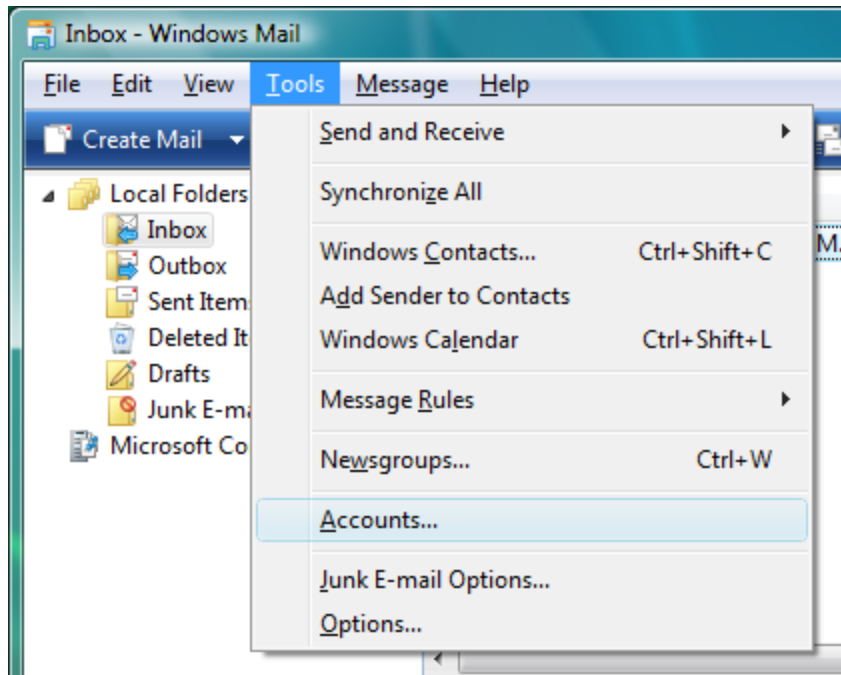


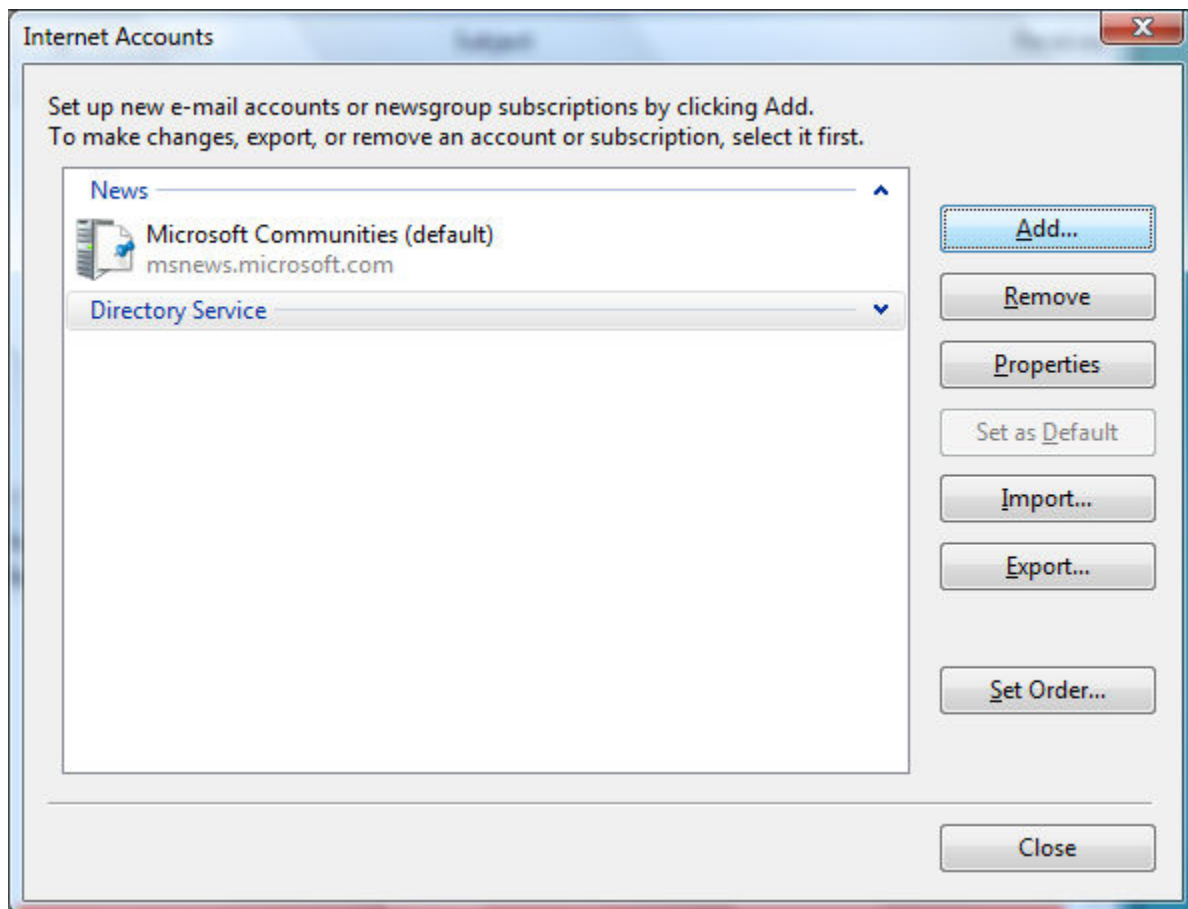
## Windows Mail Setup

On the Toolbar, **click