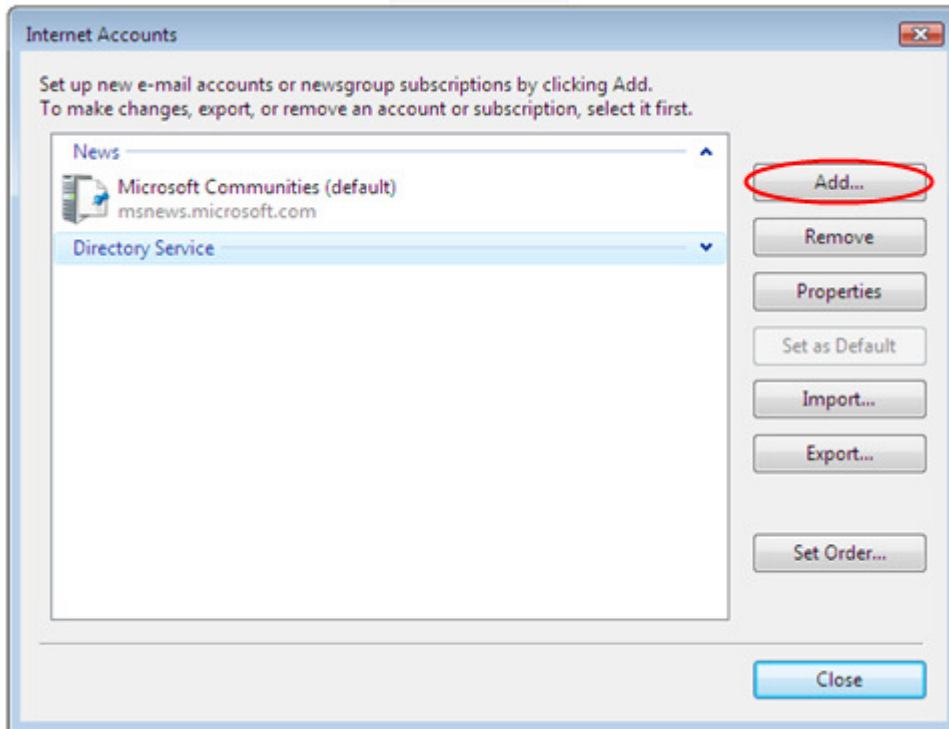


Step 1: Click the Windows logo in the bottom left-hand corner of your screen, then click **Windows Mail**.

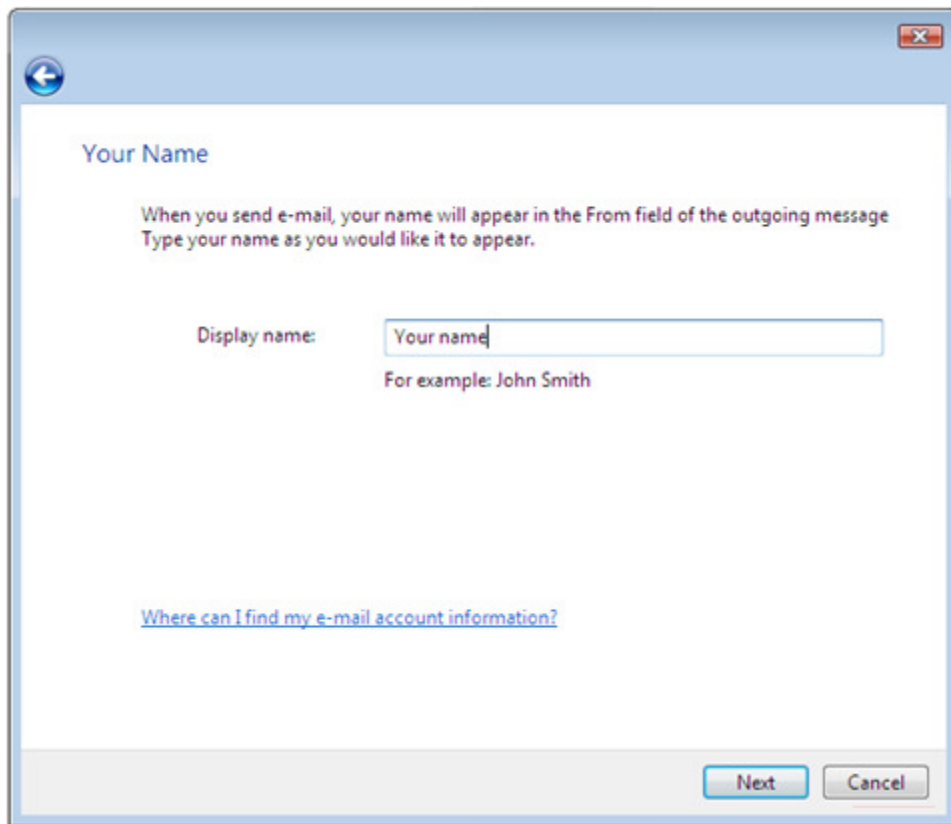
Step 2: Windows Mail will open. Click the **Tools** menu, then click **Accounts**.

