



## Support Database

### Setting up email in Windows Live Mail

1. With Windows Live Mail 2011 open, select the 'Accounts' option from the top menu bar.
2. Click the Email button.
3. On the window that appears fill out the options as follows:

Email Address: your full email address - eg foo@foo.com

Password: your mail box password

Display name: Your name exactly as you want it to appear to recipients when they receive email from you

Check the 'Manually configure server settings' option

4. Click Next.

5. 'Configure server settings' should appear. Fill out these options as follows:

Incoming server information :-

Server type: IMAP (recommended) or POP3 (either can be used here)

Server address: mail. - replace with your domain name, so for example mail.foo.com

Port: 143 (If using IMAP) or 110 (for POP3)

'Requires a secure connection (SSL)' should remain unchecked

Authenticate using: Clear text

Login user name: your full email address - eg foo@foo.com

Outgoing server information :-

Server address: mail. - replace with your domain name, so for example mail.foo.com

Port: 25 - however some ISPs do block port 25 for external mail services, so if you experience difficulties sending email then you should try port 587

'Requires a secure connection (SSL)' should remain unchecked

'Requires authentication' should be \*checked\*

6. Click Next. Windows Live Mail will display a 'Finished' message, connect to your mail box and download all email.