

# Setting up your e-mail in Windows Mail

You will need

These details will be provided with you by beachshore.

Email address : this is normally in the format **yourname@yourdomain.com**

Password : a series of numbers and letters

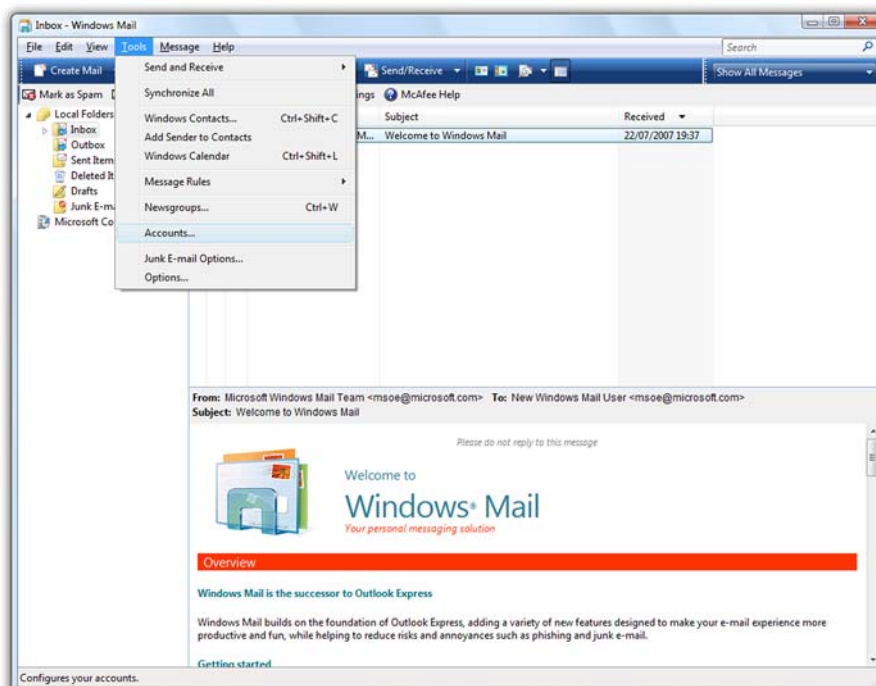
POP3 server : this is normally in the format **mail.yourdomain.com**

