ACCESSING YOUR EMAIL USING WINDOWS MAIL

To set up Windows Mail: Follow these step-by-step instructions.

1. Open Windows Mail.



2. Click on Tools then click on Accounts.

N Folders	I A Fr From	Subject	British .	
Inbox Outbox Sent Items Deleted Items Drafts Junk E-mail			There are no items in this view.	
		Internet Accounts Set up new e-mail accounts or newsgroo To make changes, expect, or remove en	up subscriptions by clicking Add. account or subscription, select if inst.	
	From: To: Subject:	Directory Service	Add. Person Properties Set as Default import. Export.	
			Set Order	

3. Click Add.

	×
Select Account Type What type of account would you like to add?	
E-mail Account Newsgroup Account Directory Service	
What information do I need to set up my account?	
	Next Cancel

4. Choose Email Account, then click next.

Your Name	
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.	
Display name: The name you would like receipients to see	
For example: John Smith	
Where can I find my e-mail account information?	
Next	

5. Enter a display name. The name you would like the recipients to see when they receive your email, then click next.

	X
G	
Internet E-mail Address	
Your e-mail address is the address other people use to send e-mail messages to you.	
E-mail address: Your email address@bwig.net	
For example: someone@microsoft.com	
Where can I find my e-mail account information?	
Next	ancel

6. Enter your email address.

Set up e-mail servers Incoming e-mail server type: POP3 Incoming mail (POP3 or IMAP) server:	
Quitaging e-mail server (SMTP) name:	
✓ Outgoing server requires authentication Where can I find my e-mail center information?	
	Next

- 7. The Incoming e-mail server type: is POP3.
- 8. Both the incoming and outgoing e-mail server are: mail.bwig.net.
- 9. Put a checkmark in the box for "Outgoing server requires authentication".
- 10. Click next.

6		
Internet Mail Logon		
Type the account name	and password your Internet service provider has given you.	
E-mail usern <u>a</u> me:	Your User ID	
Password:	Your Password	
	☑ Remember pass <u>w</u> ord	
		<u>N</u> ext Cancel

11. Enter your user e-mail username and password as supplied on the documents received with the CD.

	×
Θ	
Congratulations	
Congratulations	
You have successfully entered all of the information required to set up your account.	
To save these settings and download your e-mail, click Finish.	
Do not download my e-mail at this time	
Finish Ca	ncel

- 12. You will see the above screen. You can choose to download your e-mails at this time or at a later time.
- 13. Click Finish.

Internet Accounts	
Set up new e-mail accounts or newsgroup subscriptions by clicking Add. To make changes, export, or remove an account or subscription, select it first.	
Mail	
mail.bwig.net	Add
Tour Oser D@uwig.net	Remove
	<u>P</u> roperties
	Set as <u>D</u> efault
	Import
	Export
	Set Order
	Close

14. Click Close at this screen. You are now ready to use your Windows Email.