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

Open **Windows Mail.**

Click **Tools** and then **Account Settings.**
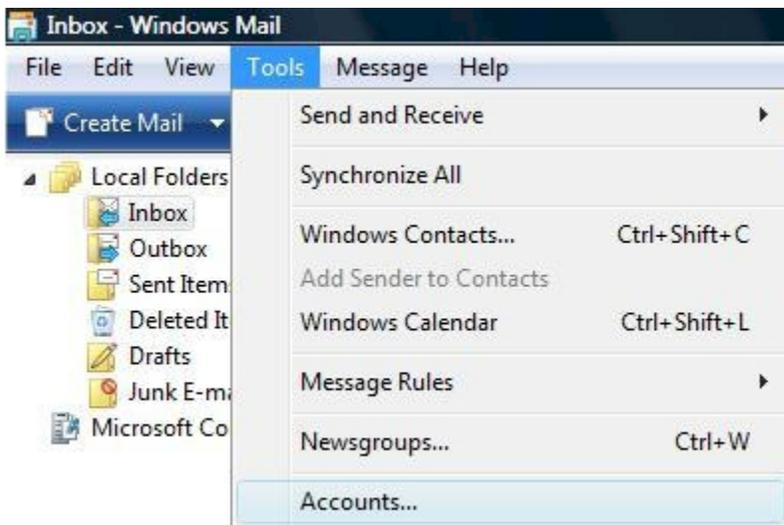
Press the **Add** button.
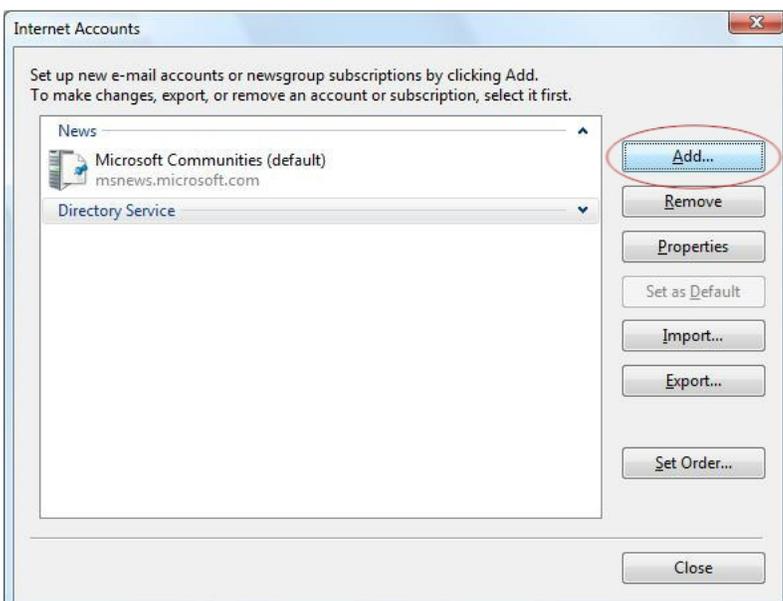
Choose **E-mail Account.** Click **Next.**
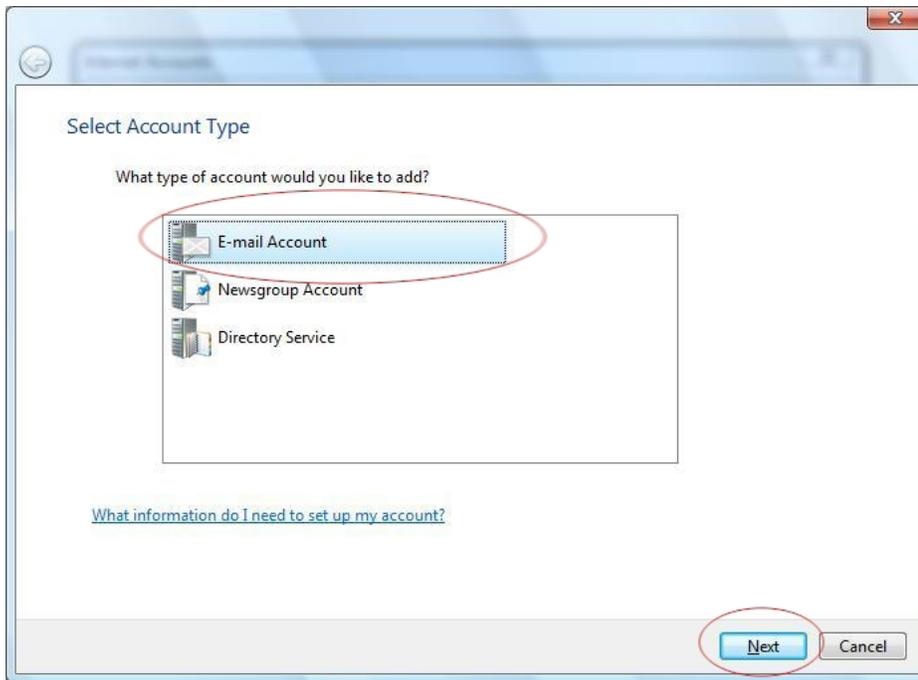
