
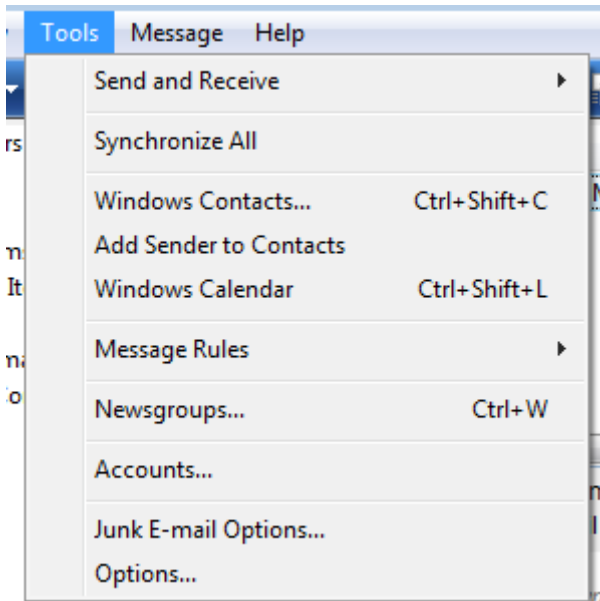
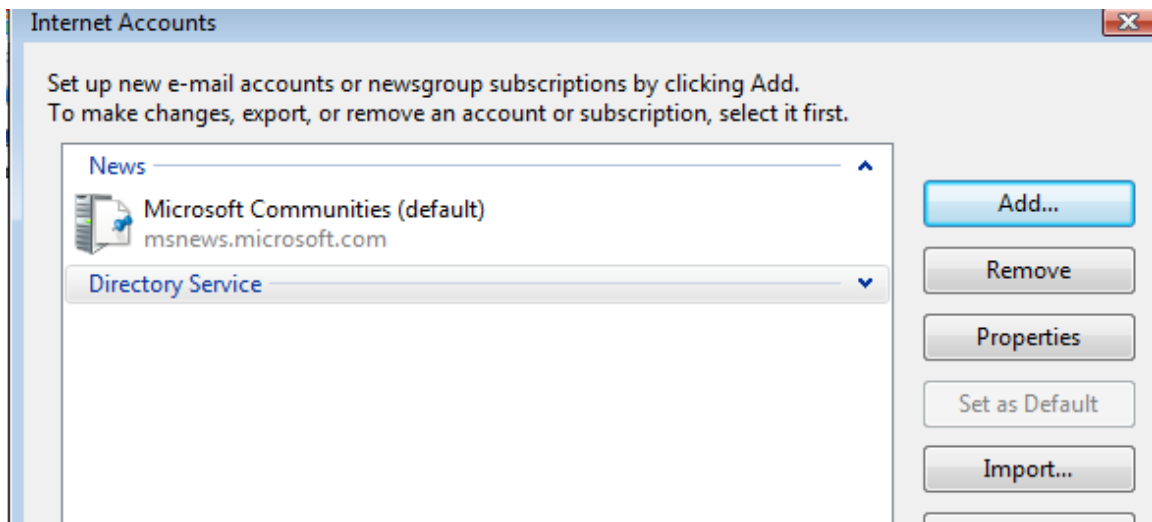


Windows Mail

1. Click  > All Programs > Windows Mail or you can type winmail in the Start Search bar
2. If this is the first time to open the program skip to Step 5. If you have opened the program before click Tools > Accounts.



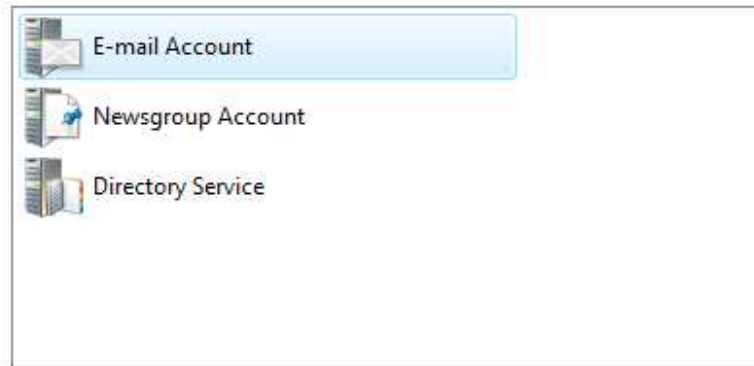
3. Click Add.



