

**Division
Name**

How to Set Up Email in
Windows Live Mail





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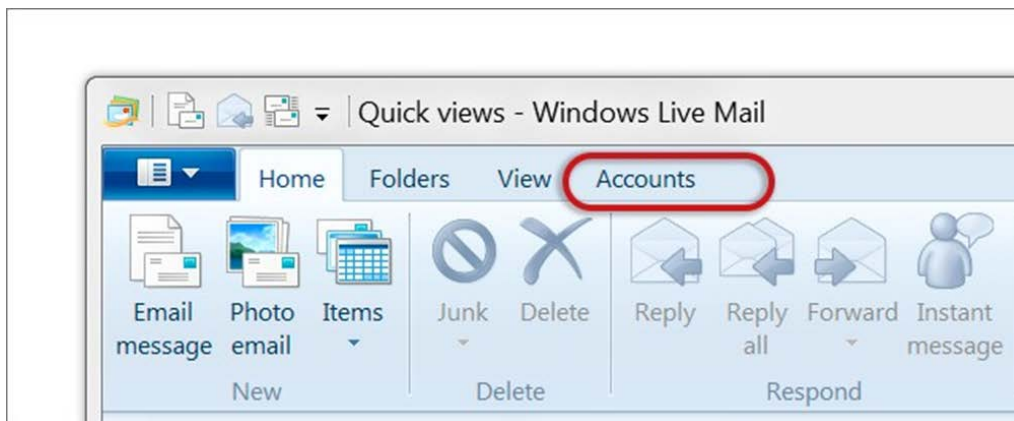
Introduction

This guide takes you step-by-step through the process of setting up a new email account in Windows Live Mail.

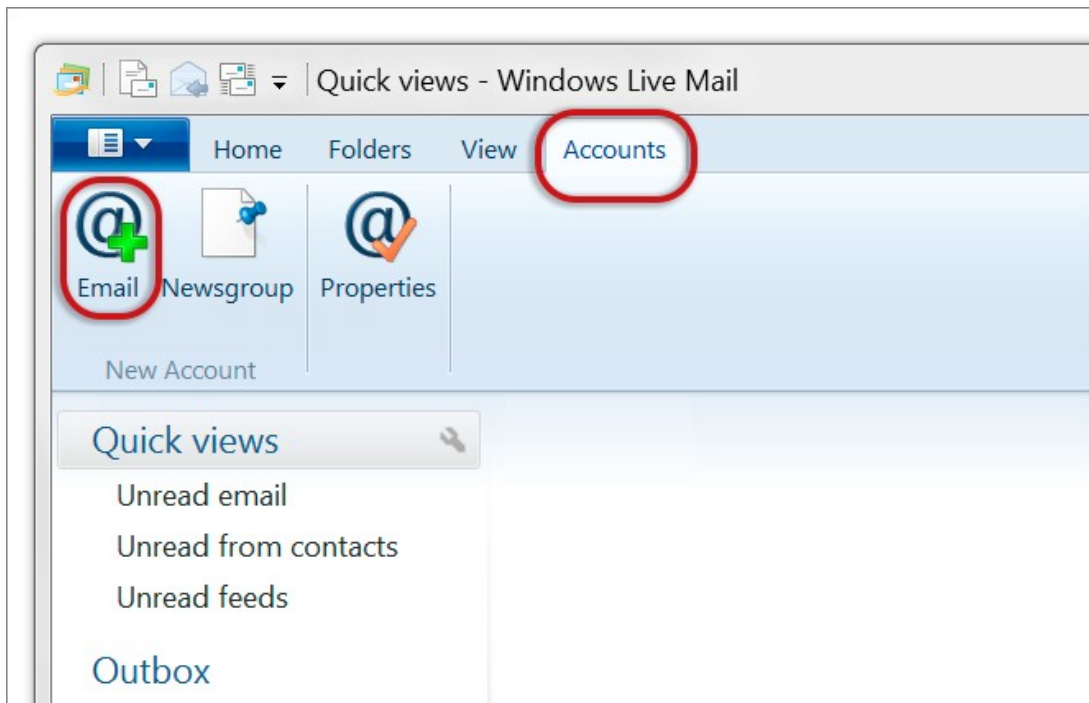
Note: This guide defaults to **IMAP** and **No SSL**.

Setting up Email for Windows Live Mail

1. Launch Windows Live Mail.
2. Select **Accounts** from the menu bar.



3. Select **Email**.





4. Enter your **email address** and **password**, and click Next.

The screenshot shows the 'Add your email accounts' dialog box in Windows Live Mail. The window title is 'Windows Live Mail'. The main heading is 'Add your email accounts' in green. Below the heading, it says 'If you have a Windows Live ID, sign in now. If not, you can create one later.' and provides a link 'Sign in to Windows Live'. The form contains several fields and options: 'Email address:' with a text box containing 'name@example.com' and a link 'Get a Windows Live email address'; 'Password:' with a masked text box and a checked checkbox 'Remember this password'; 'Display name for your sent messages:' with a text box containing 'Name Surname'; and an unchecked checkbox 'Manually configure server settings'. On the right side, it states 'Most email accounts work with Windows Live Mail including Hotmail Gmail and many others.' At the bottom right, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red circle.



