

Windows Live Mail Instructions

1. Double-click on the **Windows Live Mail / Mail** icon, or select Windows Live Mail by clicking on the **Start** menu, select **All Programs**, select **Windows Live**, and then click on **Windows Live Mail**.
2. Once opened, go to the top menu bar and choose **Tools**.
3. From the Tools menu, select **Accounts**.
4. Click **Add**. When prompted, 'What type of account do you want to add?' Select **E-mail Account** and click **Next**.
5. The Add an E-mail Account window will appear.

Please enter your e-mail account information below:

Enter your email address: Enter your e-mail address (ex – johndoe@nutelecom.net).

Enter your password: Enter your e-mail password. Please note that email passwords are case-sensitive.

The 'Remember password' option will be checked by default.

How should your name appear in e-mail sent from this account?

Display Name: Enter your name as you would like it to appear when you send e-mails. In this example, we will enter our name as John Doe.

Add an E-mail Account

Please enter your e-mail account information below:

E-mail address: johndoe@nutelecom.net
example555@hotmail.com [Get a free e-mail account](#)

Password: ●●●●●●●●

Remember password

How should your name appear in e-mail sent from this account?

Display Name: John Doe
For example: John Smith

Manually configure server settings for e-mail account.

< Back Next > Cancel

Check the box 'Manually configure email settings for an e-mail account.' Click **Next**.

6. Next, enter your e-mail server information.

Incoming Server Information:

By default, your incoming e-mail server will be listed as a **POP3** server. Do not change this option.

Enter your **Incoming server**.

In this example, our e-mail address is johndoe@nutelecom.net so we will enter pop3.nutelecom.net for the incoming e-mail server.

By default, the incoming mail server **Port** will be listed as 110. Do not change this information.

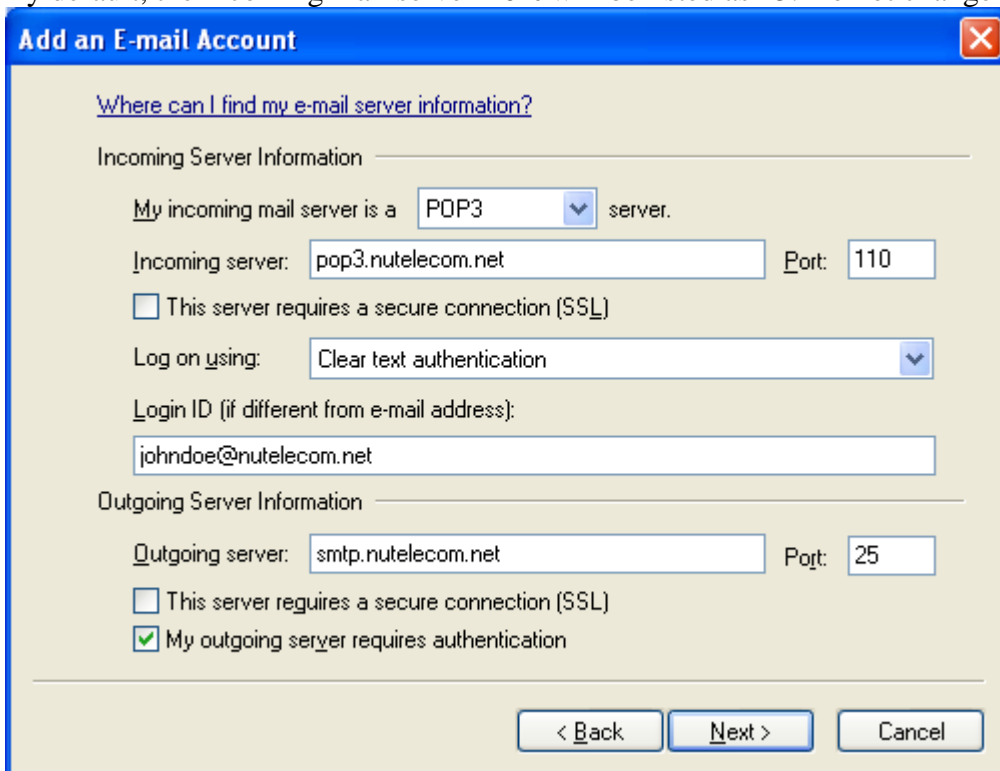
Log on using: will be set to **clear text authentication** by default. Do not change this option.

Outgoing Server Information:

Enter your **Outgoing server**.

In this example, our email address is johndoe@nutelecom.net so we will enter smtp.nutelecom.net for the outgoing e-mail server.

By default, the incoming mail server **Port** will be listed as 25. Do not change this information.



The screenshot shows a dialog box titled "Add an E-mail Account" with a close button (X) in the top right corner. The dialog is divided into two sections: "Incoming Server Information" and "Outgoing Server Information".

Incoming Server Information:

- A link: [Where can I find my e-mail server information?](#)
- Text: "My incoming mail server is a **POP3** server." (The dropdown menu is set to "POP3")
- Text: "Incoming server: Port:
- Checkbox: This server requires a secure connection (SSL)
- Text: "Log on using: **Clear text authentication**" (The dropdown menu is set to "Clear text authentication")
- Text: "Login ID (if different from e-mail address):

Outgoing Server Information:

- Text: "Outgoing server: Port:
- Checkbox: This server requires a secure connection (SSL)
- Checkbox: My outgoing server requires authentication

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Check the box '**My outgoing server requires authentication**'. Click **Next**.

7. You have successfully entered the information required to set up your account. Congratulations!
8. Click **Close** to close the Accounts window.