SMTP server : this is normally in the format **mail.yourdomain.com**

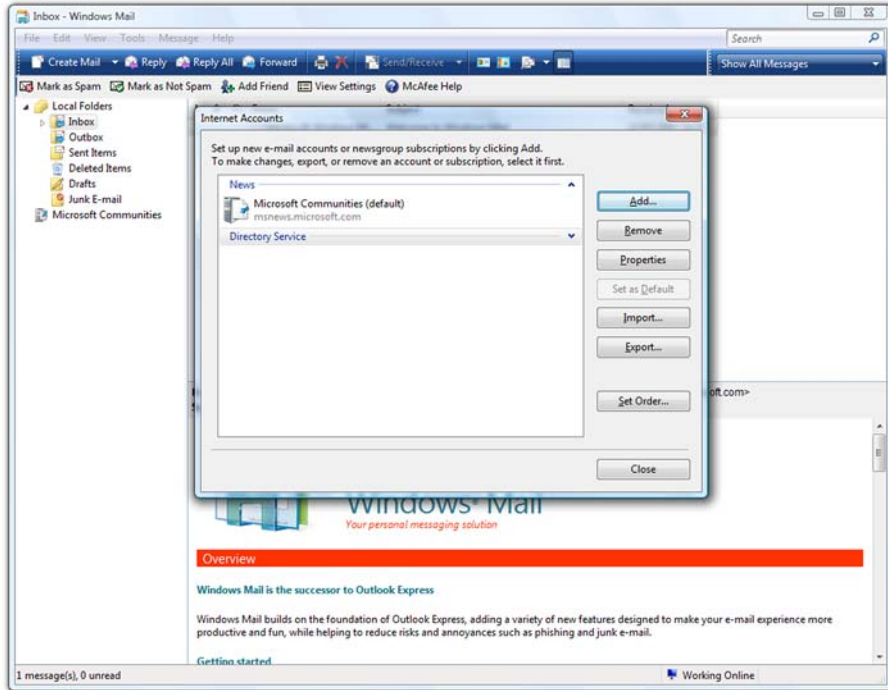
## 1. Start Windows Mail



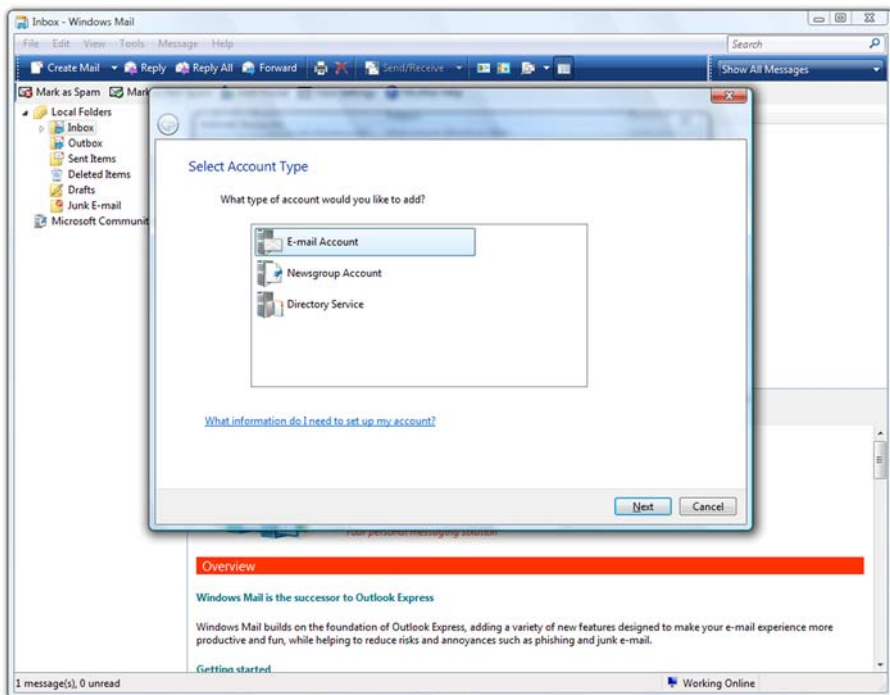
## 2. Adding a new account



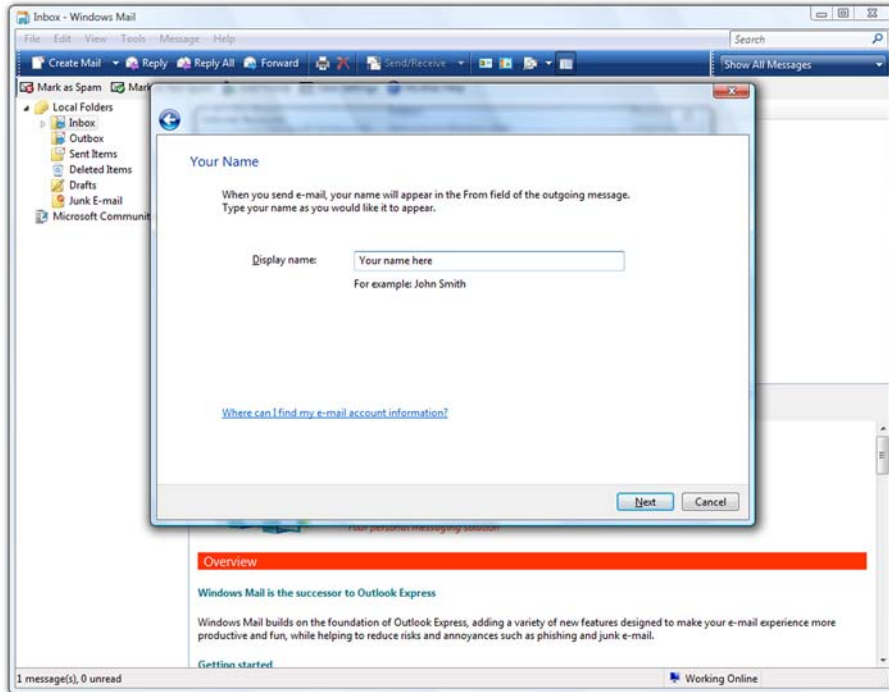
From the **Tools** menu, select **Accounts**.