Step 3: The *Internet Accounts* window will open. Click **Add** in the top right corner. Click **Mail** in the menu that appears. This will open the *Internet Connection Wizard*.

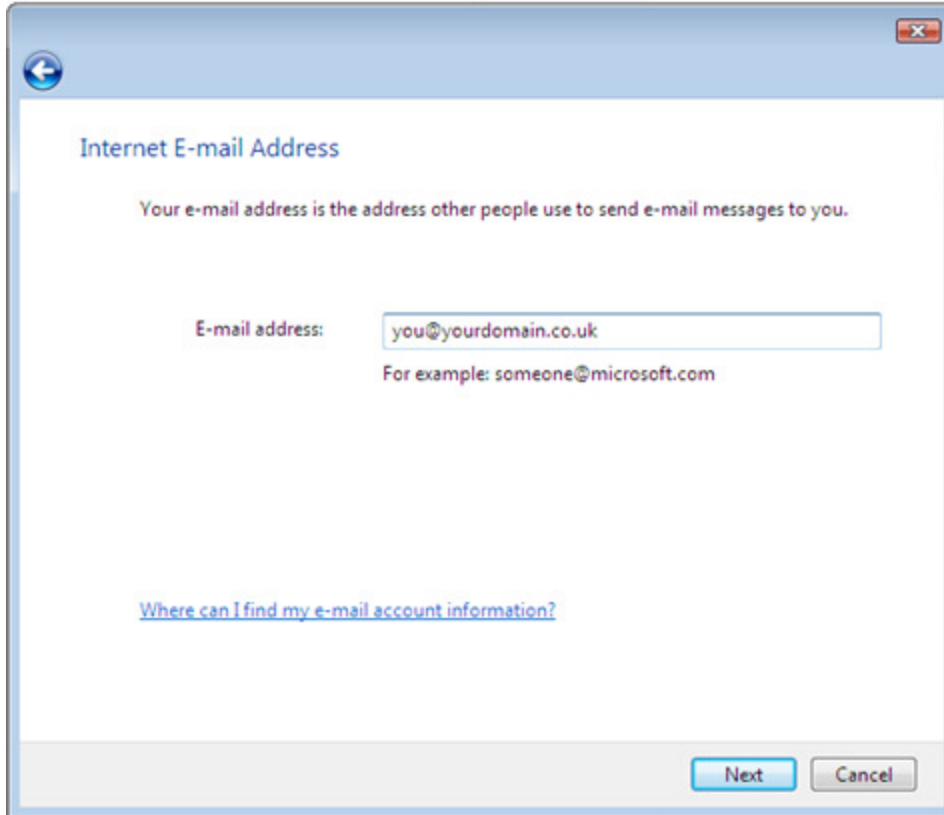


Note: If it is the first time you have run Windows Mail on this computer, the Internet Connection Setup wizard may start automatically.

Step 4: On the first screen of the *Internet Connection Wizard*, you'll be asked to enter a display name. This is what most email users will see in the inboxes instead of your email address. Enter your name, then click **Next**.



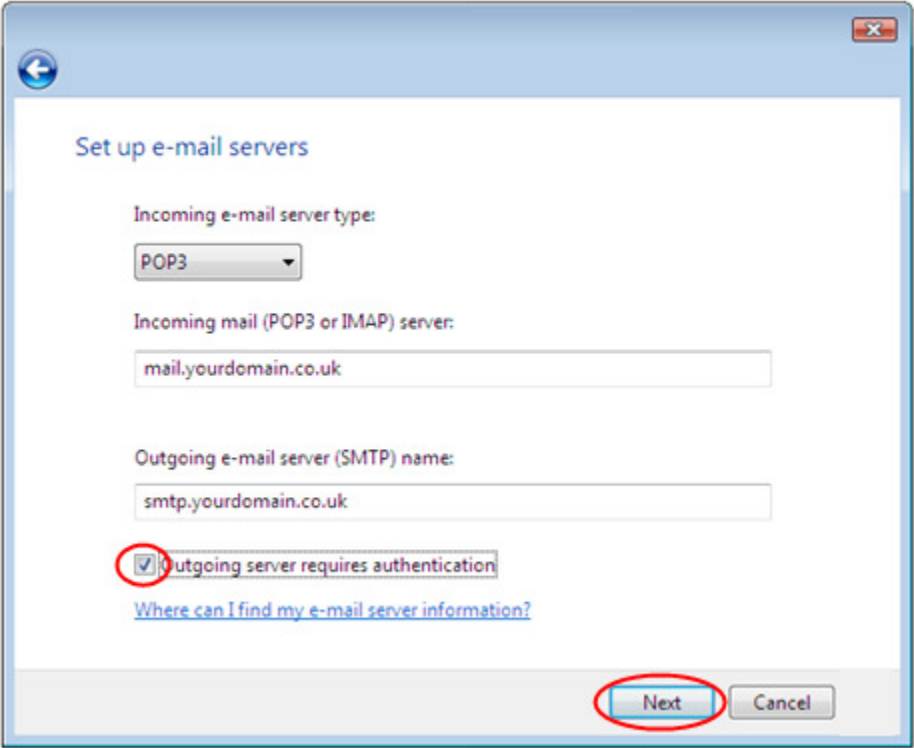
Step 5: Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name. Then click **Next**



