

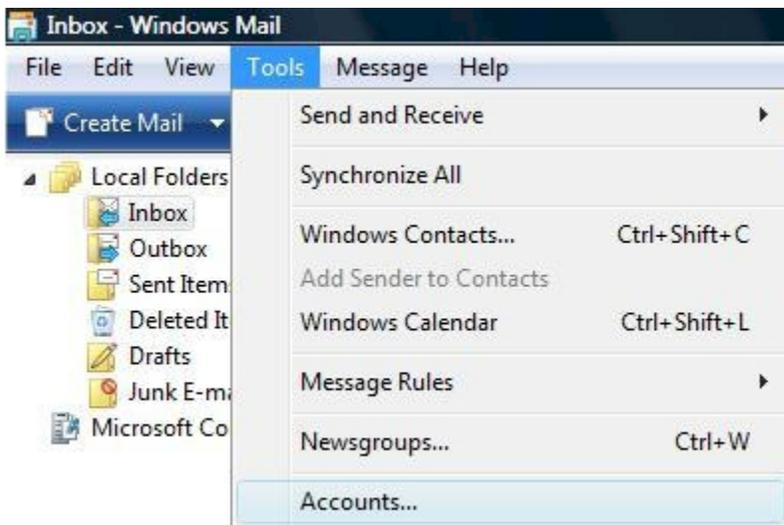


## INSTRUCTIONS FOR SETTING UP AN E-MAIL ACCOUNT in Windows Mail

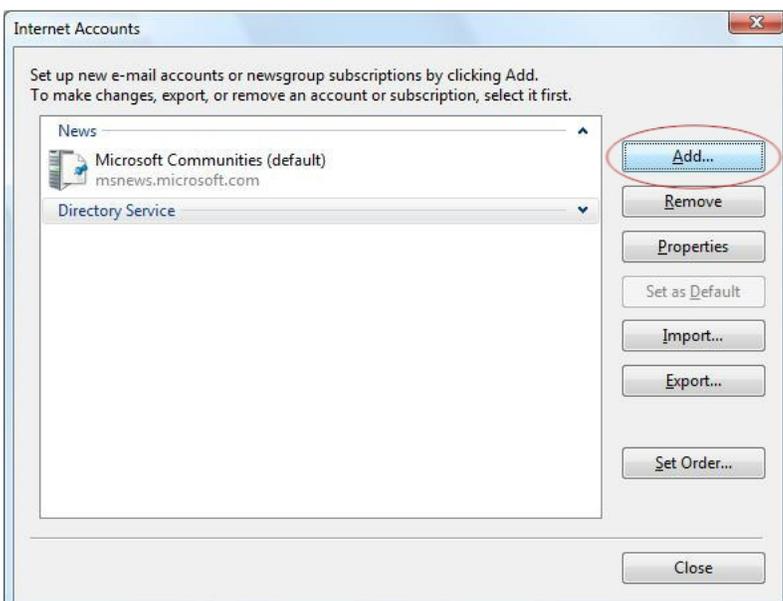
Open **Windows Mail**.



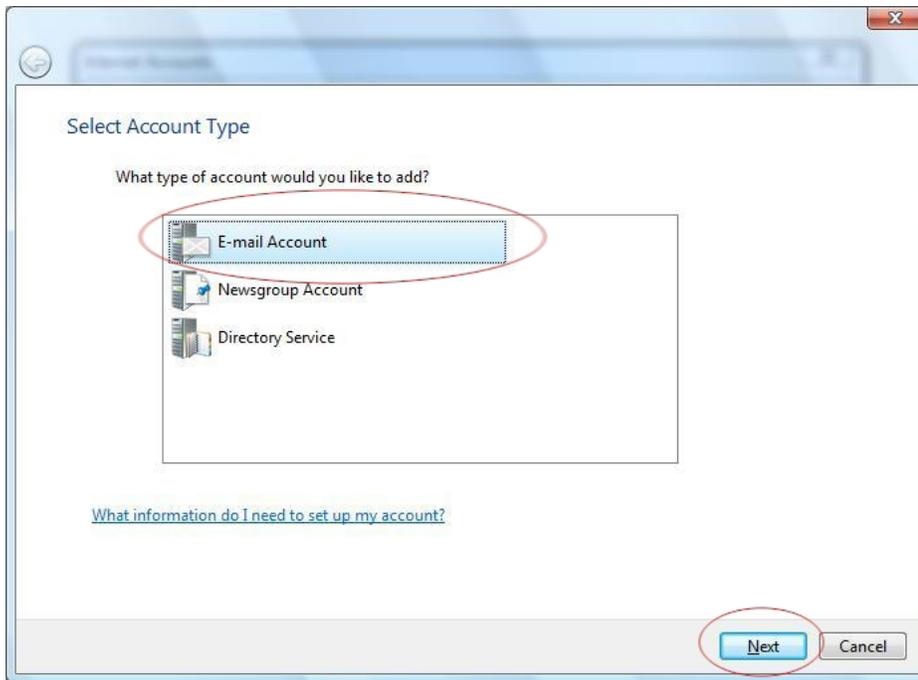
Click **Tools** and then **Account Settings**.