4. Click E-mail Account and click Next.

Select Account Type

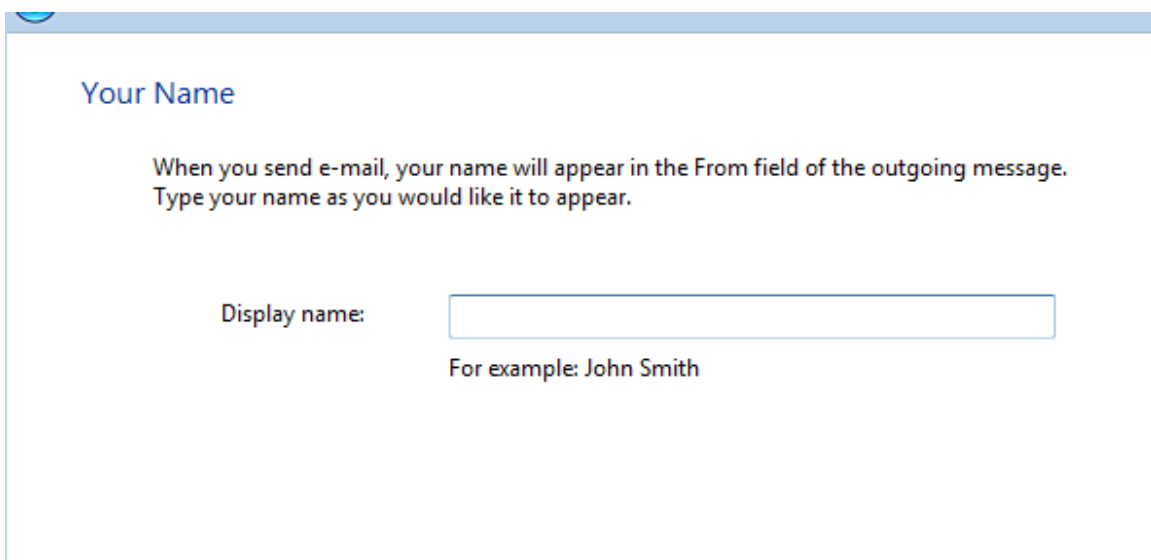
What type of account would you like to add?



The screenshot shows a dialog box with three options, each with a small icon to its left. The 'E-mail Account' option is highlighted with a blue selection bar. The 'Newsgroup Account' option has a blue arrow icon, and the 'Directory Service' option has a blue folder icon.

- E-mail Account
- Newsgroup Account
- Directory Service

5. Put in your name and click next.



The screenshot shows a step titled 'Your Name'. Below the title is an instruction: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this is a label 'Display name:' followed by a text input field. Underneath the input field is the example text 'For example: John Smith'.

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

6. Put in your E-mail Address and click next.

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

7. The Incoming e-mail server type is POP3
8. Fill in the Incoming mail server and Outgoing e-mail server name provided to you. (example mail.pilr.net) and be sure to check the box that says Outgoing server requires authentication and click next..

Set up e-mail servers

Incoming e-mail server type:

Incoming mail (POP3 or IMAP) server:

Outgoing e-mail server (SMTP) name:

Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

9. Your username will be your full email address and enter the password provided to you and click next.

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

E-mail username:

Password:

