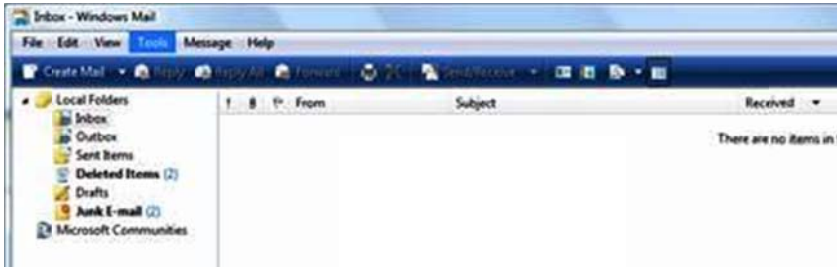


Setting Up Windows Mail

1. Go to windows Mail **Start > All Programs > Windows Mail**. A setup wizard May Appear, if it does, Skip to the Wizard Setup Section.

2. Select **Tools / Accounts**.



3. Click **Add**, from the Internet Accounts window.

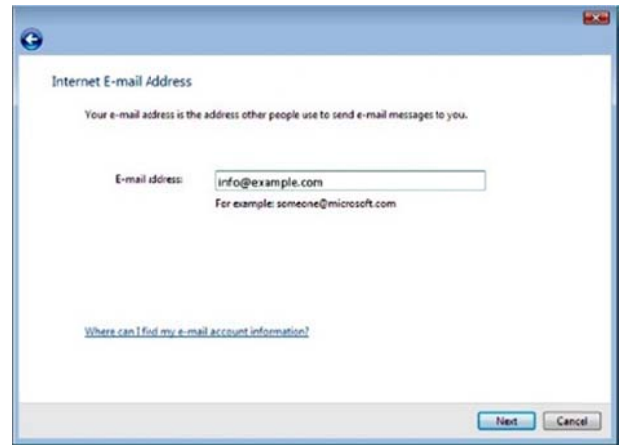


3. In the **Select Account Type** window, choose **Email Account** and click **Next** after completing each step of the process to continue to move through the wizard.



4. In the **Your Name** window, enter the name you want to display as sender, which may include your real name or company name. Click Next.

5. In the **Internet E-mail Address** window, please specify your address in the **E-mail address** field. For example, **info@example.com** . Click Next.



6. Fill in the fields as follow:

- Select either **POP3** or **IMAP**, whichever you want to use (please see the details in **Table 1.1** below).
- Enter your **Incoming (POP3/IMAP) and Outgoing (SMTP) Mail Server** – Your Incoming and Outgoing Mail Server works with **mail.example.com** (use your domain instead of 'example.com').
- Check the box labelled **Outgoing server requires authentication**.

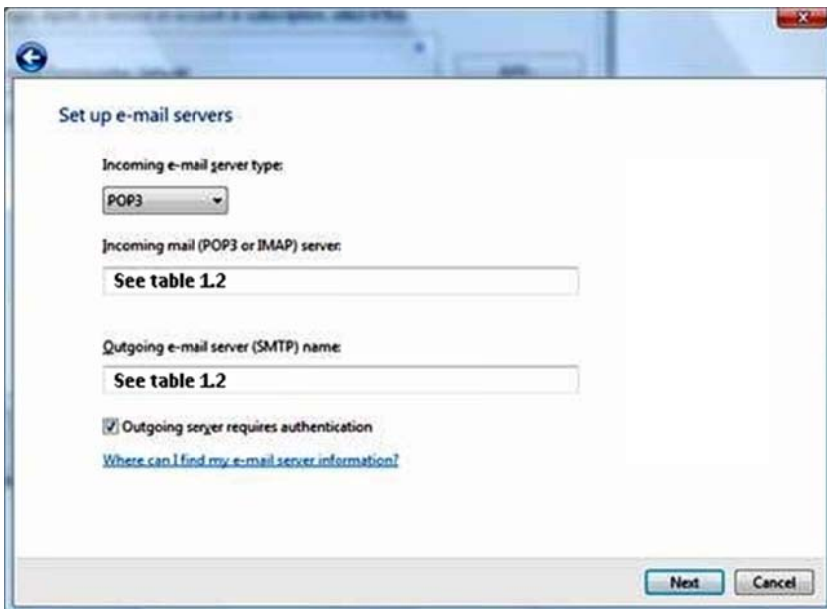


Table 1.1 : Which one to pick, **IMAP** or **POP3**?