Tools** and **select Accounts** from the menu.



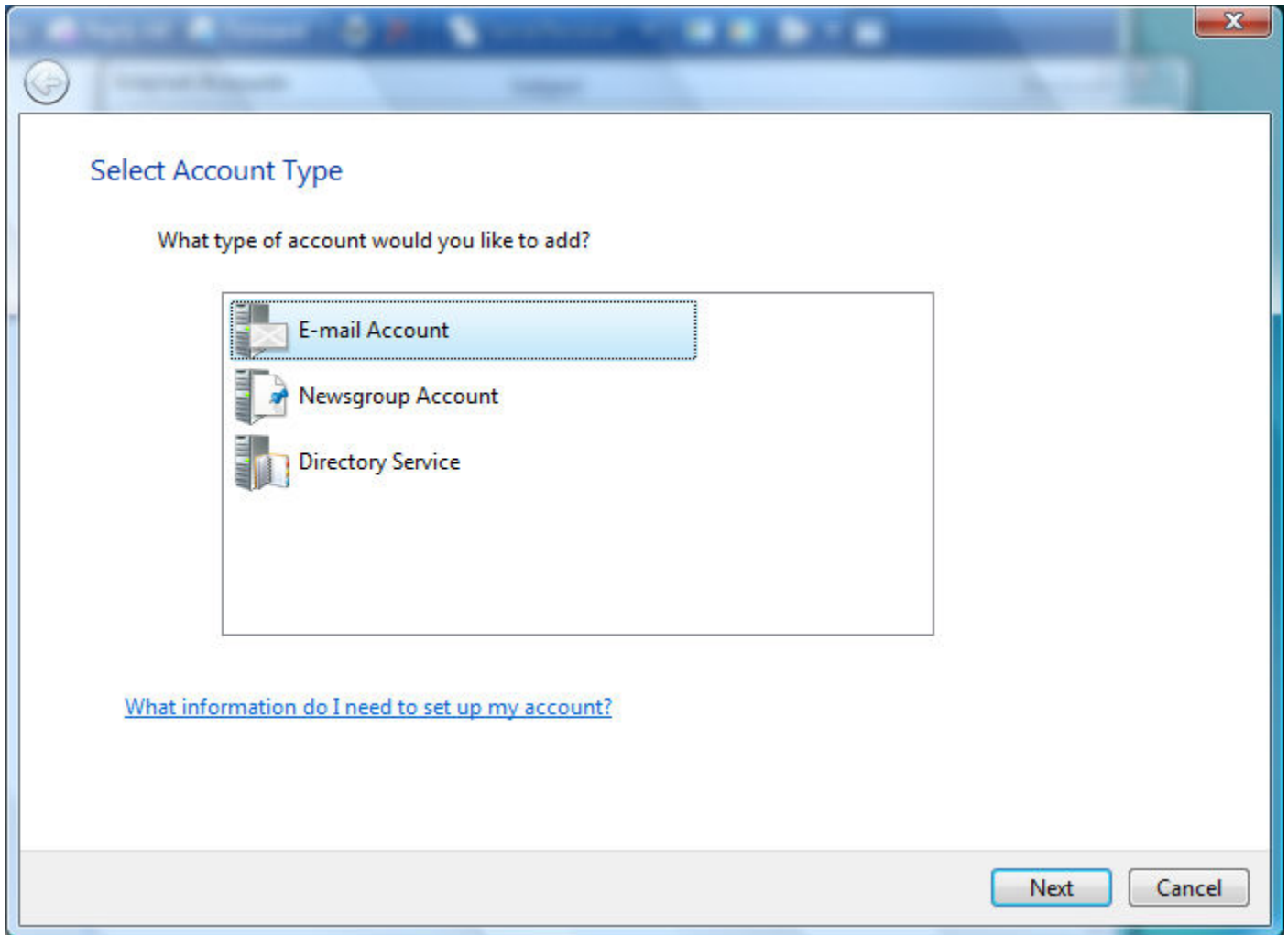
The Internet Accounts window opens.