Enter your name. Click **Next.**
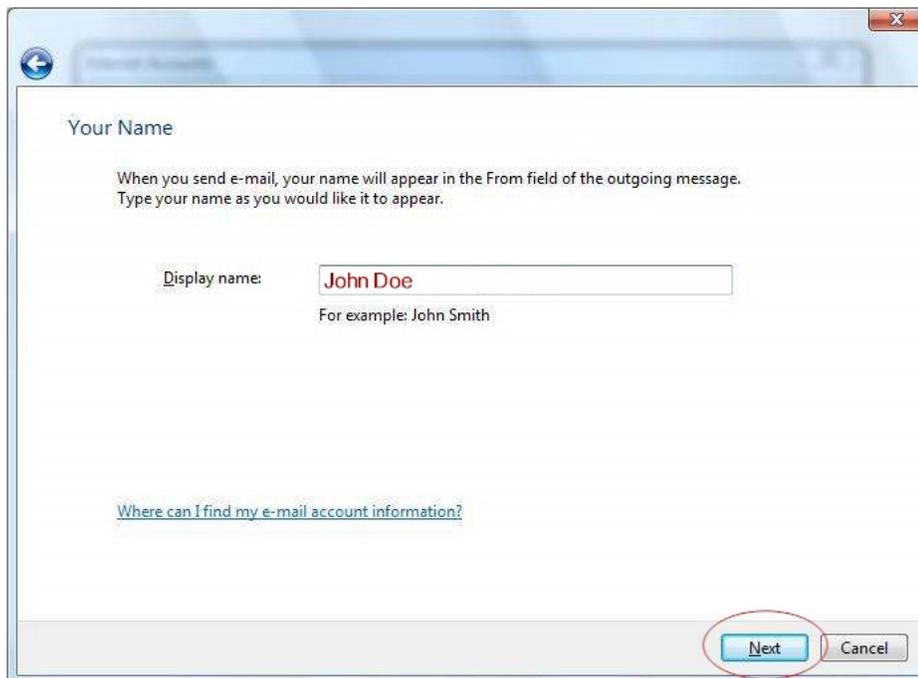
Enter your e-mail address. Click **Next.**
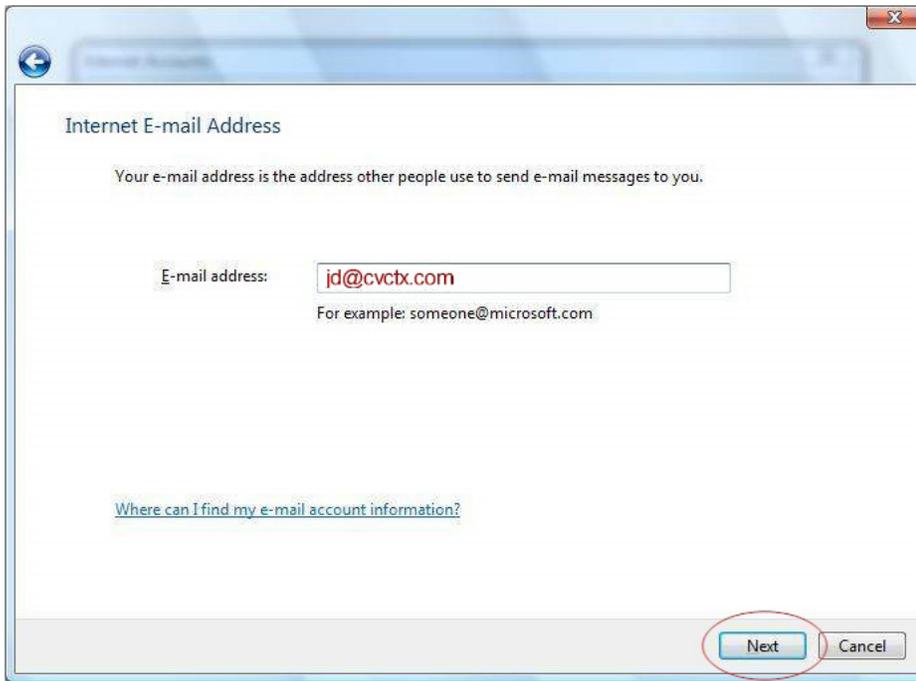
In the "Incoming mail (POP3 or IMAP) server" box, enter **pop.cvctx.com.**
In the "Outgoing e-mail server (SMTP) name" box, enter **smtp.cvctx.com.**
