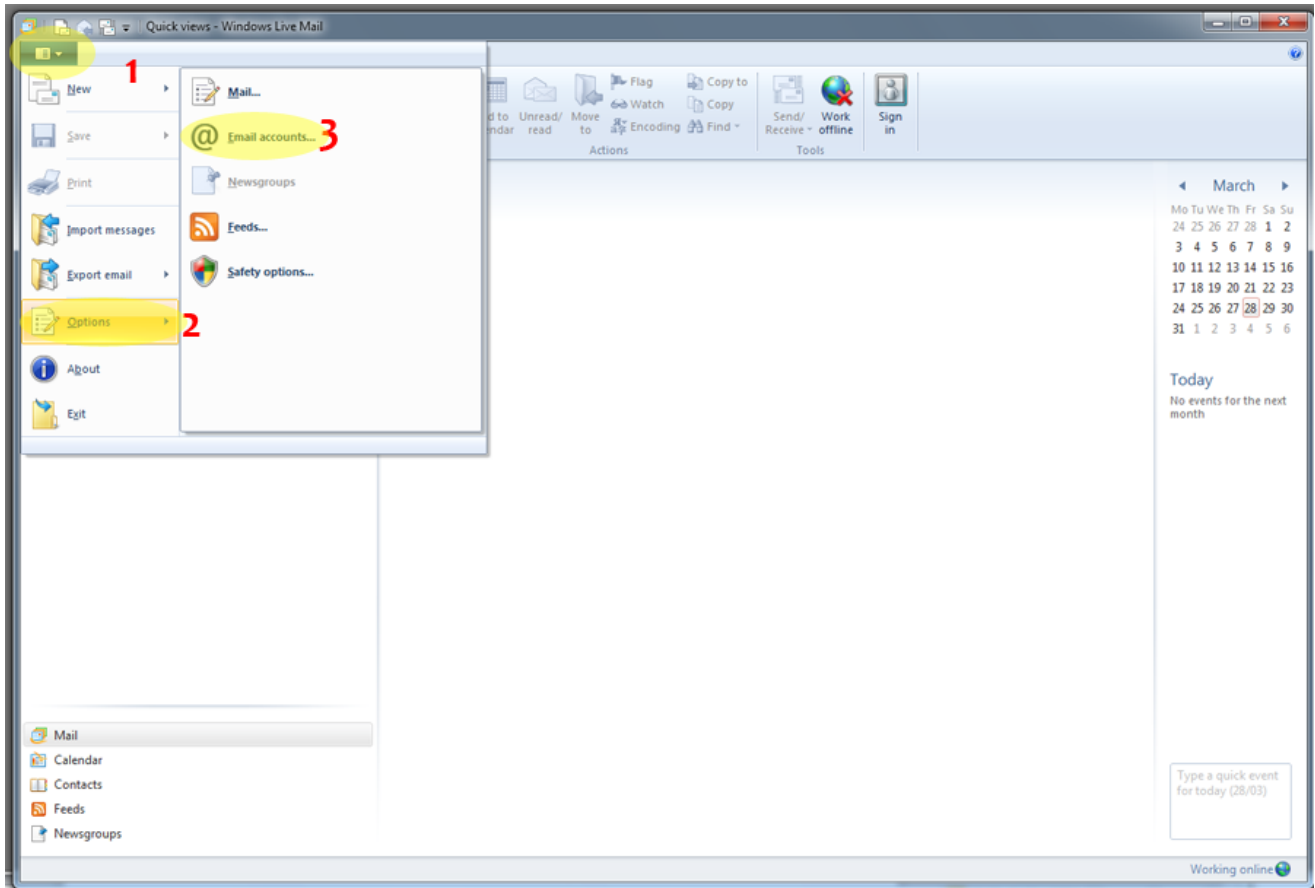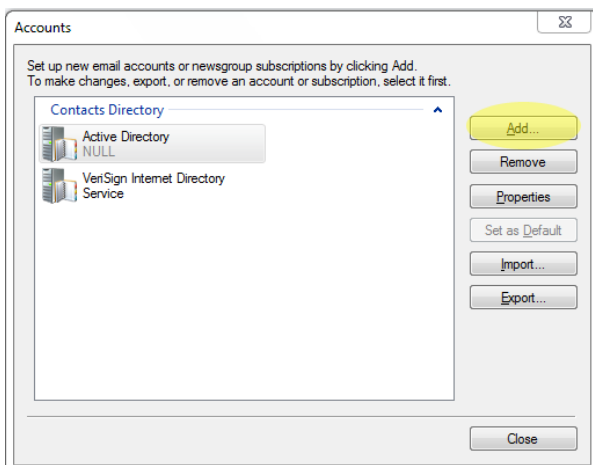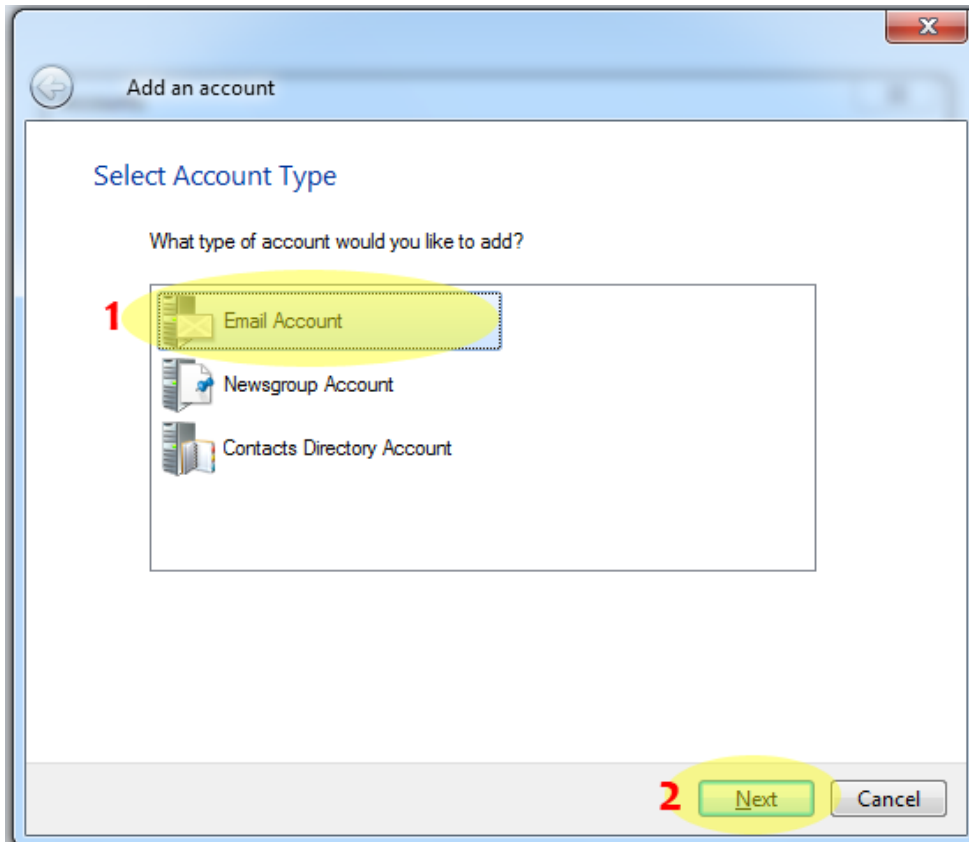# WINDOWS LIVE MAIL CONFIGURATION

