



# Setting up a new e-mail account with Microsoft Windows Mail

This fact sheet will take you through the steps required to set up a new e-mail account in Microsoft Windows Mail. If you are using a different program for email please refer to the fact sheet for that program or contact Virtusoft Ltd if a fact sheet is not available.

## Step 1:

From the menu in outlook select "Tools" then in the tools menu select "Accounts..." (see Figure 1)

## Step 2:

On the accounts screen click "Add..." (see Figure 2)

## Step 3:

When prompted to "Select Account Type" select "E-mail Account" then click "Next >"

## Step 4:

On the "Your Name" screen enter the name you want all e-mails sent using this account to display in the "Display Name" field then click "Next >"

## Step 5:

Now you will be asked for your Internet E-mail Address, enter the E-mail address people should use to reply to your messages into the "E-mail Address" field then click "Next >"

(Steps 7 to 9 refer to Figure 3)

## Step 7:

Set the "Incoming e-mail server type" field to "POP3"

## Step 8:

Set the "Incoming mail server" address to the POP3 server given to you with your email account. For Virtusoft Ltd / Web Drive customers this will be in the format "pop.yourdomain.tld"

## Step 9:

Set the "Outgoing mail server (SMTP)" to your ISPs SMTP server.

(Steps 10 to 12 refer to Figure 4)

## Step 10:

Set the "User Name" field to the user name supplied for your email account.

## Step 11:

Set the "Password" field to the password supplied for your email account.

## Step 12:

Tick "Remember Password"

## Step 13:

Click "Finish"

**You have now completed setting up your new e-mail account.**

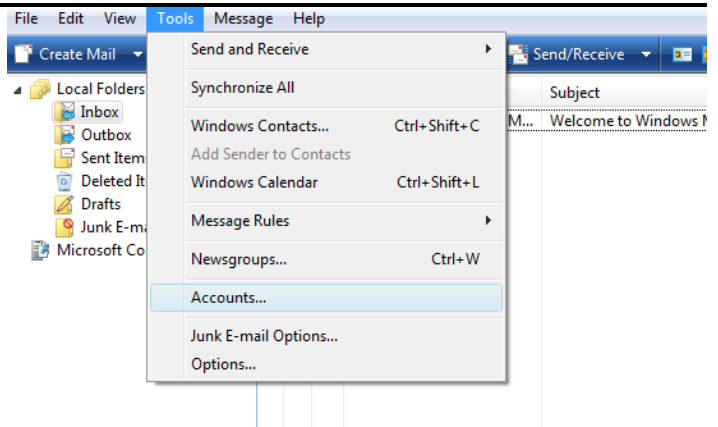


Figure 1

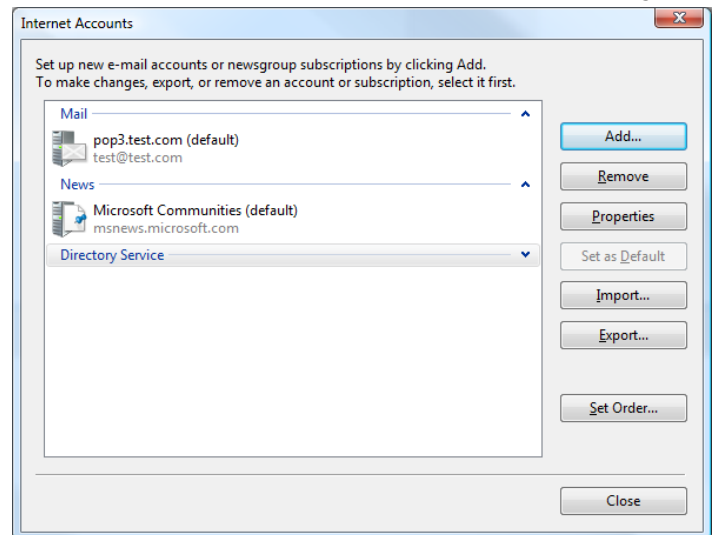


Figure 2

### Set up e-mail servers

Incoming e-mail server type:

Incoming mail (POP3 or IMAP) server:

Outgoing e-mail server (SMTP) name:

Figure 3

### Internet Mail Logon

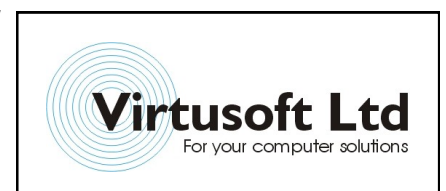
Type the account name and password your Internet service provider has given you.

E-mail username:

Password:

Remember password

Figure 4





# Changing an e-mail account with Microsoft Windows Mail

This fact sheet will take you through the steps required to change an existing e-mail account in Microsoft Windows Mail. If you are using a different program for email please refer to the fact sheet for that program or contact Virtusoft Ltd if a fact sheet is not available.