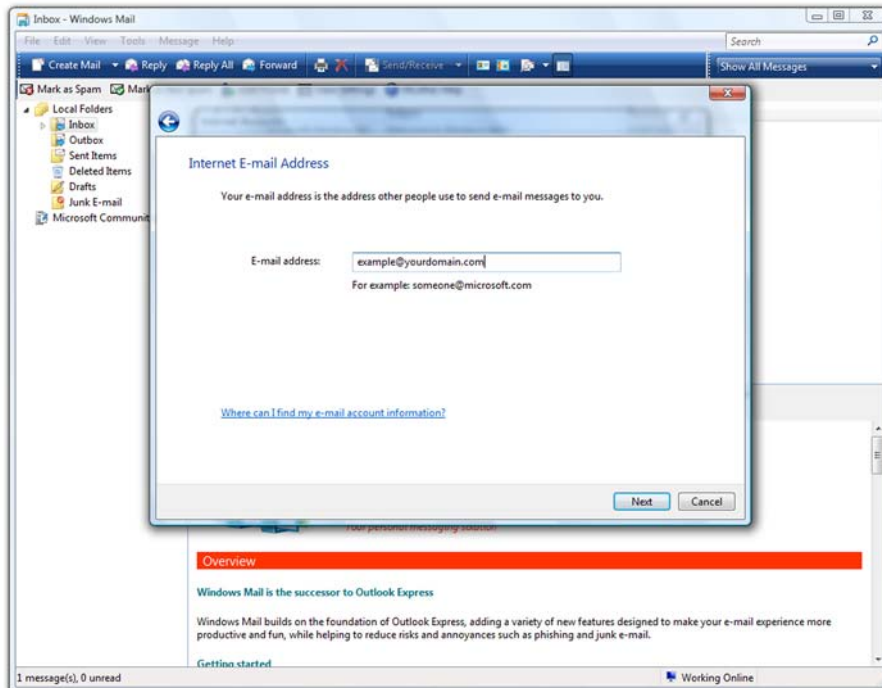
Click the **Add** > button and select **Mail**.



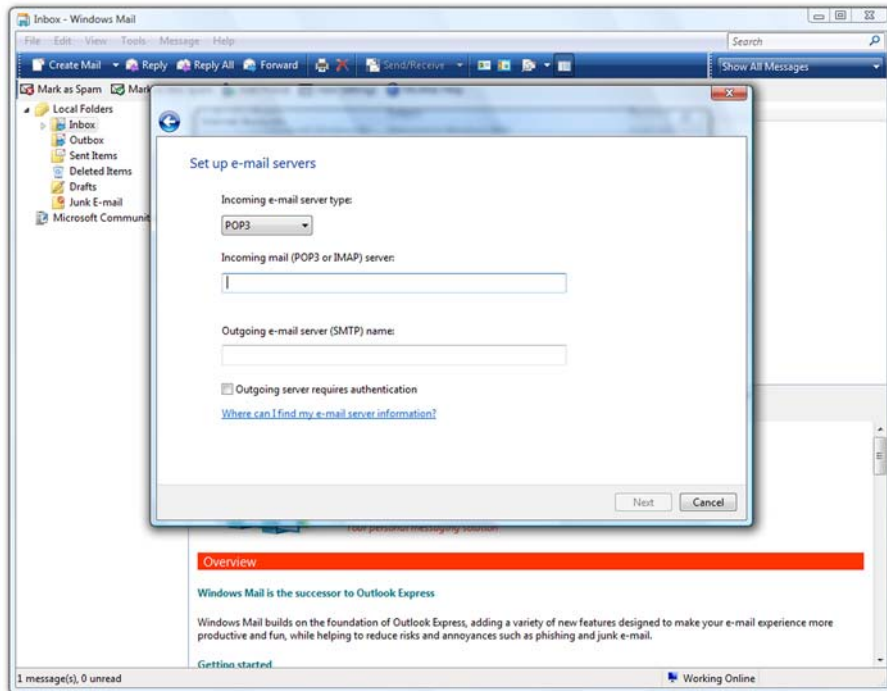
### 3. Add your details



Enter your name in the **Display name:** box. Click the **Next >** button.