Toward the top, right corner, **click Add**.



Select **E-Mail Account**.

**Click Next** to continue.



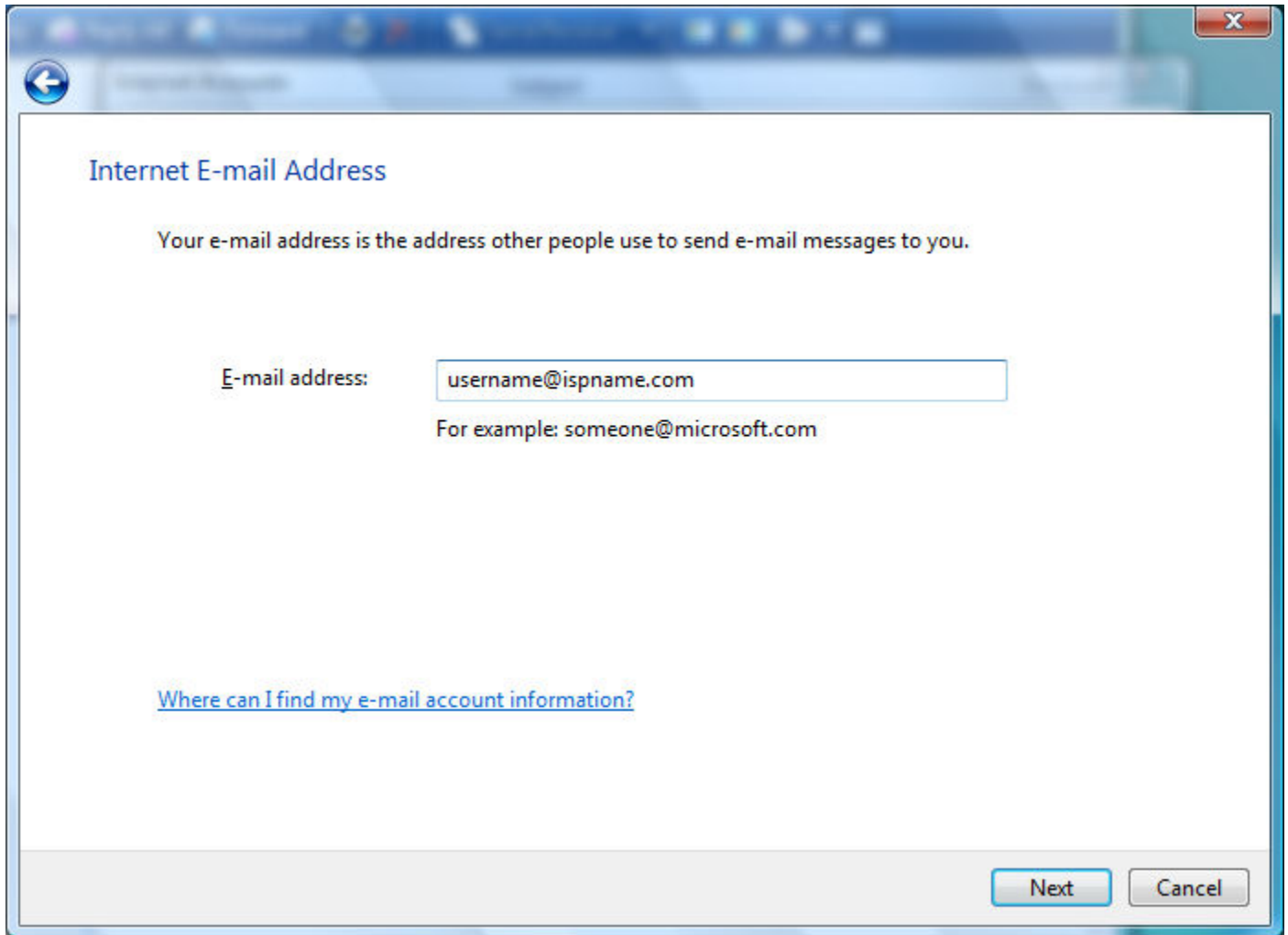
Display name = **Enter your name.**

**Click Next** to continue.

The image shows a screenshot of a software window titled "Your Name". The window has a blue header bar with a back arrow icon on the left and a close button (X) on the right. Below the header, the text "Your Name" is displayed in a blue font. Underneath, there is a paragraph of instructional text: "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." Below this text is a label "Display name:" followed by a text input field containing the placeholder text "Firstname Lastname". Below the input field, there is an example: "For example: John Smith". At the bottom of the main content area, there is a blue hyperlink: "[Where can I find my e-mail account information?](#)". At the bottom right of the window, there are two buttons: a blue "Next" button and a grey "Cancel" button.

E-mail address = **Enter your e-mail address.** (username@ispname.com)

