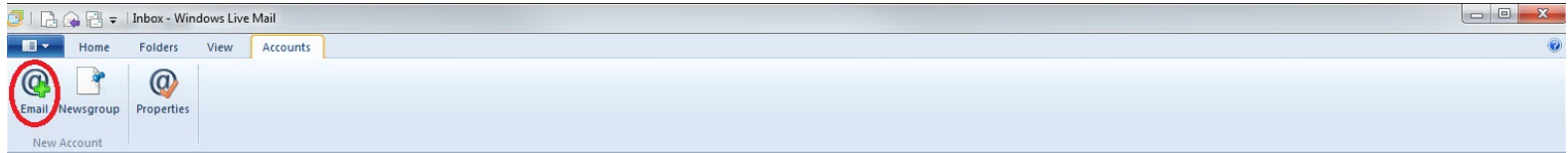


# Email Walkthroughs

## Windows Live Mail:



Step 1: click on the "Accounts" Tab. Then click on the add email icon.

A screenshot of the "Add your email accounts" dialog box. The title is "Add your email accounts" in green. Below the title is a link: "If you have a Windows Live ID, sign in now. If not, you can create one later. [Sign in to Windows Live](#)". The form contains the following fields and options:

- Email address:** A text box containing "example@wbsnet.org". Below it is a link: "Get a Windows Live email address".
- Password:** A text box containing "\*\*\*\*\*". Below it is a checked checkbox: "Remember this password".
- Display name for your sent messages:** A text box containing "John Doe".
- Below the display name field are two checkboxes:
  - Make this my default email account
  - Manually configure server settings

On the right side of the dialog, there is text: "Most email accounts work with Windows Live Mail including Hotmail Gmail and many others." At the bottom right, there are two buttons: "Cancel" and "Next".

Step 2: Fill out the above using customers name, email, and password. Check "Manually Configure Server Settings".

## Configure server settings

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

### Incoming server information

Server type:

POP

Server address:

mail.wbsnet.org

Port:

995

Requires a secure connection (SSL)

Authenticate using:

Clear text

Logon user name:

example@wbsnet.org

### Outgoing server information

Server address:

mail.wbsnet.org

Port:

587

Requires a secure connection (SSL)

Requires authentication

Cancel Back Next

Step 3: Fill out the next screen just like the above picture. Use the customer's Email address in the username field. Click Next

Step 4: You will go to a screen that says "Your Email Account was added" Click finish.