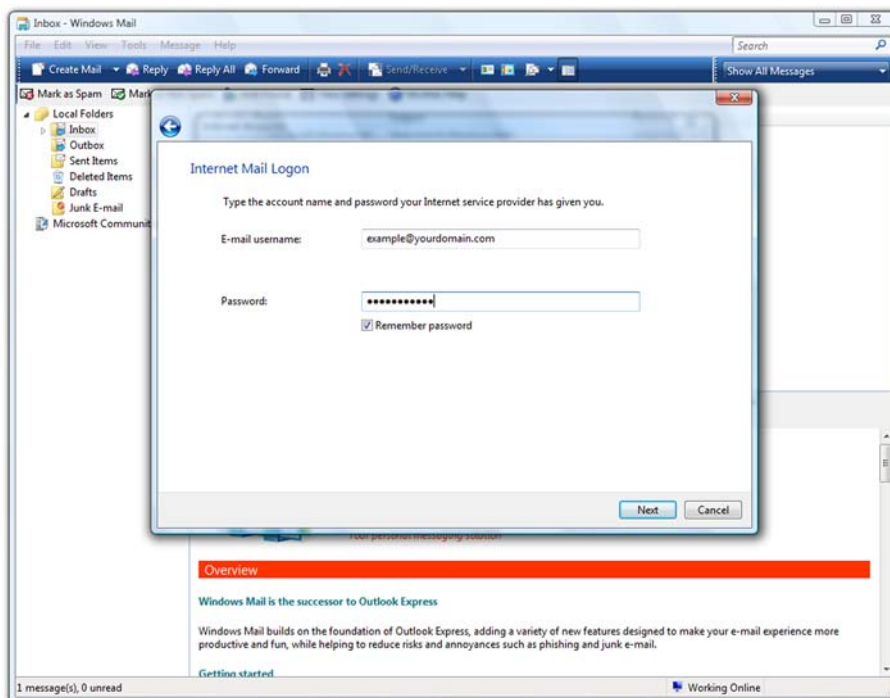


Enter your e-mail address in the **E-mail address** box. This will have been supplied by beachshore. Click the **Next >** button.



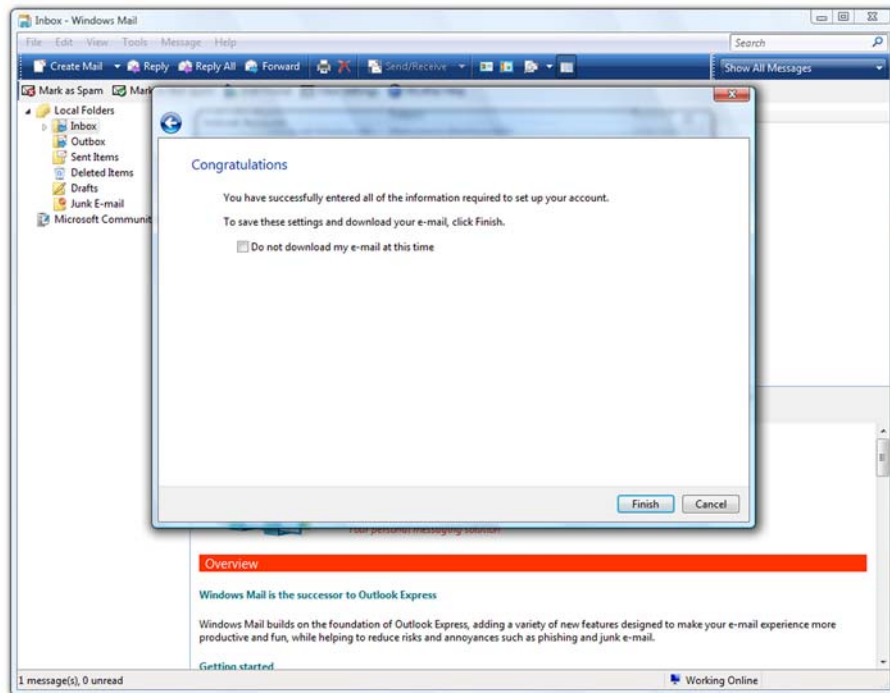
- Incoming e-mail server type:** select POP3
- Incoming mail (POP3 or IMAP) server:** the POP3 server name supplied by beachshore
- Outgoing e-mail server (SMTP) name:** the SMTP server name supplied by beachshore
- Tick the box next to **Outgoing server requires authentication**

Click the **Next** > button.