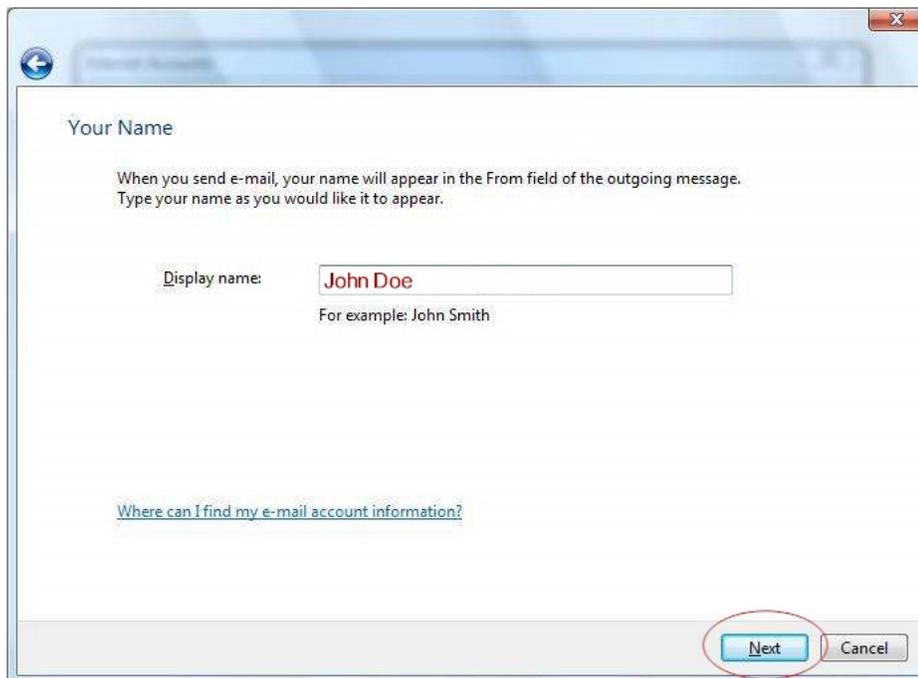
Press the **Add** button.



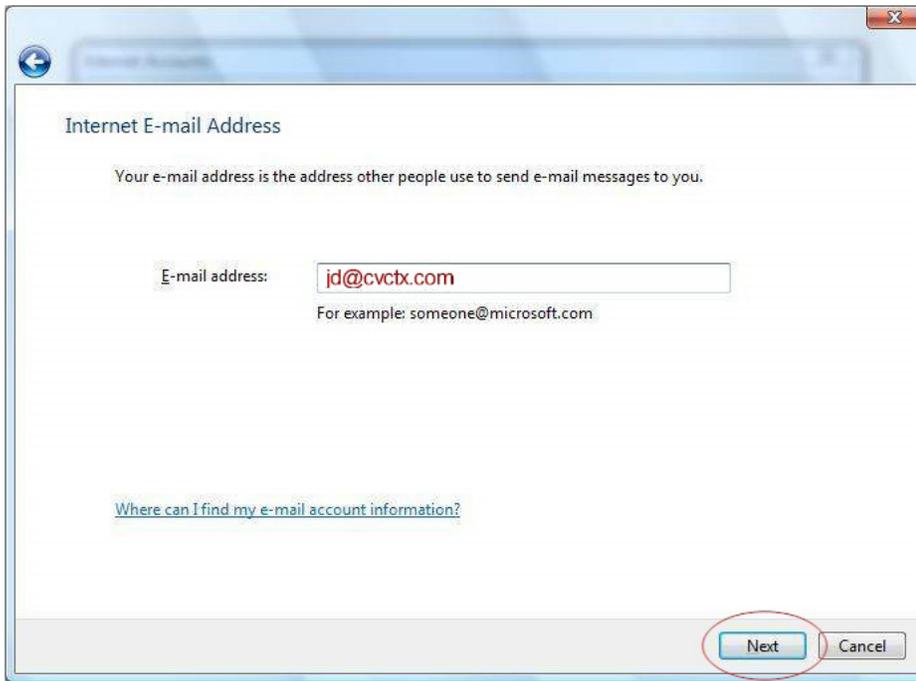
Choose **E-mail Account**. Click **Next**.