**Click Next** to continue.



Incoming mail server type = This should be **set to POP3** .

Incoming mail (POP3 or IMAP) server: **pop.gmail.com**

Outgoing (SMTP) server: **smtp.gmail.com**

**Check** "Outgoing server requires authentication"

**Click Next** to continue.

Set up e-mail servers

Incoming e-mail server type:  
POP3

Incoming mail (POP3 or IMAP) server:  
pop.gmail.com

Outgoing e-mail server (SMTP) name:  
smtp.gmail.com

Outgoing server requires authentication

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

Next Cancel

Email user name = **Enter your full e-mail address.** (username@ispname.com)

Password = **Enter the password to your e-mail account.**

**Important:** Passwords are case-sensitive. Ensure your Caps Lock is disabled.

Select **Remember password.**

**Important:** Do NOT select Log on using 'Secure Password Authentication'.

**Click Next** to continue.

Internet Mail Logon

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

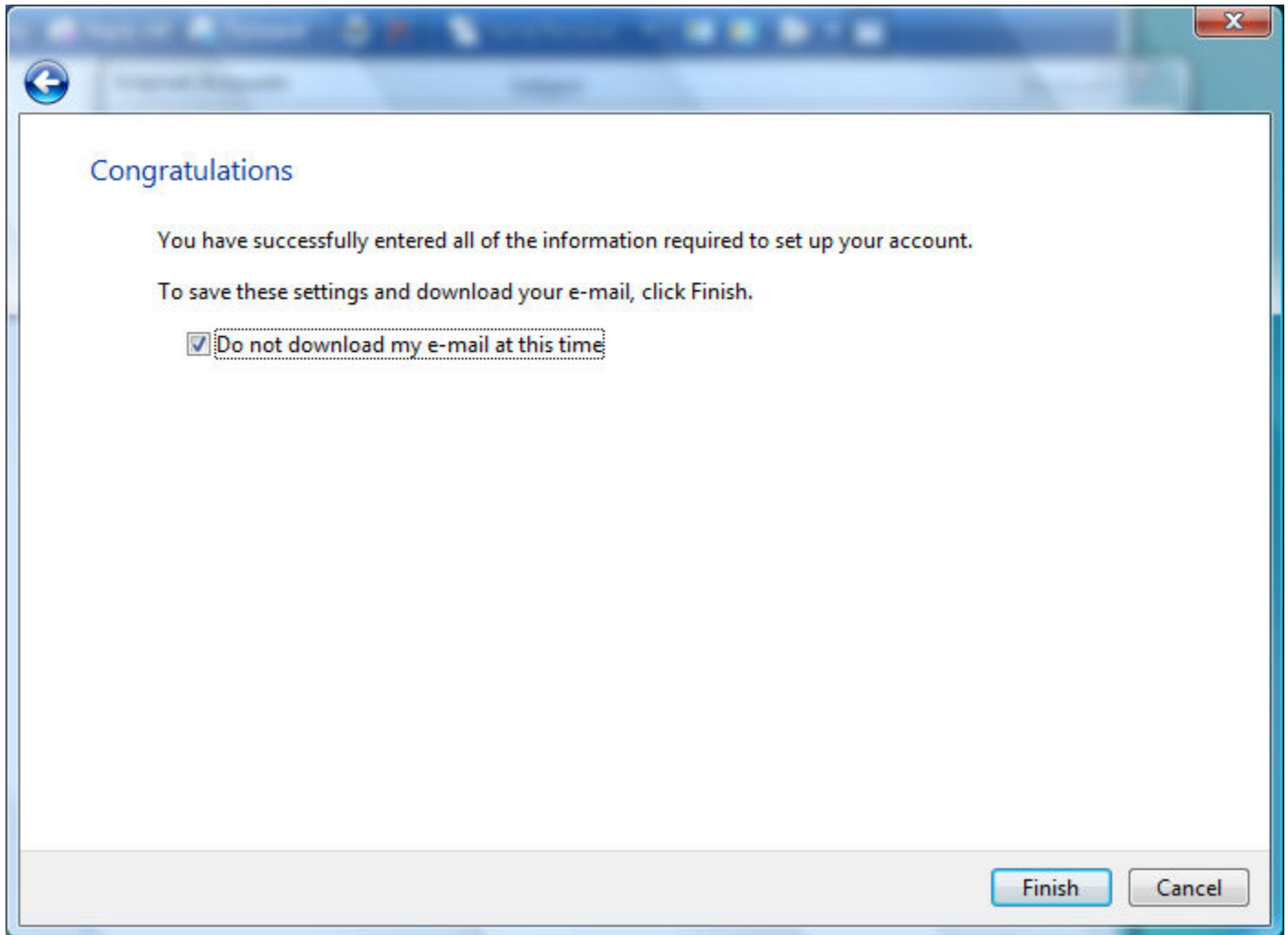
E-mail username:

Password:

Remember password

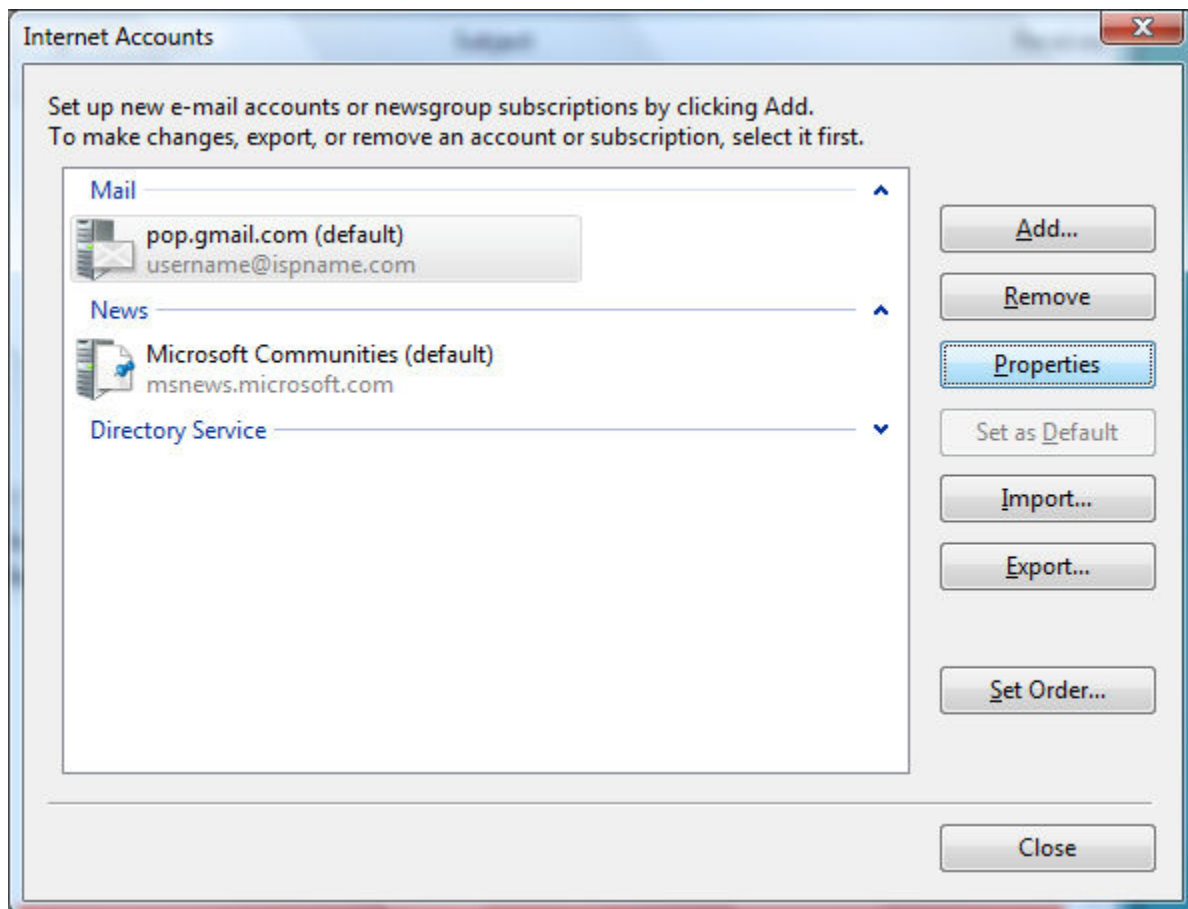
**Check** "Do not download my e-mail at this time"