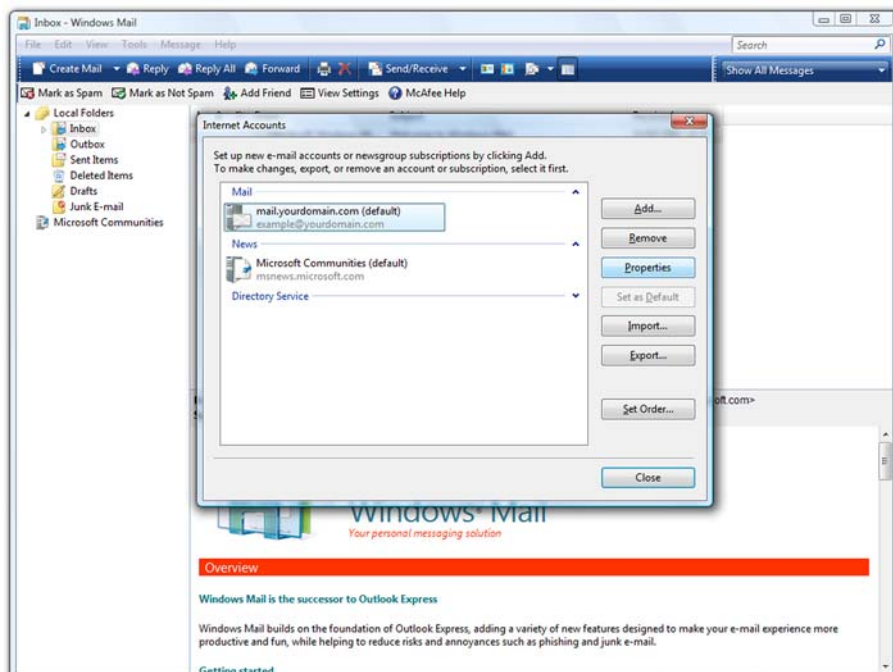


- Account name:** your e-mail address as supplied by beachshore
- Password:** your e-mail password as supplied by beachshore

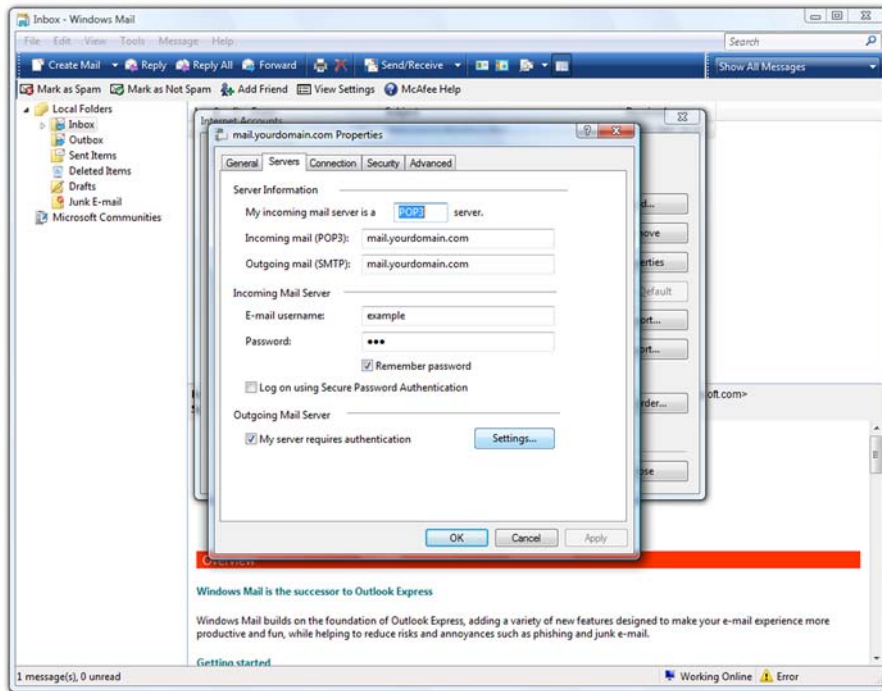
Click the **Next** > button.



