# 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:

 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.

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Select Account Type What type of account would you like to add?	
What information do I need to set up my account?	Next Cancel

- 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.

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Internet E-mail Address		
Your e-mail address is the	address other people use to send e-mail messages to you.	
E-mail address:	myname@mydomain.com	
	For example: someone@microsoft.com	
Where can I find my e-ma	il account information?	
		Next Cancel

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

Internet Mail Logon		
Type the account name	and password your Internet service provider has	given you.
E-mail username:	myname@mydomain.com	
Password:	•••••	
	Remember password	
		Next

 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.

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## **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.

🐌 imap.emailsrvr.com Properties	x
General Servers Connection Security Advanced IMAP	
Server Port Numbers Outgoing mail (SMTP): 587 Use Defaults This server requires a secure connection (SSL) Incoming mail (IMAP): 143 This server requires a secure connection (SSL)	
Server Timeouts	
Short 🗐 Long 1 minute	
Sending Break apart messages larger than 60 KB	
OK Cancel Apply	

- 3. Click on the Advanced tab.
- 4. In the text field labeled Outgoing mail (SMTP), replace the port number with 587.
- 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*.

🚛 imap.emailsrvr.com Properties 🛛 💽			
General Servers Connection Security Advanced IMAP			
Server Information			
My incoming mail server is a IMAP server.			
Incoming mail (IMAP): secure.emailsrvr.com			
Outgoing mail (SMTP): secure.emailsrvr.com			
Incoming Mail Server			
E-mail username: myname@mydomain.com			
Password:			
Remember password			
Log on using Secure Password Authentication			
Outgoing Mail Server			
My server requires authentication Settings			
OK Cancel 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.
- 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.

5. Click Apply.