WINDOWS LIVE MAIL CONFIGURATION



1. Once you have opened Windows Live Mail (WLM) on your PC, click on the blue **File (1)** button in the top left corner, then click **Options (2)** and **Email Accounts (3)**.

🔁 🗈 🚓 🔁 = 🛙 Quick views - Windows Live Mail	
	0
New Mail	
Actions Tools	
Pint Newsgroups	✓ March ►
Import messages Eccds	Mo Tu We Th Fr Sa Su 24 25 26 27 28 1 2 3 4 5 6 7 8 9
Export email	10 11 12 13 14 15 16 17 18 19 20 21 22 23
Deptions 2	24 25 26 27 28 29 30 31 1 2 3 4 5 6
About	Today
Egit	No events for the next month
🥭 Mail	
Calendar Calendar	Type a quick event
Contacts Seeds	for today (28/03)
Newsgroups	
	Working online 🕘

2. In the Accounts window, click Add.

Contacts Directory	an account of addactiption, actour timet.	
Active Directory		<u>A</u> dd
NULL NULL		Remove
VenSign Internet Directory Service		Tienove
		Properties
		Set as <u>D</u> efault
		Import
		Export



3. Choose Email Account (1), then click Next (2).

Add an account
Select Account Type What type of account would you like to add? Mewsgroup Account Contacts Directory Account
2 Next Cancel

4. Enter your **Email Address(1)** & **Password (2)** as supplied by Hosting Australia. Then enter a **display name(3)**, which is what will show up in peoples inbox when you send an email. This can be anything you like. (Careful to use correct punctuation/spelling, as other people will see this!) Tick the box for **Manually Configure Servers (4)**. Click **Next**.

Windows Live Mail	
Add your email accou	unts w. If not, you can create one later.
Email address: myaddress@mydomain.com Get a Windows Live email address Password: Remember this password Display name for your sent messages: My Name Manually configure server settings	Most email accounts work with Windows Live Mail including Hotmail Gmail and many others. 2 3 4
	Cancel Next



5.1. On the Configure Server Settings screen, complete as per below. Ensure you configure your Incoming (1) & Outgoing server (2) as below, See 5.2 for details. Also you make sure your Logon User Name (2) is set to the FULL email address & not the abbreviated default that WLM auto enters. Also change the Outgoing Port to 26 (4) & tick the Requires Authentication (5) Box. Click Next

Windows Live Mail				
Configura com on action				
Configure server settings				
If you don't know your email server settings, con	tact your ISP or network administrator.			
Incoming server information	Outgoing server information			
Server type:	Server address: Port:			
РОР	• 3 mail.mydomain.com 4 26			
Server address: Port:	Requires a secure connection (SSL)			
1 mail.mydomain.com	Requires <u>a</u> uthentication			
Requires a secure connection (SSL)				
Authenticate using				
Clear text				
Logon user name:				
2 myaddress@mydomain.com				
	Cancel Back Next			

- 5.2. If you aren't sure of your settings in step 5.1, they will be as follows. NOTE please replace your email address and domain name as required.
 - 5.2.1.EMAIL ADDRESS your full email address, i.e. myaddress@mydomain.com
 - 5.2.2.ACCOUNT TYPE generally this will be pop3, however, Hosting Australia servers do support IMAP.
 - 5.2.3.INCOMING & OUTGOING SERVER this will be mail.[MYDOMAIN], where [mydomain] will equal the name of your email domain, aka whatever follows the @ symbol in your email address. For example, if your email address is myaddress@mydomain.com, your incoming and outgoing server will be the highlighted section, i.e. mail.mydomain.com
 - 5.2.4. USERNAME This will be your <u>full</u> email address, i.e. <u>myaddress@mydomain.com</u>
 - 5.2.5. **PASSWORD** This will be your password, as configured when creating your email address, or as supplied by Hosting Australian tech support.
- 6. Click **NEXT**, and then click **FINISH**. Your WLM email client is now configured.

NOTE - If you require assistance with this, Hosting Australia can use Remote Desktop access to set your account up, but charges may apply. Please call 1300 761 930 for assistance.