Configuring Server Settings

Windows Live Mail

Configure server settings

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

Incoming server information

Server type: **IMAP**

Server address: mail.example.com Port: 143

Requires a secure connection (SSL)

Authenticate using: **Clear text**

Logon user name: name@example.com

Outgoing server information

Server address: smtp.example.com Port: 587

Requires a secure connection (SSL)

Requires authentication

Cancel Back Next

Incoming Server Information

- **Server type** is **IMAP**
- **Server address** starts with “mail.”
- **Port** is 143
- **Authenticate** using Clear text
- **Logon user name** is the full email address.

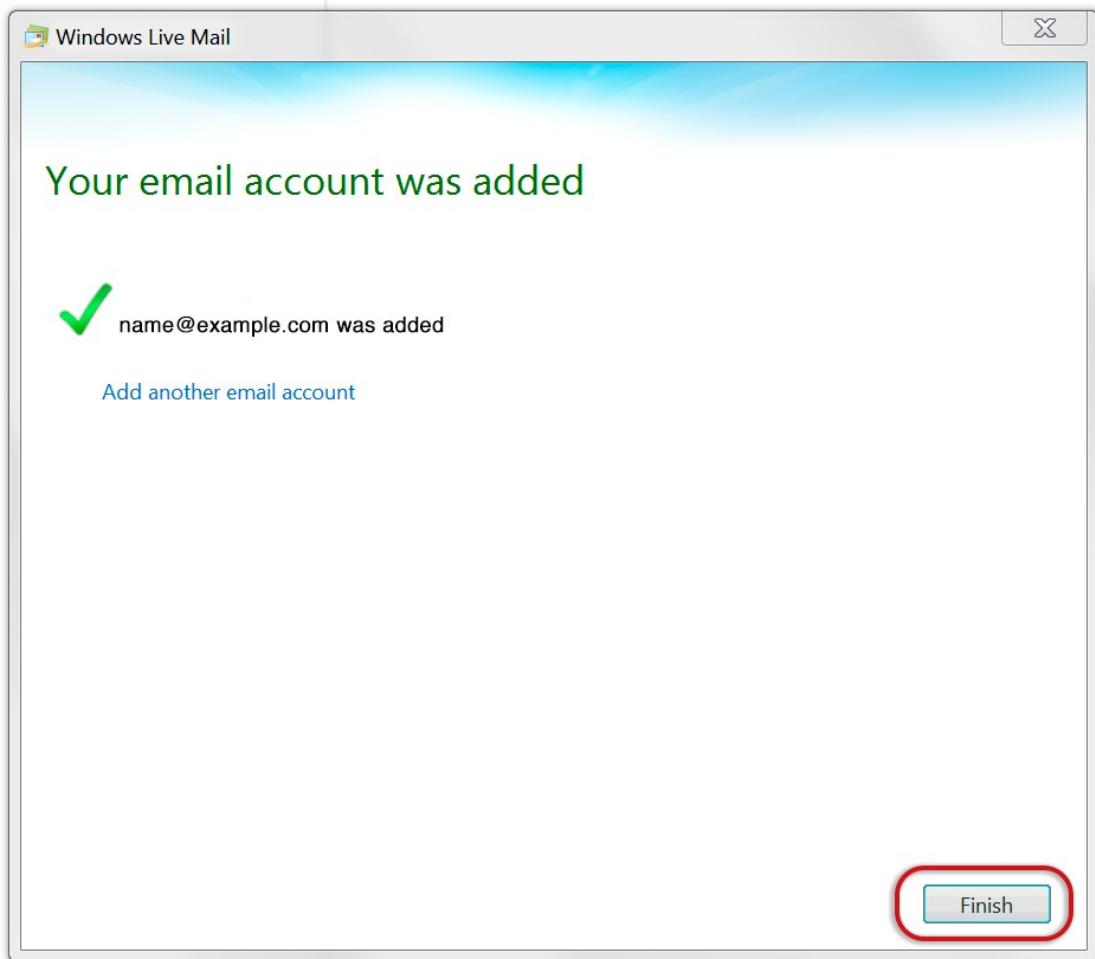
Outgoing Server Information

- **Server address** starts with “smtp.”
- **Port** is 587
- **Requires a secure connection (SSL)** is not ticked
- **Requires authentication** is ticked.

5. Click **Next**.



6. When you are prompted, complete the setup by clicking **Finish**.



Congratulations! Your Windows Live email is set up.