## Step 1:

From the menu in outlook select "Tools" then in the tools menu select "Accounts..."  
(see Figure 1)

## Step 2:

On the accounts screen select the account you wish to change then click "Properties"  
(see Figure 2)

## Step 3:

The "General" tab allow you to change the name of the account and the User Information that is used when sending e-mail. You can also choose whether to include this account when "Send/Receive" is clicked  
(see Figure 3)

## Step 4:

The "Servers" tab allows you to change which servers outlook should use for sending and receiving e-mail and the account details used to receive e-mail  
(see Figure 4)

## Step 5:

Click "Ok" to save your settings and return to the account list

## Step 6:

Click "Close" to return to Windows Mail

**You have now changed your e-mail account.**

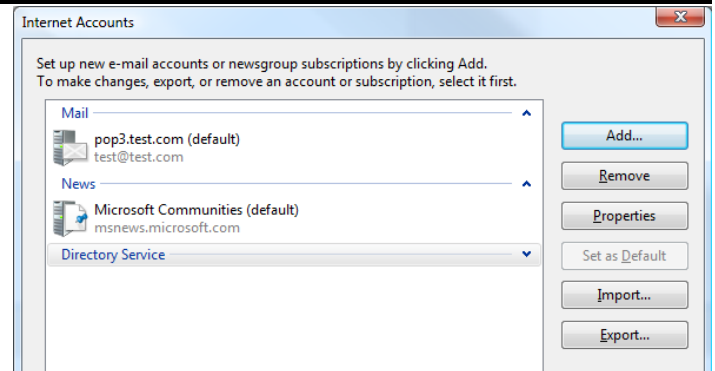


Figure 2

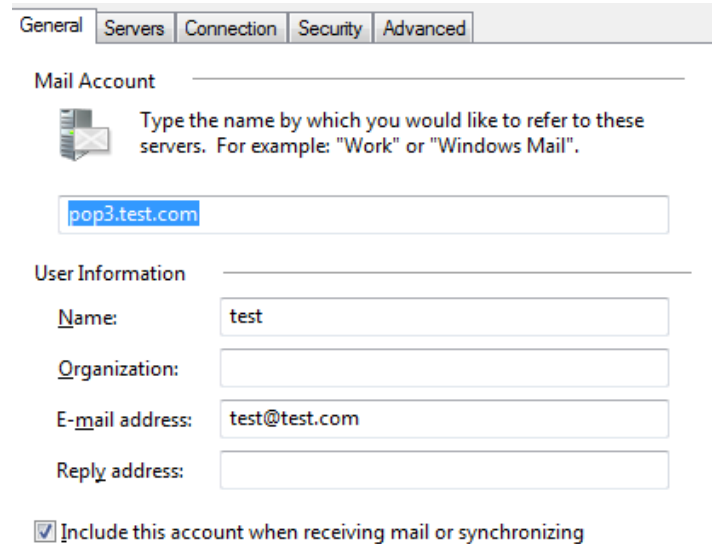


Figure 3

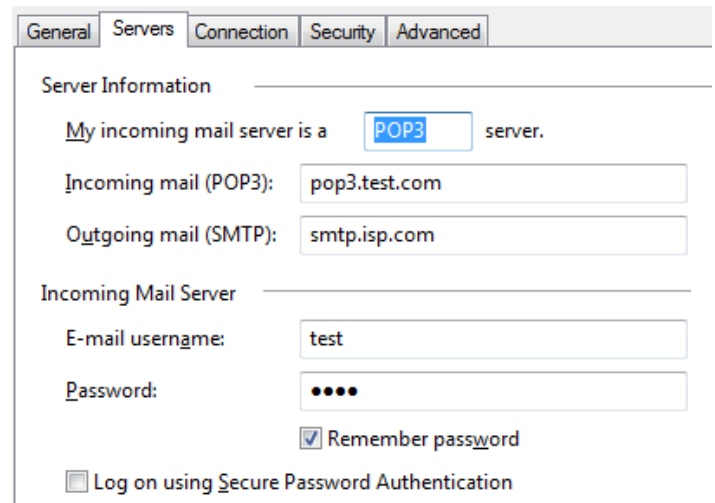


Figure 4

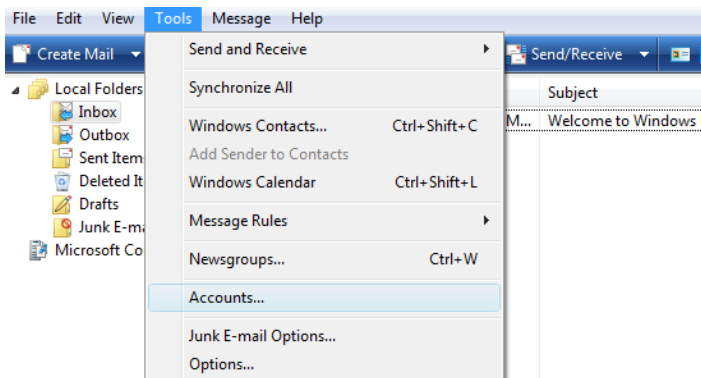


Figure 1