Remember password

10. Click the box that says “Do not download my e-mail at this time” and click Finish.

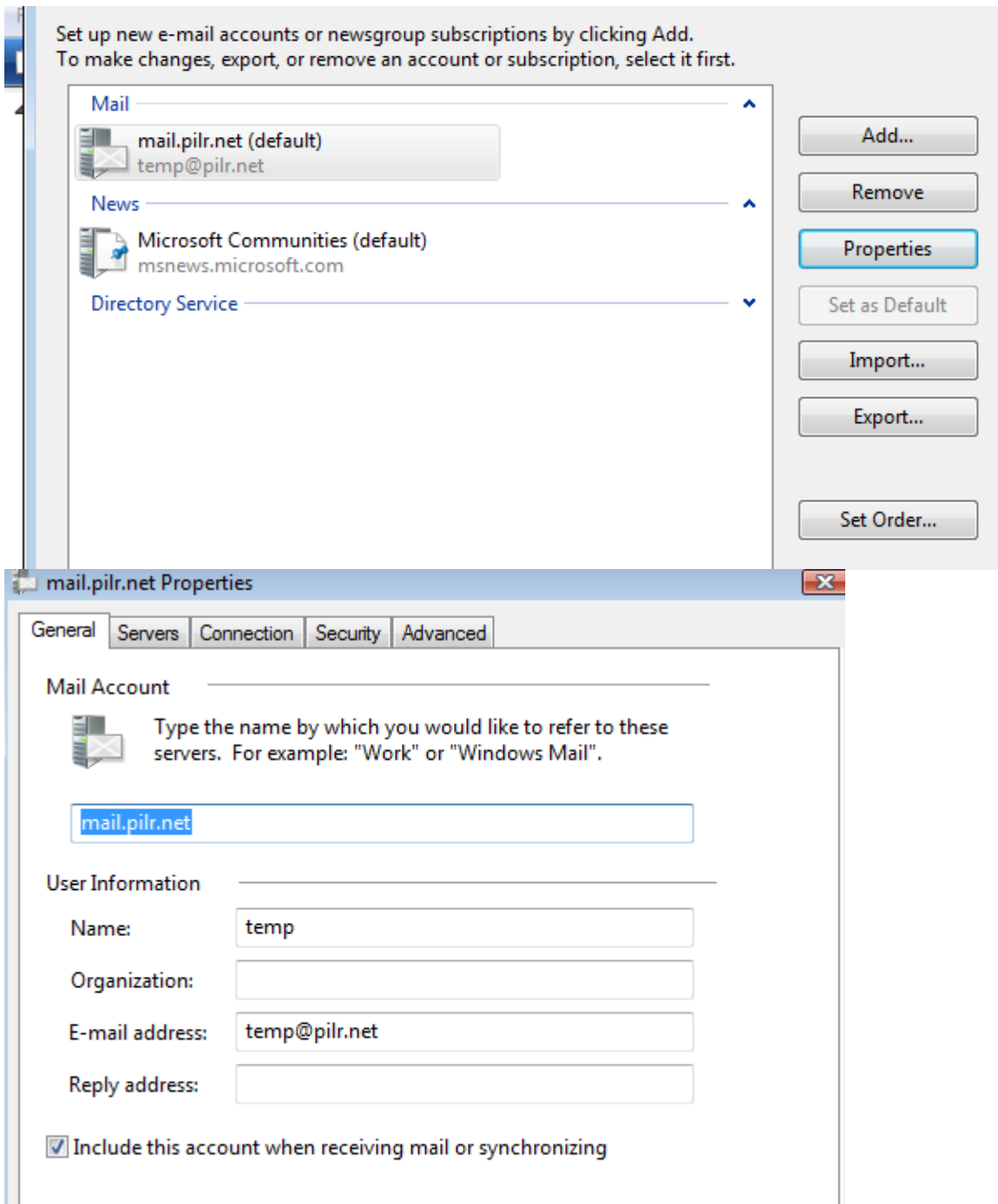
Congratulations

You have successfully entered all of the information required to set up your account.

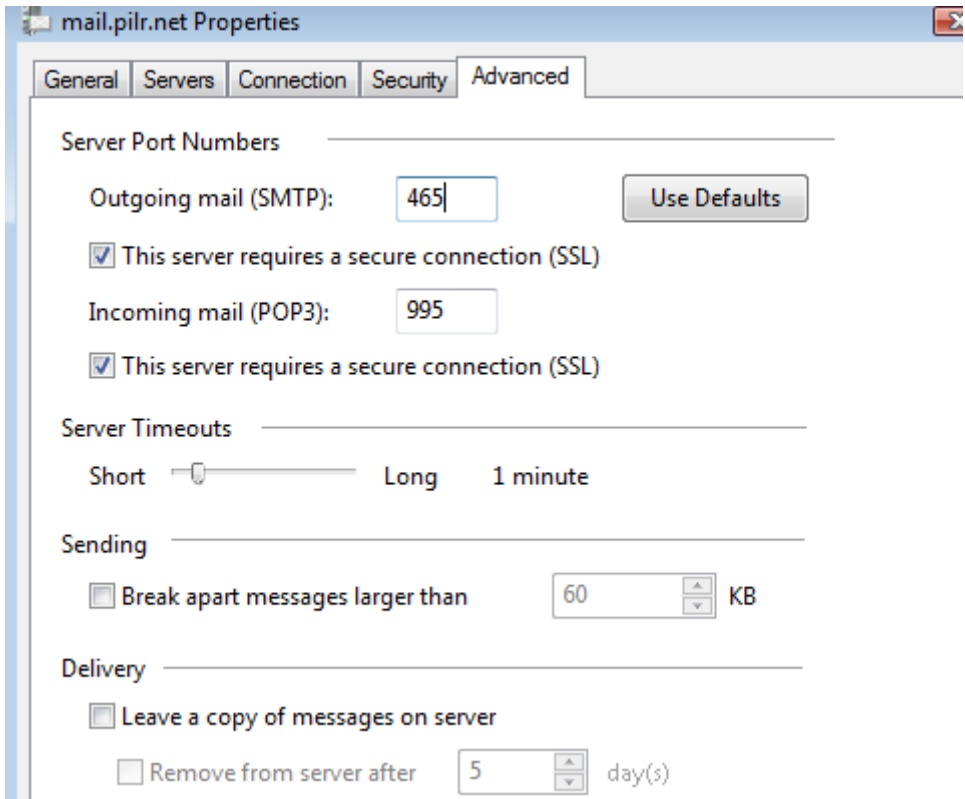
To save these settings and download your e-mail, click Finish.

Do not download my e-mail at this time

11. Highlight your newly created account and click Properties.



12. Click the Advanced tab.
13. Check the box that says "This server requires a secure connection (SSL)" under both Outgoing mail (SMTP) and Incoming mail (POP3). Make sure the number across from Outgoing mail says 465 and the number across from Incoming mail says 993. If the number does not change automatically type the number in the appropriate box. Click OK.



14. Click close and you are now finished and may download your mail.