POP3 (Post Office Protocol)

- POP3 always downloads new emails from the mail server to your computer. It does not leave any copies unless you specify.
- POP3 is suitable if you only access your email from one computer and if you do not need to access emails while you are away from your personal computer.
- If you are on a new PC or using any email client software for the first time, this protocol will download only the new emails and you will not get any previous emails unless you arrange a backup.
- POP3 will erase all of your emails automatically from the server after they are downloaded. If you use POP3, you do not have to worry about email space as long as you are using the default settings.

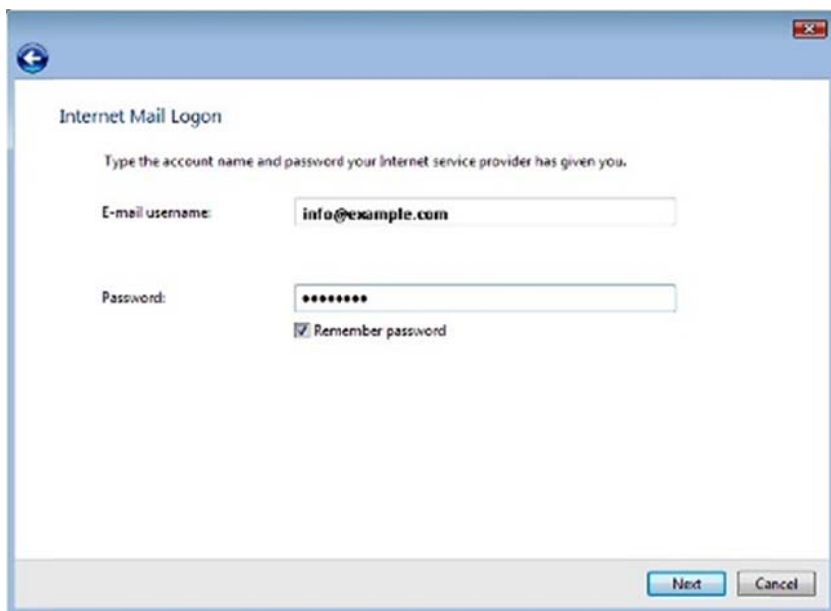
IMAP (Internet Message Access Protocol)

- IMAP copies the email from mail server. This protocol does not erase/download until you specify.
- IMAP is better than POP3, if you require access to your emails while you are away from your personal computer. It leaves a copy of all emails, you will receive all the emails available as long as you do not delete them manually.
- If you are on a new PC or using any email client software for the first time, this protocol will copy all the emails to your new PC. Once the download is done, it simply imports the new emails and will automatically synchronise with the new mail server.
- IMAP does not delete any emails from the server, so you may reach to your **email space quota**, if you do not delete your emails manually. Reaching your email space quota can have an effect on receiving emails

Table 1.2 :

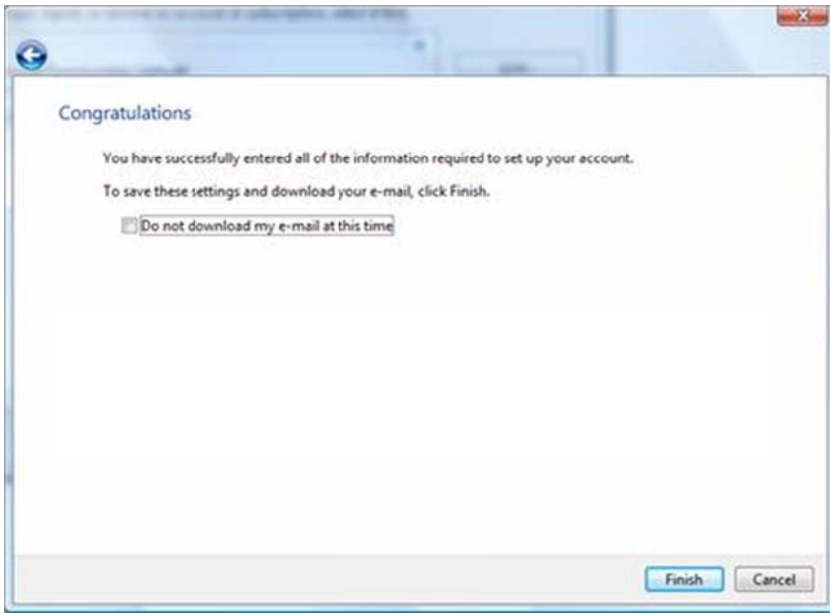
Incoming Server: POP3 or IMAP	Outgoing Server: SMTP
mail.example.com	mail.example.com
<p>⚠ Use your domain instead of 'example.com'. Eg: if your email is jsmith@abc.com.au then the server is mail.abc.com.au</p>	

7. In the next window, **Internet Logon**, enter your full address in the **E-mail username** field, such as **info@example.com**. Enter your email **Password** to access your account and click **Remember password** to store this setting.