**Click finish.**

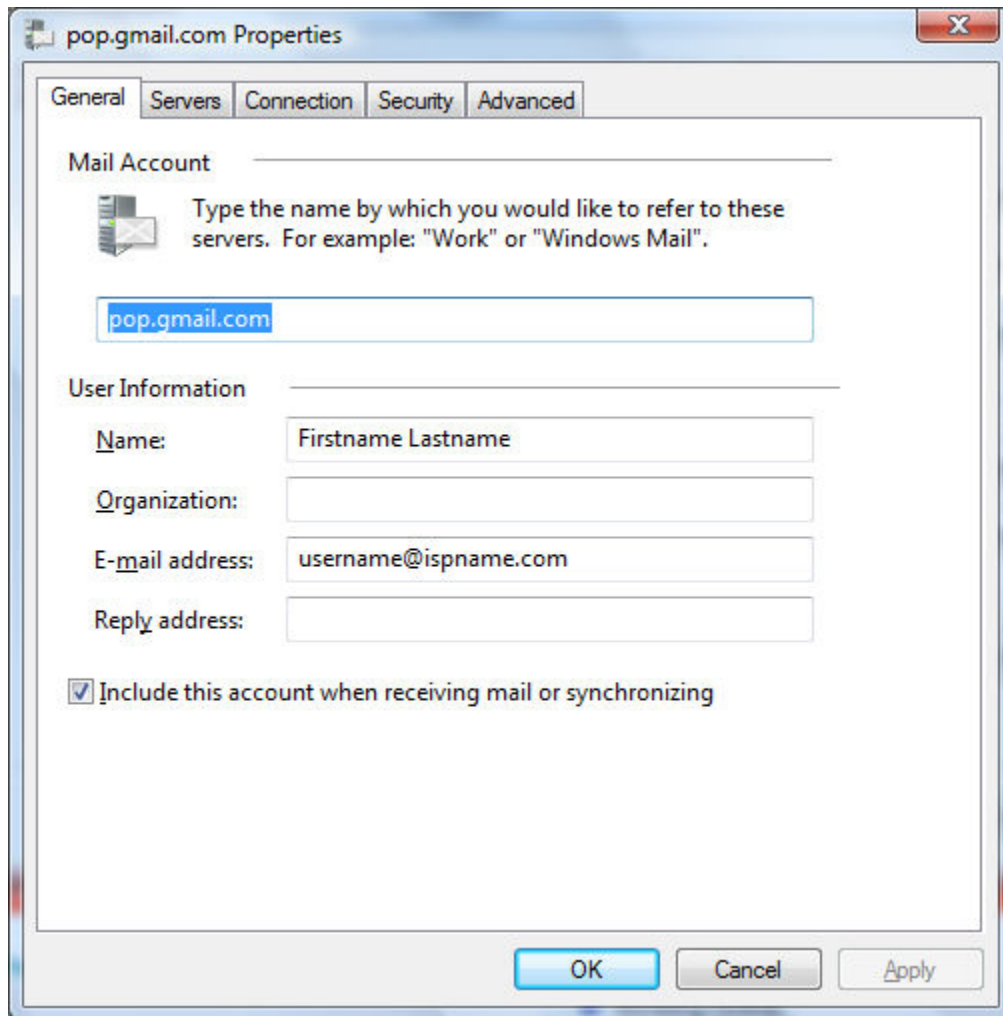


Highlight the account you just created and **click Properties**





Select the **Advanced tab**.



Outgoing mail (SMTP): Make sure it is **set to 465 and SSL is checked**

Incoming mail (POP3): Make sure it is **set to 995 and SSL is checked**

Server Timeouts: **Set all the way to long (5 minutes).**

