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)**.

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2. In the Accounts window, click Add.

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Contacts Directory	^	Add
Active Directory		Remove
VeriSign Internet Directory Service	,	Remove
		Properties
		Set as Default
		Import
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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	
Email address: myaddress@mydomain.com Get a Windows Live email address Password: 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

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Configure server settings	
If you don't know your email server settings, contact	ct 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
2 myaddress@mydomain.com	7
	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.