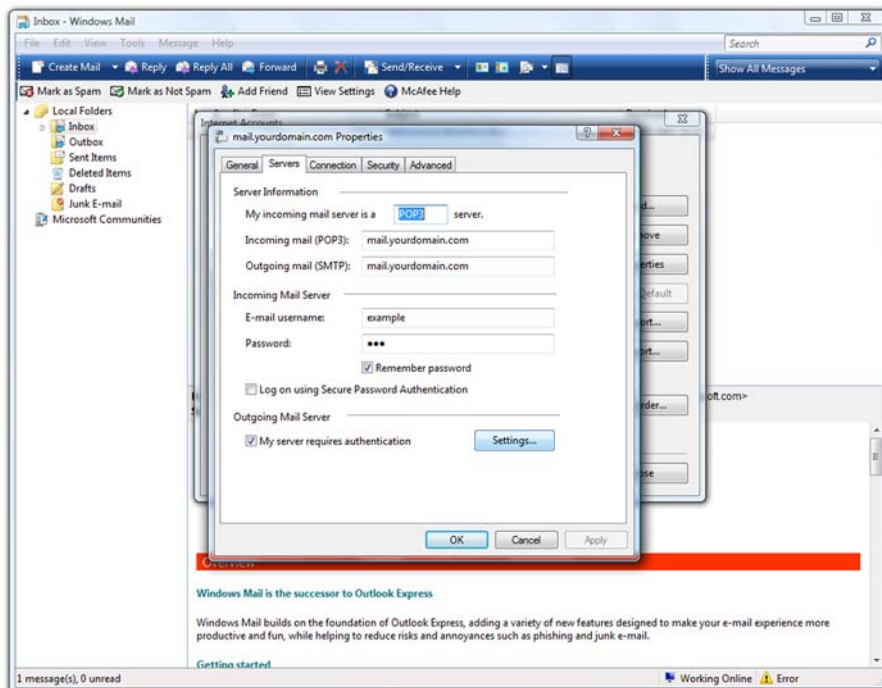
You're almost finished. Click the **Finish** > button.



One more task. Ensuring your new e-mail account under the **Mail** category is highlighted (click once on it), click the **Properties** button.

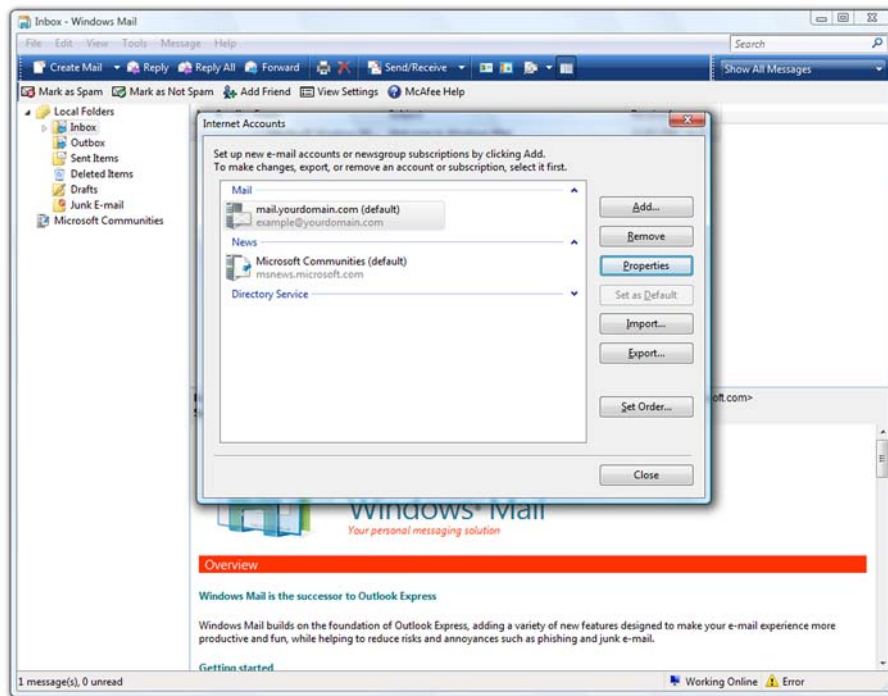


Click the **Servers** tab.  
 Under the **Outgoing Mail Server** section, ensure there is a tick next to **My server requires authentication**.  
 Click the **Settings** button.



Under the **Logon Information** title, ensure the option **Use same settings as my incoming mail server** is selected.

Click the **OK** button. Click the **OK** button again.



Click the **Close** button.

That's it! Your e-mail account has now been added to Windows Mail and you can start sending and receiving your e-mail.

Please note some Internet Service Providers (ISPs) restrict your ability to send e-mail using these settings. In those situations you may need to use the SMTP settings supplied by your ISP. Contact beachshore for help in setting this up.