

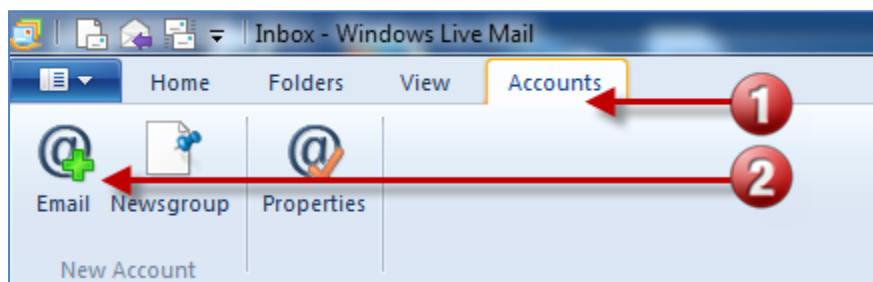


## Setup email account in Windows Live Mail

This document is designed to help you setup your email account in Windows Live Mail.

The screenshots will show how to setup the email address [john.smith@yourdomain.com.au](mailto:john.smith@yourdomain.com.au). Substitute john.smith with the account name you created and also substitute [yourdomain.com.au](http://yourdomain.com.au) with your own website domain name.

1. Open Windows Live Mail.
2. Click on **Accounts** and then **+ Email** as shown below.



3. Type in settings and when finished click on Next.
  - 1) Your full **Email address**.
  - 2) Type in the **Password** you used to setup the email account.
  - 3) Type in **Your Name** as you want it displayed when sending an email.
  - 4) Tick the box to **“Manually configure server settings”**.
  - 5) Click **Next**.

**Add your email accounts**

If you have a Windows Live ID, sign in now. If not, you can create one later.  
[Sign in to Windows Live](#)

Email address:  **1** Most email accounts work with Windows Live Mail including Hotmail, Gmail and many others.  
[Get a Windows Live email address](#)

Password:  **2**

Remember this password

Display name for your sent messages:  **3**

Make this my default email account

Manually configure server settings **4**

**5**

Cancel Next



## Setup email account in Windows Live Mail

4. Type in settings and when finished click on Next.
  - 1) Change **Incoming Server type** to IMAP.
  - 2) Key in the **Incoming Server address** mail.yourdomain.com.au (substitute yourdomain.com.au with your own website domain name).
  - 3) Key in **Logon user name** as your full email address.
  - 4) Key in **Outgoing server address** mail.yourdomain.com.au (substitute yourdomain.com.au with your own website domain name). **Please note that some ISP's do not allow other domains to send out email. If you experience trouble sending email using yourdomain.com.au then change this to your own IPS's outgoing mail server such as mail.bigpond.com or smtp-mail.outlook.com.**
  - 5) Tick the box "**Requires authentication**"
  - 6) Click **Next**.

**Configure server settings**  
If you don't know your email server settings, contact your ISP or network administrator.

Incoming server information

Server type:  1

Server address:  2 Port:

Requires a secure connection (SSL)

Requires authentication 5

Authenticate using:

Logon user name:  
 3

Outgoing server information

Server address:  4 Port:

Requires a secure connection (SSL)

Requires authentication 5

Cancel Back **Next** 6

5. Click on Finish.

**Your email account was added**

✓ john.smith@yourdomain.com.au was added

[Add another email account](#)

**Finish** 1