

INSTRUCTIONS FOR SETTING UP AN E-MAIL ACCOUNT in Windows Mail

Open Windows Mail.



Click Tools and then Account Settings.



Press the Add button.

News Microsoft Communities (default)	• <u>A</u> dd
msnews.microsoft.com Directory Service	• <u>R</u> emove
	Properties
	Set as <u>D</u> efaul
	Import
	Export
	Set Order

Choose E-mail Account. Click Next.

	×
Select Account Type What type of account would you like to add?	
Directory Service	
What information do I need to set up my account?	

Enter your name. Click Next.

	1	-
Your Name		
When you send e-mail, y Type your name as you v	our name will appear in the From field of the rould like it to appear.	outgoing message.
Display name:	John Doe	
	For example: John Smith	
Where can I find my e-m	ail account information?	
		Next Cancel

Enter your e-mail address. Click Next.

		×
Internet E-mail Address		
Your e-mail address is the	address other people use to send e-mail messages to you.	
<u>E</u> -mail address:	jd@cvctx.com	7
	For example: someone@microsoft.com	
Where can I find my e-ma	il account information?	
	(Next Cancel

In the "Incoming mail (POP3 or IMAP) server" box, enter **pop.cvctx.com**. In the "Outgoing e-mail server (SMTP) name" box, enter **smtp.cvctx.com**. **Place a checkmark** in the box in front of "**Outgoing server requires authentication**". Click **Next**.

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Set	t up e-mail servers		
	Incoming e-mail server type:		
	POP3		
	Incoming mail (POP3 or IMAP) server:		
	pop.cvctx.com		
	Qutgoing e-mail server (SMTP) name:		
	smtp.cvctx.com		
	Utgoing server requires authentication		
	Where can I find my e-mail server information?		
			t Cancel

For the **"E-mail username:"** enter **your entire e-mail address. Enter your password** and click "Remember password" if you choose. Click **Next.**

3	A CONTRACT	X
Internet Mail Logon		
Type the account name	and password your Internet service provider h	as given you.
E-mail usern <u>a</u> me:	jd@cvctx.com	
83 46		
Password:	••••••• Remember pass <u>w</u> ord	
		Next Cancel

Click Finish.

	×
Congratulations	
You have successfully entered all of the information required to set up y	our account.
To save these settings and download your e-mail, click Finish.	
Do not download my e-mail at this time	
	Finish Cancel

There are a few settings to adjust that do not show up unless you re-enter the e-mail setup area. Please click **Tools** and **Accounts** once more.

File Edit View	Tools	Message Help	
🍸 Create Mail 🛛 👻	Se	end and Receive	
Local Folders	Sj	nchronize All	
Gutbox	W	/indows Contacts	Ctrl+Shift+C
📑 Sent Item	A	dd Sender to Contacts	
Deleted It Drafts	W	/indows Calendar	Ctrl+Shift+L
Junk E-mi	N	lessage Rules	
Microsoft Co	N	ewsgroups	Ctrl+W
	A	ccounts	

Click over the account you just set up and press the **Properties** button.

Mail		6.4.4
jd@cvctx.com		<u>A</u> aa
News	^ L_	Remove
Microsoft Communities (default) msnews.microsoft.com		<u>P</u> roperties
Directory Service		Set as <u>D</u> efault
		Import
		Export
		Set Order

Click on the **Advanced tab** at the top-right. In the "Outgoing mail (SMTP)" box, type the number **1025**. Click **Apply**. Click **OK**.

General Servers Connection	Security Adva	inced			
Server Port Numbers	_				-
Outgoing mail (SMTP):	1025	ſ	Use Def	aults	
This server reguires a	ecure connectio	on (SSL)		10	
Incoming mail (POP3):	110				
This server requires a serv	ecure <u>c</u> onnectio	on (SSL)			
Server Timeouts					
Short 🗇	Long 1 r	ninute			
Sending	larger than	60	A V	КВ	
Delivery					
Leave a copy of messa	ges on server				
Remove from serve	rafter 5	🔺 day	/(s)		
Remove from serve	r when deleted f	from 'Delet	ed Items		
			192		