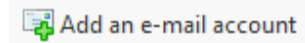


Adding the email settings on Windows Live Mail



Click on the "Add an e-mail account" button located on the left (refer image above), or go to "Tools" -> "Accounts" and hit the "Add" button. Now choose "E-mail Account".

Whichever path you take, you should get the **Add an E-mail Account** window similar to one below. Enter your email address, your password and display name. Ensure the "Remember password" box is checked unless you are paranoid about security and want to enter the password every time you access your account. Hit the "Next" button to continue.

A screenshot of the "Add an E-mail Account" dialog box. The window title is "Add an E-mail Account". The main text says "Please enter your e-mail account information below:". There are two input fields for "E-mail address": the first contains "e-mail@plmw.com" and the second contains "example555@hotmail.com" with a blue link "Get a free e-mail account" to its right. Below these is a "Password:" field with masked characters and a checked checkbox labeled "Remember password". The next question is "How should your name appear in e-mail sent from this account?". Below it is a "Display Name:" field containing "e-mail username" and a note "For example: John Smith". At the bottom left is an unchecked checkbox labeled "Manually configure server settings for e-mail account.". At the bottom right are "Next" and "Cancel" buttons.

You now need to select your incoming mail server type (POP3) and leave port number to the default 110 for incoming and port 25 for outgoing. Your login ID is your E-Mail address with out @plmw.com. To continue,

click on the "Next" button.

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

Incoming Server Information

My incoming mail server is a **POP3** server.

Incoming server: Port:

This server requires a secure connection (SSL)

Log on using:

Login ID (if different from e-mail address):

Outgoing Server Information

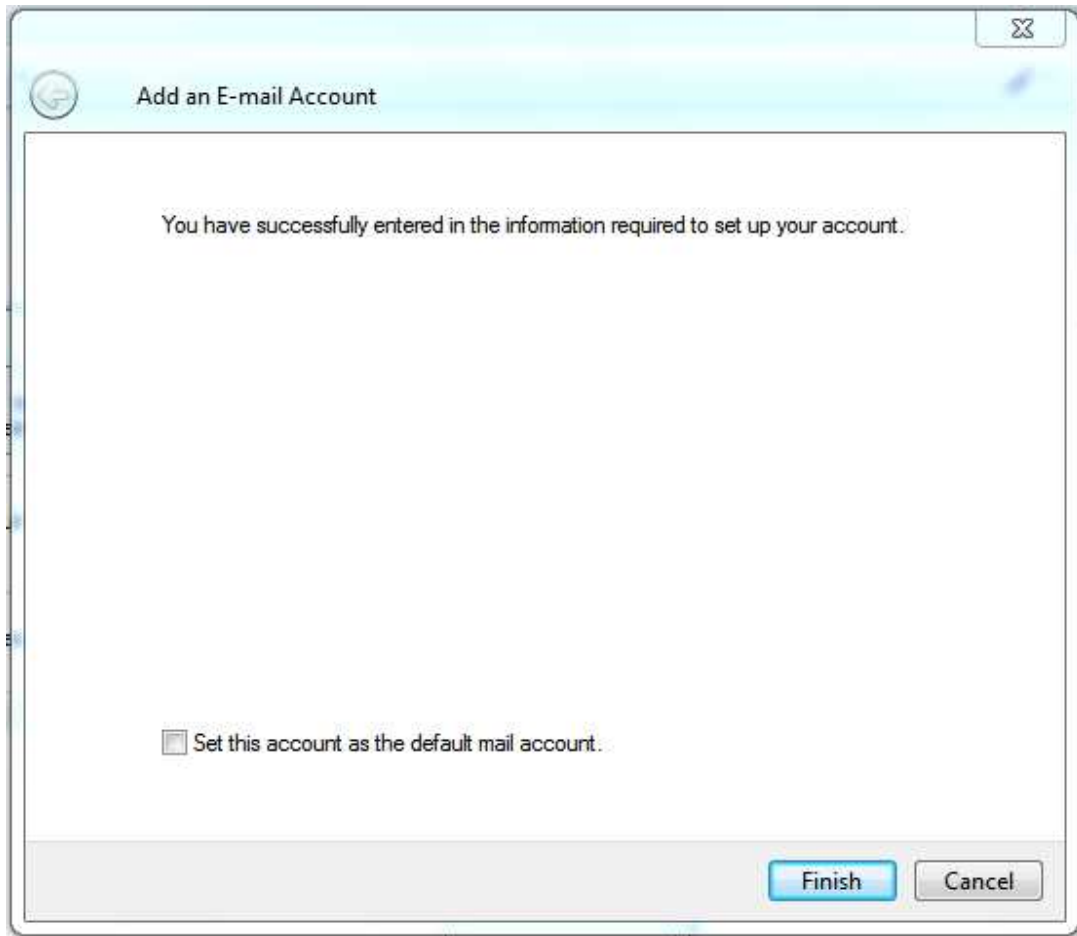
Outgoing server: Port:

This server requires a secure connection (SSL)

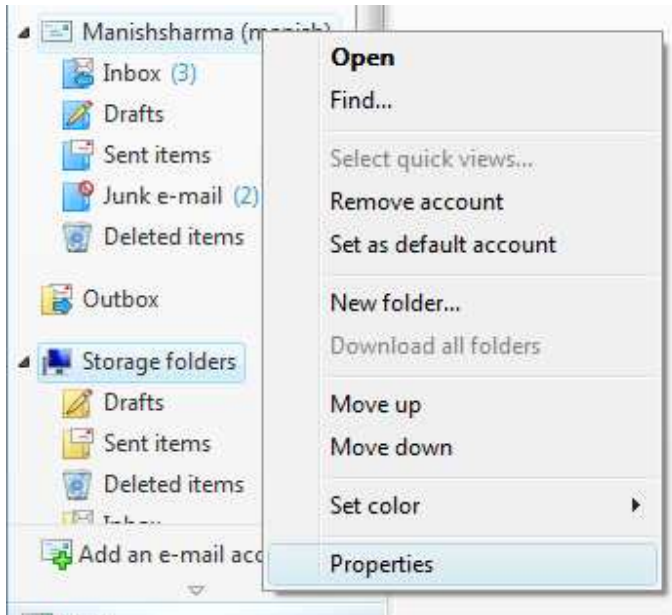
My outgoing server requires authentication

Next **Cancel**

The Windows Live Mail setup process is now complete. You have a choice of setting the new account as the default by checking the box.



When a new email account is added on Windows Live Mail, the program creates 5 new folders - The *Inbox*, *Drafts*, *Sent items*, *Junk e-mail* and *Deleted items* - refer image below.



For all you Outlook Express users - The Junk e-mail folder was an included in Windows Mail Vista as a part of the automated junk email filter utility and carried forward to Windows Live Mail email client.