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).**

2. In the Accounts window, click **Add.**

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

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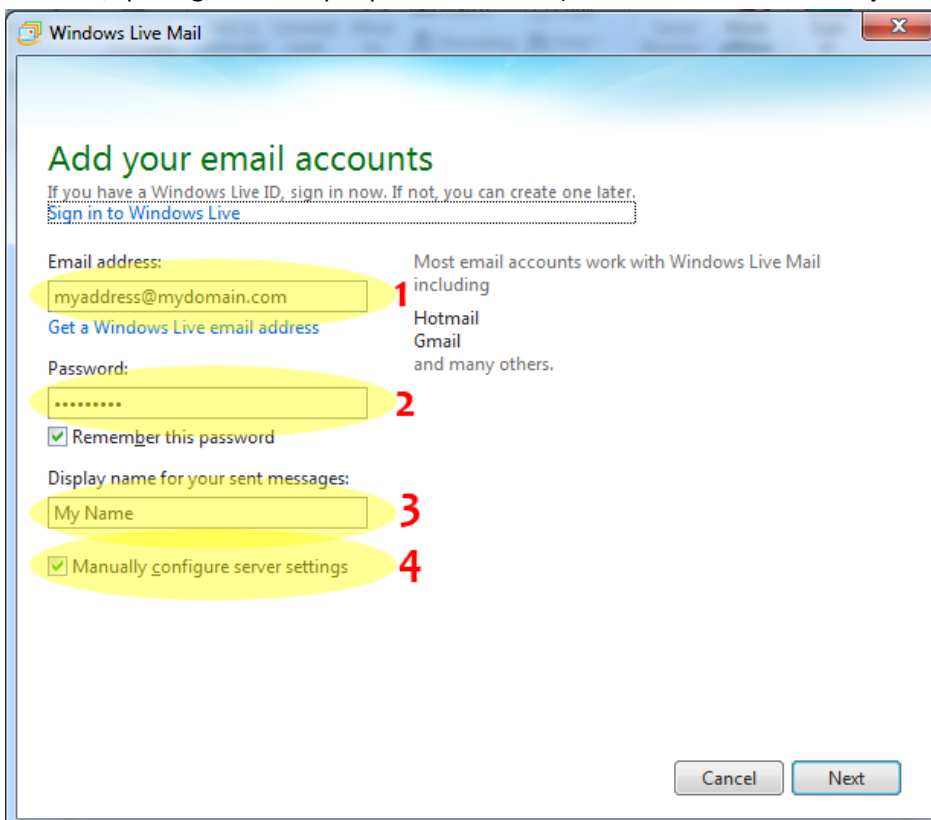
5.1. On the Configure Server Settings screen, complete as per below. Ensure you configure your **Incoming (1) &
Outgoing server (2)** as below, See 5.2 for details. Also you make sure your **Logon User Name (2)** is set to the FULL
email address & not the abbreviated default that WLM auto enters. Also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

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. myaddress@mydomain.com

    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.*