# **Setting Up Windows Mail®**

Technical Manual: Configuration and Setup

Document Updated: 2/07

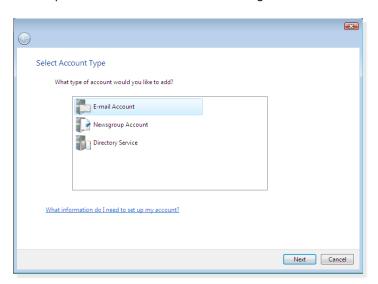
**Note:** Windows Mail is the successor to Outlook Express, and it ships with Windows Vista.

### **Setting Up Windows Mail Email Accounts**

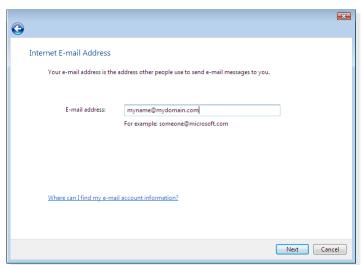
- 1. To set up your mail account, select Tools / Accounts.
- 2. Click Add, from the Internet Accounts window, which will open a setup wizard.

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

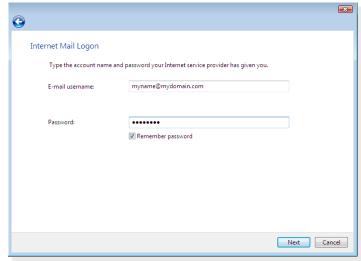
In the Select Account Type window, choose Email
Account and click Next after completing each step of
the process to continue to move through the wizard.



- 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*.



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.

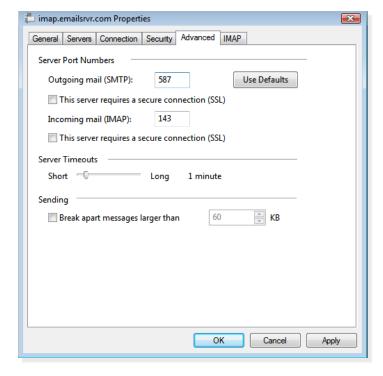
7. Click Finish to store your settings.

**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.
- Select your email account from the list in the dialog box, and choose Properties to bring up the settings window.

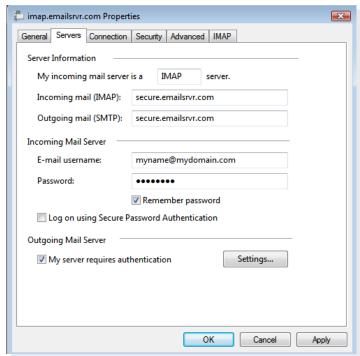


- 3. Click on the Advanced tab.
- 4. In the text field labeled Outgoing mail (SMTP), replace the port number with 587.
- 5. Click Apply to store your settings and then OK to close the dialog box.

## **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.

- Select Tools / Accounts.
- 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.
- 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.
- 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.