Place a checkmark in the box in front of **"Outgoing server requires authentication".**
Click **Next.**

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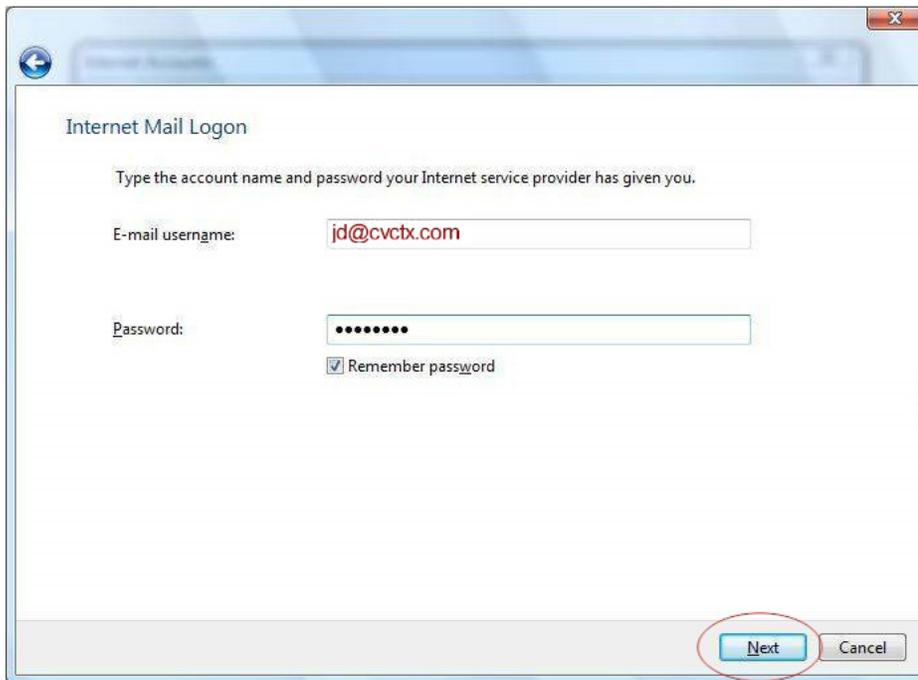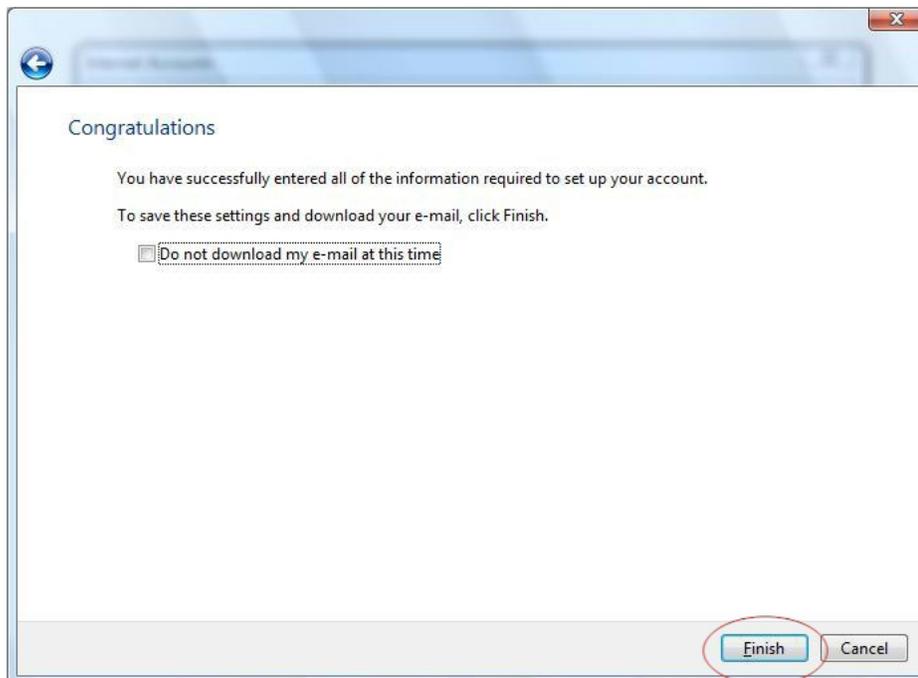
Click **Finish.**

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.