Step 6: On the *E-mail Server Names* screen, select **POP3** from the drop-down list.

Enter **mail.yourdomain.co.uk** (replacing yourdomain.co.uk with your domain name) in the *Incoming mail (POP3, IMAP or HTTP) server* text box.

Contact your ISP for your SMTP details and enter them in the *Outgoing mail (SMTP) server* text box.

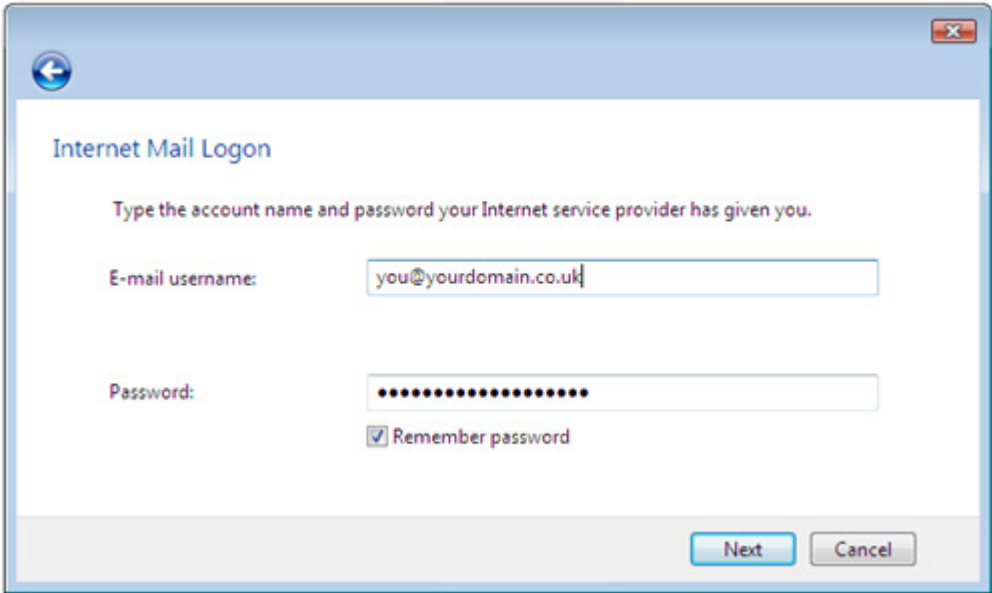


When you have entered your mail server names, click **Next**.

Step 7: On the *Internet Mail Logon* screen, enter your full email address in the *Account name* text box. If you enter just the mailbox name or your control panel username, this will not work.

When you created the mailbox, you chose a password. Enter this in the *Password* text box.

When you have entered your mailbox name and password, click **Next**.



