Select IMAP if you would like your emails to be synchronized with emails on your Webmail. Enter the Incoming Server and Outgoing Server Information, my.serverhost.com.au. The Incoming server port should be 993 and Outgoing server port should be 465. Make sure that the SSL connection are ticked for both the Outgoing and Incoming mail servers. For the Login ID, enter your full email address then click on the Next button.

Add an E-mail Account

[Where can I find my e-mail server information?](#)

Incoming Server Information

My incoming mail server is a **IMAP** server.

Incoming server: Port:

This server requires a secure connection (SSL)

Log on using:

Login ID (if different from e-mail address):

Outgoing Server Information

Outgoing server: Port:

This server requires a secure connection (SSL)

My outgoing server requires authentication

5. Once you have clicked on the Next button, click on the Finish button down below and you have completed setting up your email account in Windows Live Mail.