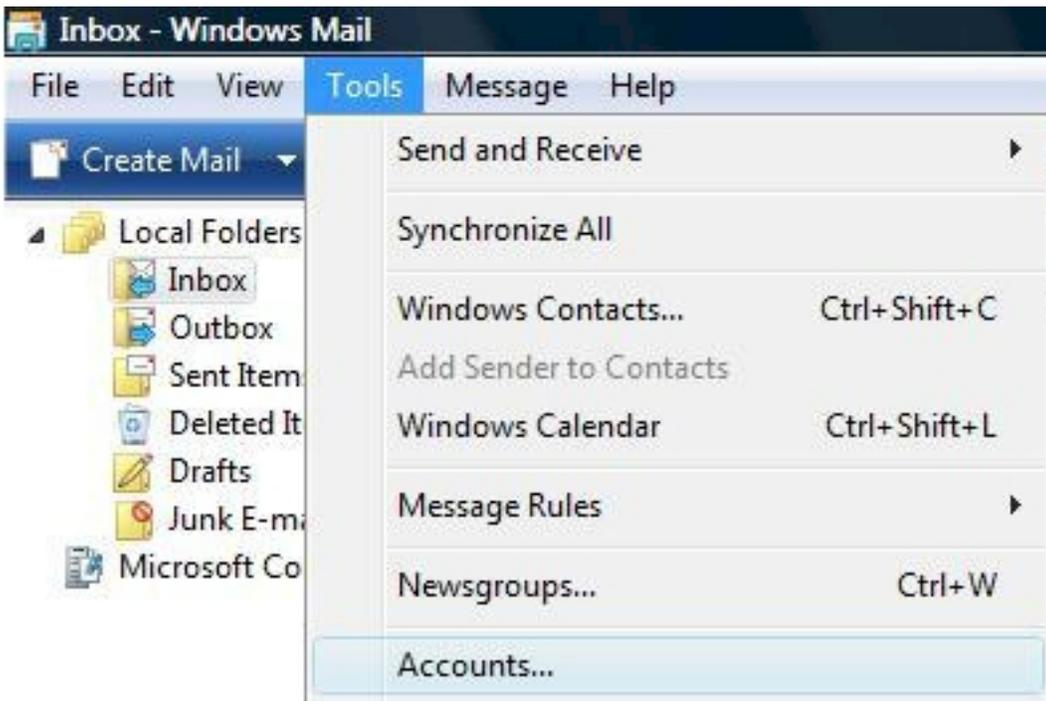
Click over the account you just set up and press the **Properties** button.
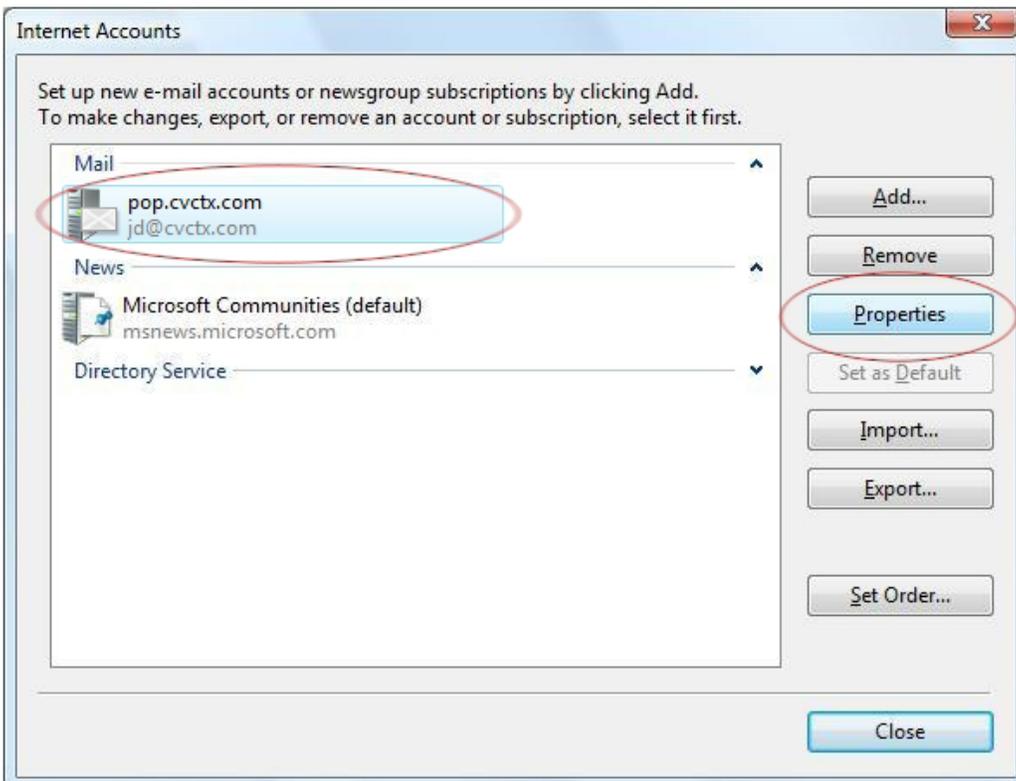
Click on the **Advanced tab** at the top-right.
In the "Outgoing mail (SMTP)" box, type the number **1025**.
Click **Apply.**
Click **OK.**