Enter your name. Click **Next**.



Enter your e-mail address. Click **Next**.



Internet E-mail Address

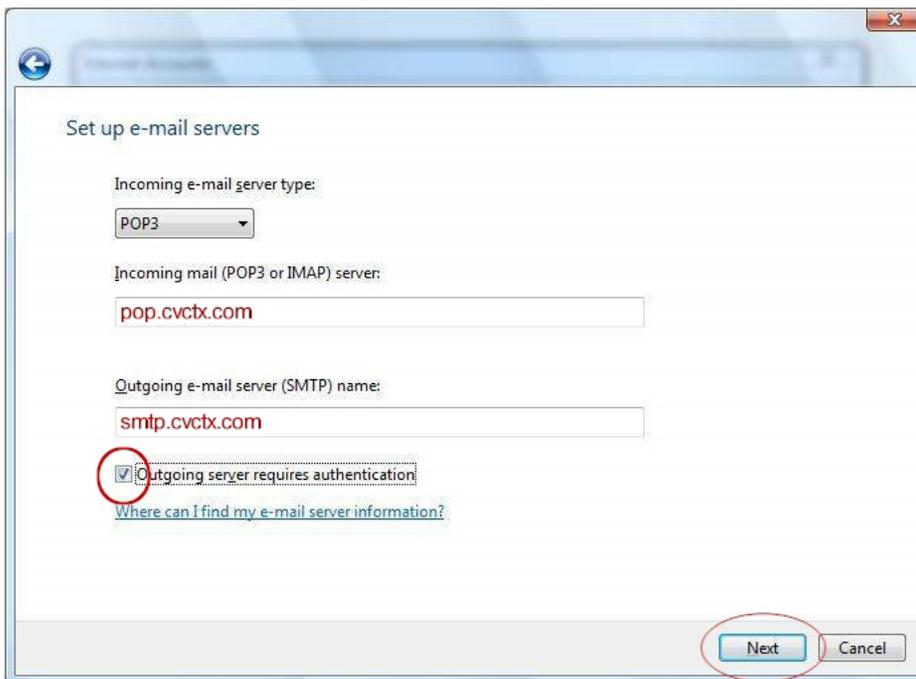
Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

[Where can I find my e-mail account information?](#)

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**.



Set up e-mail servers

Incoming e-mail server type:  
POP3

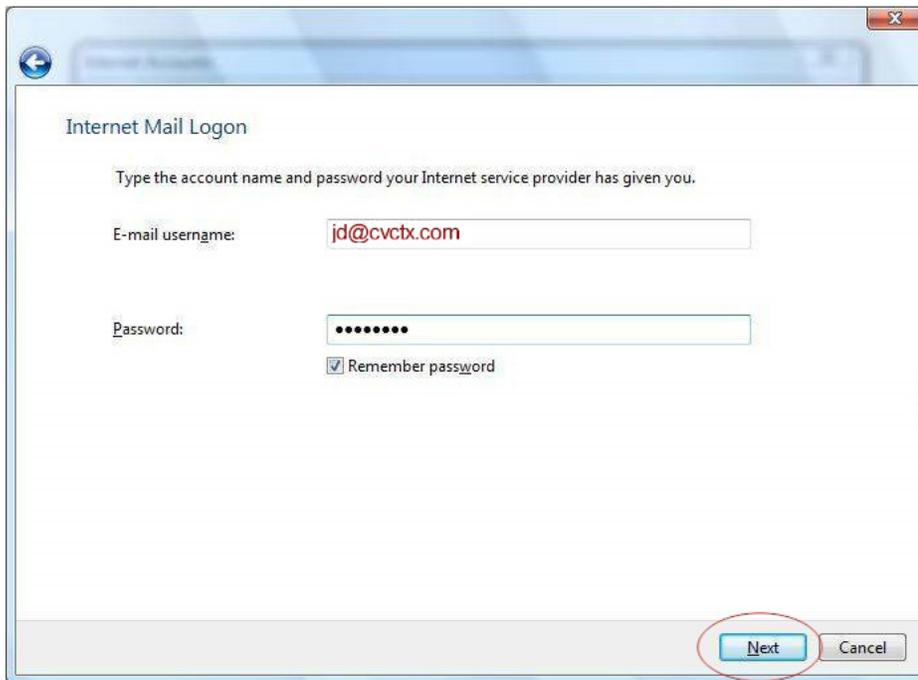
Incoming mail (POP3 or IMAP) server:

