

Setting Up Windows Mail®

Technical Manual: Configuration and Setup

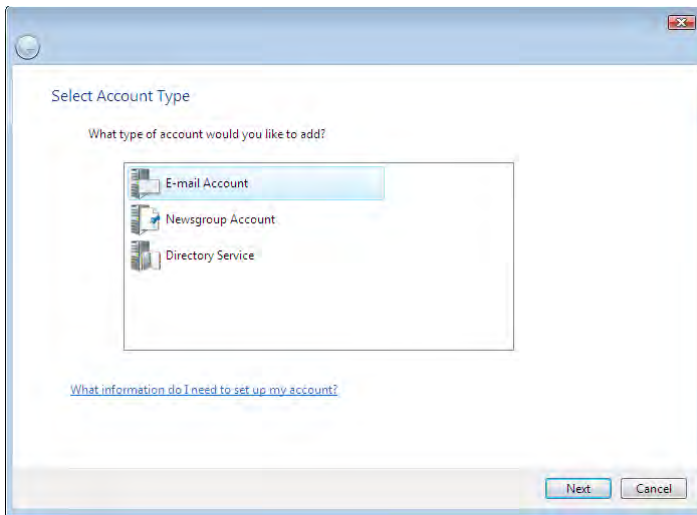
Note: Windows Mail is the successor to Outlook Express, and it ships with Windows Vista.

Setting Up Windows Mail Email Accounts

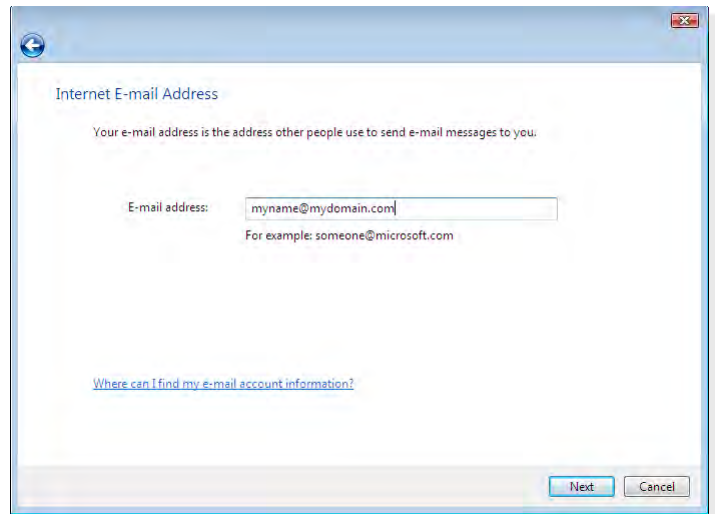
1. To set up your mail account, select **Tools / Accounts**.
2. Click **Add**, from the Internet Accounts window, which will open a setup wizard.

To continue the setup process, navigate through the following windows in the setup wizard:

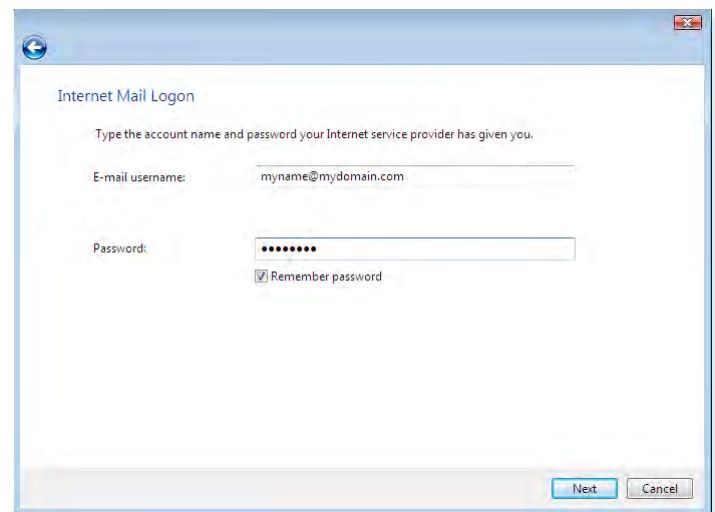
1. In the **Select Account Type** window, choose **Email Account** and click **Next** after completing each step of the process to continue to move through the wizard.



2. In the **Your Name** window, enter the name you want to display as sender, which may include your real name or company name.
3. In the **Internet E-mail Address** window, please specify your address in the **E-mail address** field.
4. In the next window, **Set up e-mail servers**, you'll enter the following information:
 - Incoming e-mail server type—Choose IMAP from the drop-down menu.
 - Incoming mail (POP3 or IMAP) server—Enter *imap.emailsrvr.com*.
 - Outgoing e-mail server (SMTP) name—Enter *smtp.emailsrvr.com*.
 - Check the box labeled **Outgoing server requires authentication**.



5. In the next window, **Internet Logon**, enter your E-mail username, such as *myname@mydomain.com*.



6. Under **Password**, enter the user password to access your account and click **Remember password** to store this setting.

Note: If you do not choose Remember password, you will be prompted to manually enter a password whenever you access your mailbox via Windows Mail.

