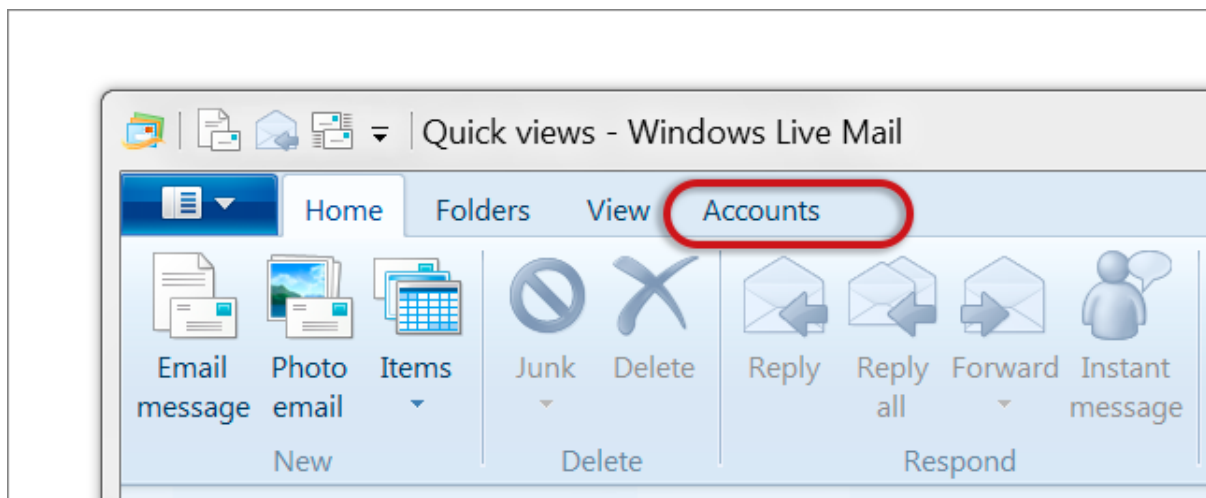


Your mailbox is also available online via [Webmail](#).

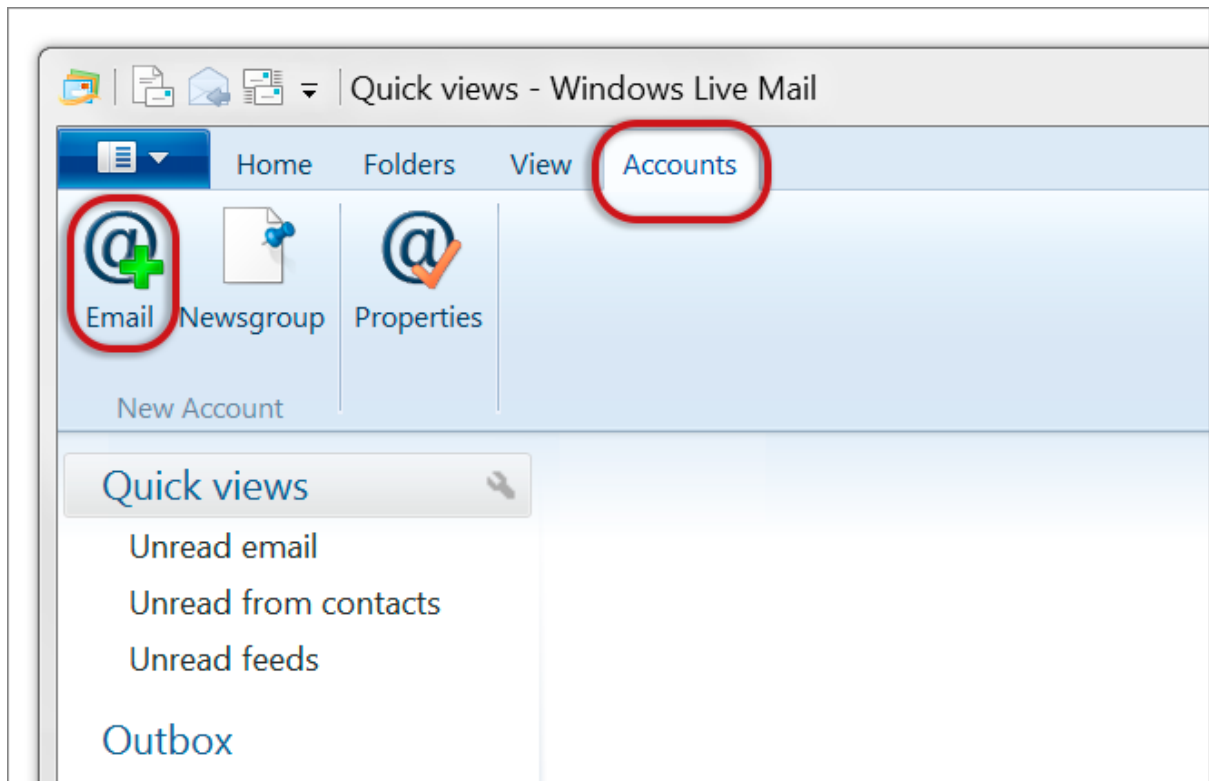


- If the mail account is already set up in Windows Live Mail but giving errors – then rather try our [Troubleshooting guide](#) guide.
- This guide uses [IMAP](#) and No SSL as default
- Replace *example.com* with your domain name

1. **Launch** Windows Live Mail
2. Select **Accounts** from the top menu bar



3. Select **Email**



4. Enter the **email address** and **password** (*forgotten passwords can be [reset by contacting Easy2Access](#)*) > **Next**

Windows Live Mail

Add your email accounts

If you have a Windows Live ID, sign in now. If not, you can create one later.
[Sign in to Windows Live](#)

Email address:

[Get a Windows Live email address](#)

Password:

 Remember this password

Display name for your sent messages:

Manually configure server settings

Most email accounts work with Windows Live Mail including
Hotmail
Gmail
and many others.

Cancel Next

5. Configure server settings:

Incoming server information:

- **Server type** is IMAP
- **Server address** starts with **mail**.
- **Port** is 143
- **Authenticate** using Clear text
- **Logon user name** is the full email address

Outgoing server information:

- **Server address** starts with **smtp**.
- **Port** is 587
- **Requires a secure connection (SSL)** is **not** ticked
- **Requires authentication** is ticked

> Next

Windows Live Mail

Configure server settings

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

Incoming server information

Server type:
IMAP

Server address: mail.example.com Port: 143

Requires a secure connection (SSL)

Authenticate using:
Clear text

Logon user name:
name@example.com

Outgoing server information

Server address: smtp.example.com Port: 587

Requires a secure connection (SSL)
 Requires authentication

Cancel Back Next

6. Once prompted, you can complete the setup by clicking **Finish**.



Your email account was added



name@example.com was added

[Add another email account](#)

Finish