Outgoing e-mail server (SMTP) name:

Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

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



Internet Mail Logon

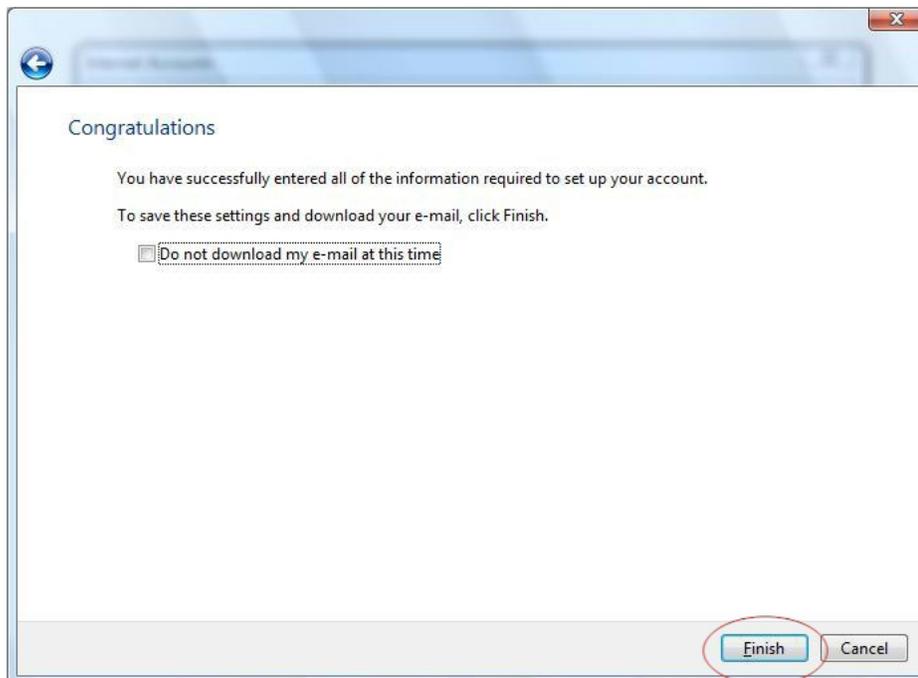
Type the account name and password your Internet service provider has given you.

E-mail username:

Password:

Remember password

Click **Finish**.