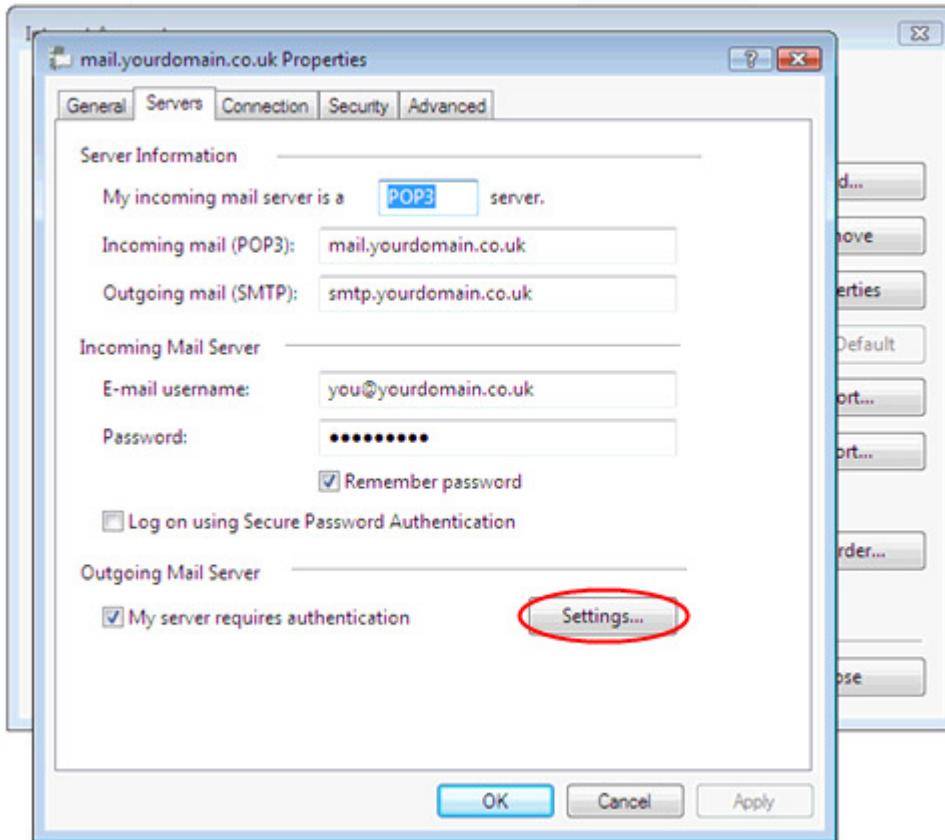
Important: If your ISP's SMTP server requires username and password authentication, click the tickbox marked **Outgoing server requires authentication**

When you have entered your mailbox name, password and advised if your outgoing server requires authentication, click **Next**.

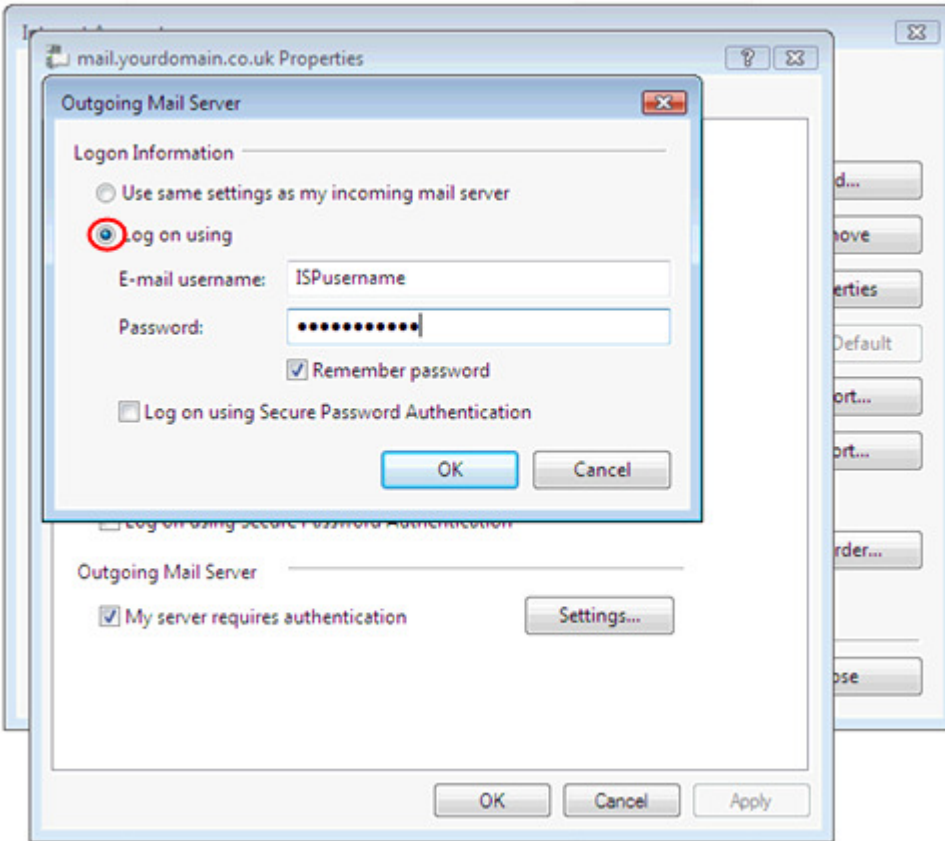
Step 8: Click **Finish** and the mailbox will be added to Windows Mail.

Step 9 (optional): If your ISP has requested a different username and password to use for your SMTP server, select your new email account and select **Properties**

Step 10 (optional): Select the **Servers** tab and click **Settings**



Step 11 (optional): Select *log on using*, enter your ISP's username and password, then click **OK**, **Apply** Then **OK** again.



Step 12: Click **Close** to close the wizard and start using your email account.