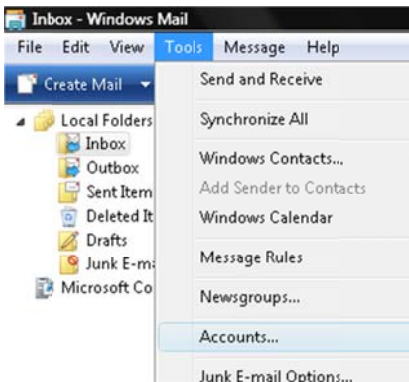
⚠ If you do not choose **Remember password**, you will be prompted to manually enter the password whenever you access your mailbox via **Windows Mail**.

8. In the **Congratulations** window, if you don't want to download all your messages, check the box labeled **Do not download my e-mail at this time**. Otherwise, you can leave this setting unchecked. Click **Finish** to store your settings.



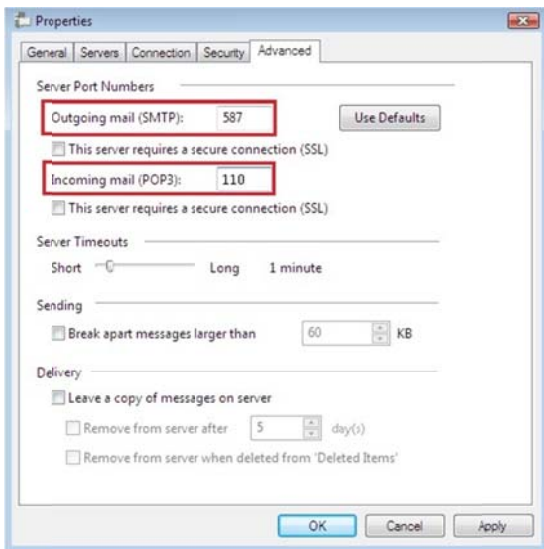
Changing Outgoing (SMTP) Server Settings:

- Select **Tools / Accounts**. Select your email account from the list in the dialog box, and choose **Properties** to bring up the settings window.

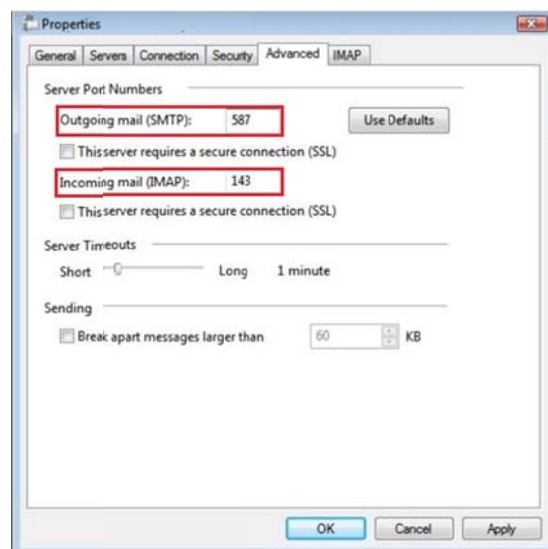


- Click on the **Advanced** tab. In the text field labelled **Outgoing mail (SMTP)**, replace the port number with **26**. Click **Apply** to store your settings and then **OK** to close the dialog box.

POP3 accounts Properties:



IMAP accounts Properties:



Leaving a Copy of Messages on the Server for POP3 accounts:

If you have selected your incoming mail server as **POP3** during your email client setup, there will be no emails left on the mail server. **POP3** downloads all emails without leaving a copy on the server until you configure it. To leave a copy of messages on the server, please follow these steps:

- Select **Tools / Accounts**. Select your email account from the list in the dialog box, and choose **Properties** to bring up the settings window. Click the **Advanced** tab.
- Check the **Leave a copy messages on server** box.
- Check **Remove from server after** and enter the number of days to store messages.
- As a further protection, check **Remove from server when deleted from 'Deleted Items'**.
- Click the **OK** button to complete the setup process.

⚠ To avoid exceeding your account's storage limits, we recommend you to leave a copy on the server for approximately 5 to 7 days. But this number will vary depending on your email usage trend.