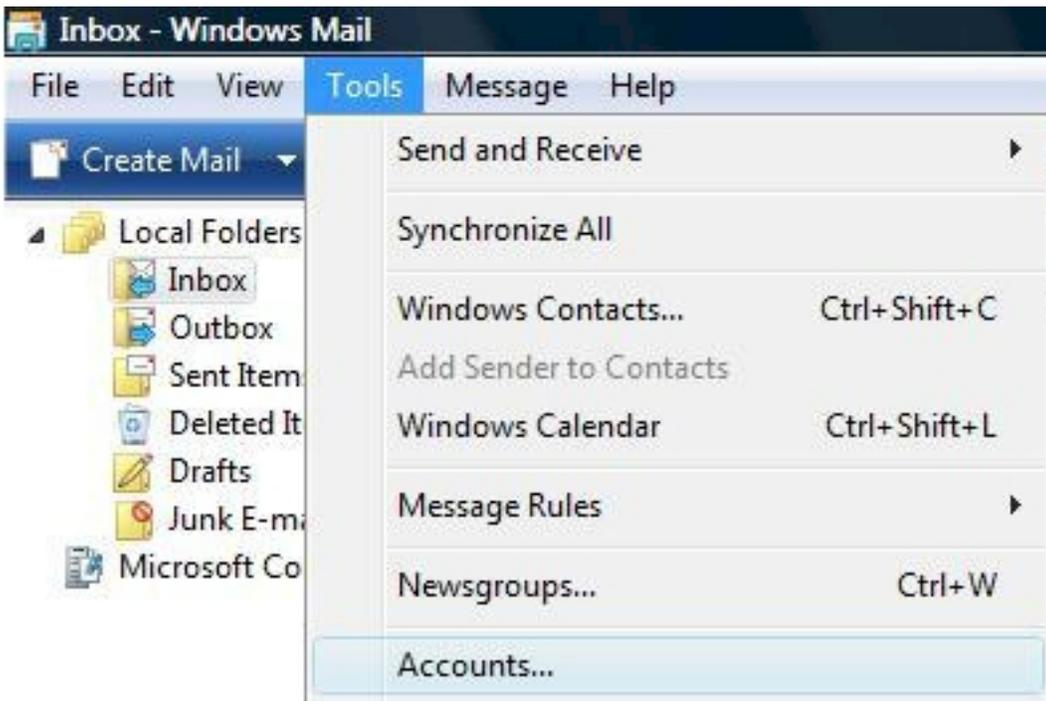
Congratulations

You have successfully entered all of the information required to set up your account.

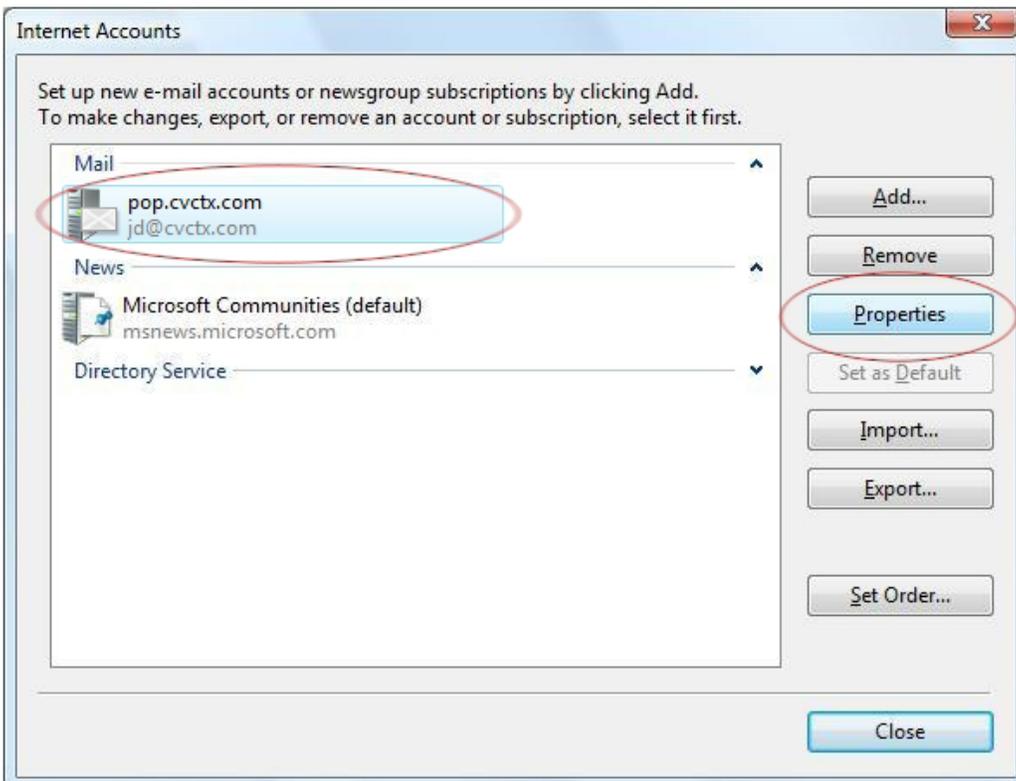
To save these settings and download your e-mail, click Finish.

Do not download my e-mail at this time

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**.