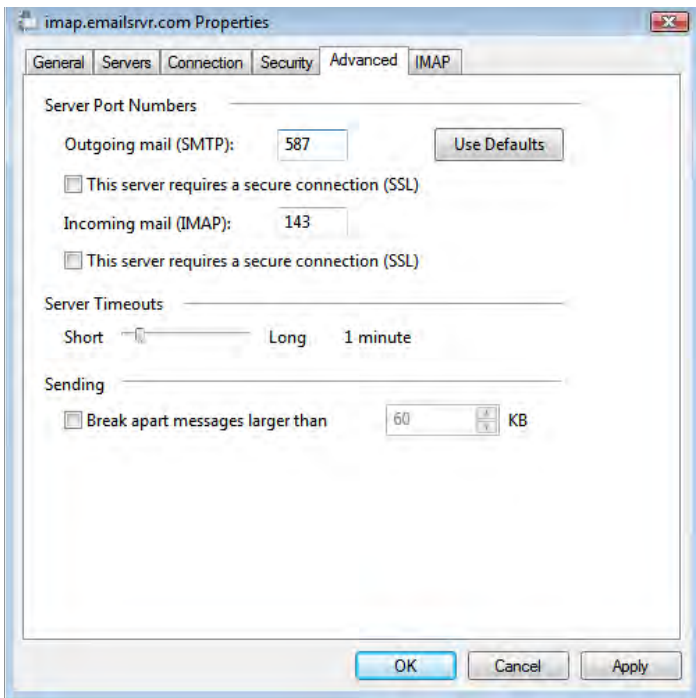
7. Click **Finish** to store your settings.

Note: Repeat the above process for each additional account that you want to add.

Changing Outgoing (SMTP) Server Settings

If you experience trouble sending mail, it is likely that your ISP is blocking the default Port 25; this is a very common process that's designed to protect the service from spammers. To fix this problem, follow these steps:

1. Select [Tools / Accounts](#).
2. Select your email account from the list in the dialog box, and choose [Properties](#) to bring up the settings window.

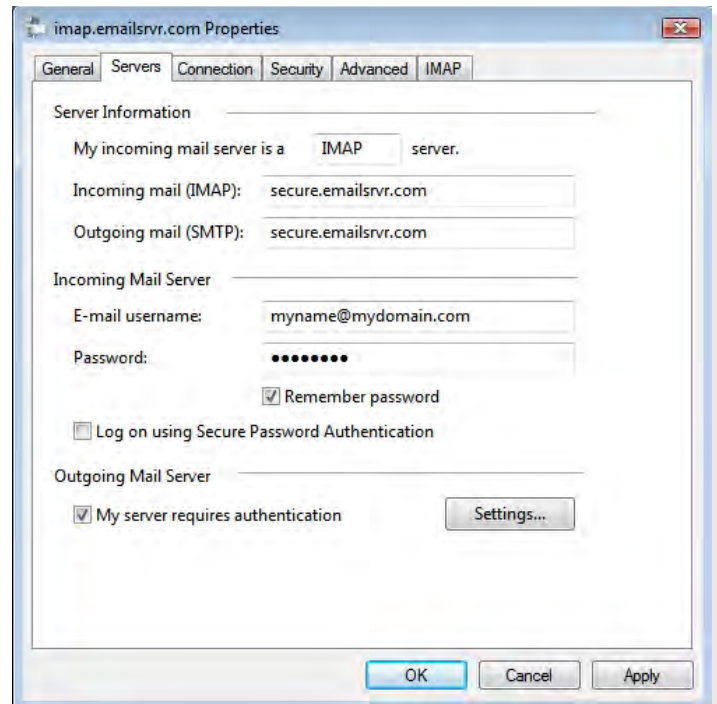


3. Click on the [Advanced](#) tab.
4. In the text field labeled [Outgoing mail \(SMTP\)](#), replace the port number with 587.
5. Click [Apply](#) to store your settings and then [OK](#) to close the dialog box.

Assigning SSL Secure Server Settings

The SSL protocol allows you to send and receive secure mail messages to and from your email server. The setting, though, doesn't apply to your messages once they leave the email server.

1. Select [Tools / Accounts](#).
2. Select your email account from the list in the dialog box, and choose [Properties](#) to bring up the settings window.
3. Click on the [Servers](#) tab.
4. Change both the [Incoming mail \(IMAP\)](#) and [Outgoing mail \(SMTP\)](#) servers to *secure.emailsrvr.com*.
5. Click [Apply](#).



6. Click on the [Advanced](#) tab.
7. In the section labeled [Incoming mail \(IMAP\)](#), check [This server requires a secure connection \(SSL\)](#), and enter port number 993.
8. In the section labeled [Outgoing mail \(SMTP\)](#), check [This server requires a secure connection \(SSL\)](#), and enter port number 465 or 587.
9. Click [Apply](#) to store your settings and then [OK](#) to close the dialog box.

Note: Some ISPs do not allow their customers to use third-party SMTP servers. If you encounter this problem, you will need to use the ISP's outgoing servers instead for the messages you send.

Checking for Mail Automatically

1. Select [Tools / Options](#).
2. Click the [General](#) tab.
3. Under [Send/Receive messages](#), make these settings:
 - Click [Play sound when new messages arrive](#) to give you an audible alert. This is a setting you may want to uncheck if you're in an office environment where you might disturb your coworkers.
 - Click [Send and receive messages at startup](#) to check for messages whenever Windows Mail is launched.
 - Click [Check for new messages every](#) and enter how frequently you want to retrieve your latest email.
4. Click [OK](#) to complete the setup process.