

ACCESSING YOUR EMAIL USING WINDOWS LIVE MAIL

1. Open Windows Live Mail.
2. You will be prompted to create a email account:



The screenshot shows a dialog box titled "Add an E-mail Account" with a close button in the top right corner. The text inside reads: "Please enter your e-mail account information below:". There are three input fields: "E-mail address:" containing "JohnUser@bwig.net" with a dropdown arrow and a link "example555@bwig.net Get a free e-mail account" below it; "Password:" containing a masked password "••••••••" and a checked checkbox "Remember password"; and "Display Name:" containing "John User" with a dropdown arrow and the text "For example: John Smith" below it. At the bottom, there is a checked checkbox "Manually configure server settings for e-mail account" and three buttons: "< Back", "Next >", and "Cancel".

3. Enter your E-Mail Address.
4. Enter your password as supplied on the documents received with the CD.
5. Put a checkmark in "Remember password" if you do not want to enter your password each time you access your email.
6. In "Display Name" enter the name you would like the recipients to see when they receive your email.
7. Make sure there is a checkmark in "Manually configure server settings for e-mail account, then click next.

Add an E-mail Account

Where can I find my e-mail server information?

Incoming Server Information

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

Incoming server: **mail.bwig.net** Port: **110**

This server requires a secure connection (SSL)

Log on using: **Clear text authentication**

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

Outgoing Server Information

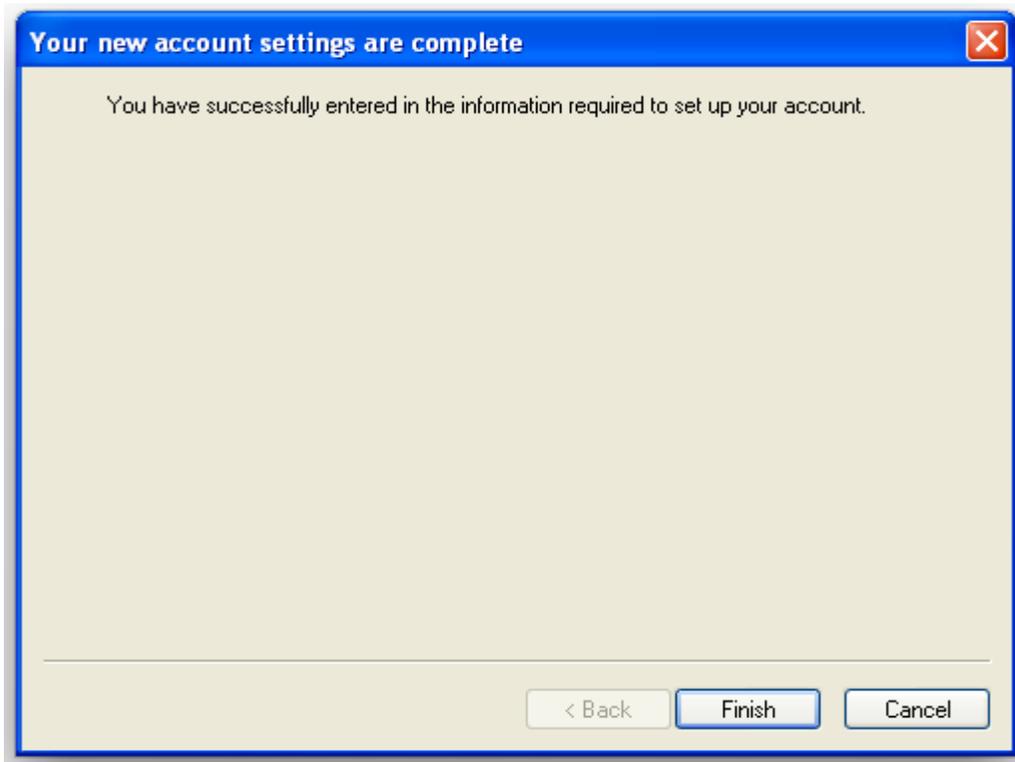
Outgoing server: **mail.bwig.net** Port: **25**

This server requires a secure connection (SSL)

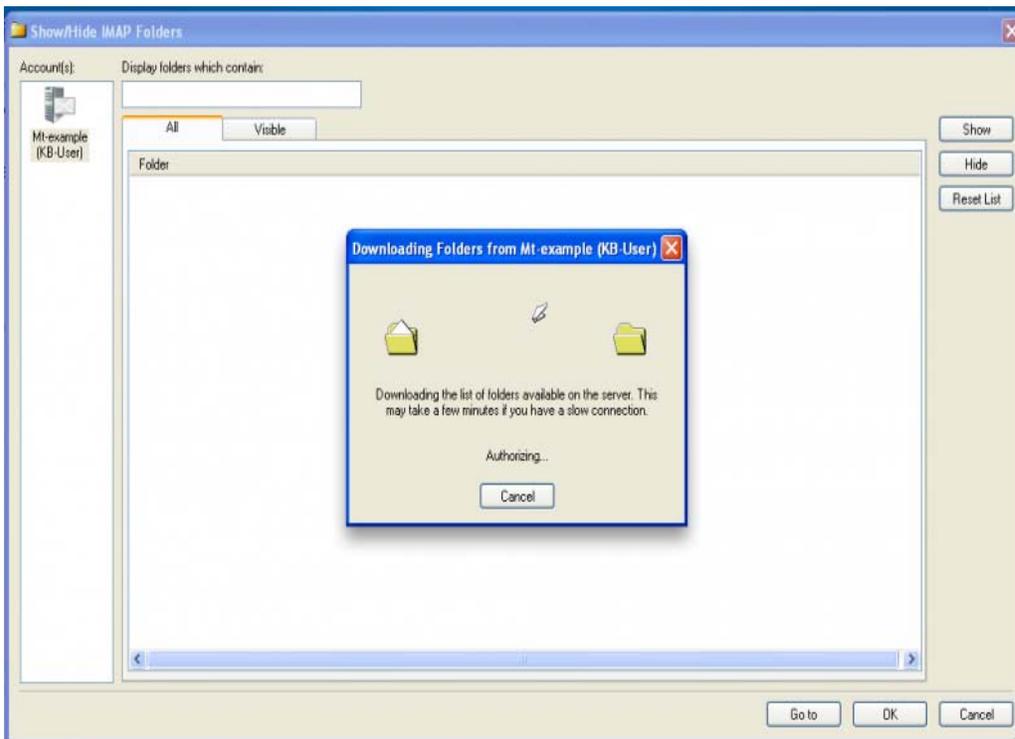
My outgoing server requires authentication

< Back Next > Cancel

8. The Incoming e-mail server type is: POP3.
9. Both the incoming and outgoing e-mail server are: mail.bwig.net
10. The incoming server port is: 110
11. The outgoing server port is: 25
12. “This server requires a secure connection (SSL)” should be unchecked.
13. Log on using: Clear text authentication
14. The Login ID: will automatically populate from the first screen.
15. “This server requires a secure connection (SSL)” should be unchecked.
16. Put a checkmark in the box for “My outgoing server requires authentication”.
17. Click next.



18. You should now receive a Success message, click Finish.



19. You may receive a message that your messages are downloading.

20. You should now be able to send and receive emails.