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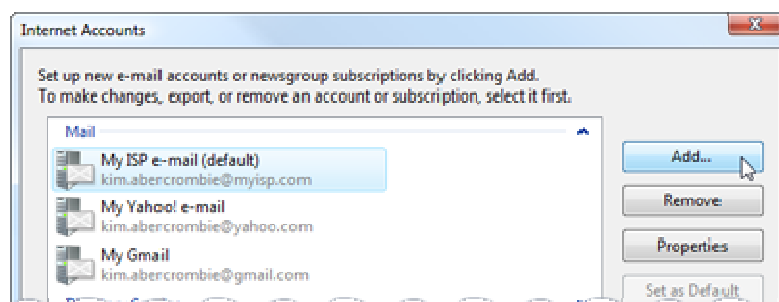
<http://windows.microsoft.com/en-AU/windows-vista/Windows-Mail-setting-up-an-account-from-start-to-finish>

Windows Mail: Setting up an email address from start to finish.

Setting up your e-mail is a bit like setting up a new computer: You do it only once. After you configure your e-mail accounts in Windows Mail, you never have to hassle with it again—unless, of course, you open a new e-mail account.

Windows Mail allows you to send and receive messages from multiple e-mail accounts. You can set up Windows Mail to work with many types of providers, from the biggest, most popular e-mail services all the way down to the smallest Internet service provider (ISP).

Managing multiple e-mail accounts is simplified because each account in Windows Mail is organized in its own folder. You can check for messages from all your e-mail accounts at once by clicking a single button. But first, you'll need to set up each e-mail account one at a time in Windows Mail.



You can add multiple e-mail accounts in Windows Mail, and send and receive e-mail for all of them from one location.

The essential information you need comes next.

Don't be confused

Before you set up Windows Mail, start by collecting the following information for each e-mail account. You will need to enter this information during the setup process:

- Your e-mail address and password.

(For Oceania Account holders this is the full email address you create in cpanel and the password that you have personally assigned to that email address)

- The type of e-mail server your e-mail service uses.

(Oceania Account holders can choose either POP3 or IMAP setups – with SMTP for outgoing mail)

- The address of the incoming and outgoing e-mail servers used by your e-mail provider.

(For Oceania Account holders the **incoming mail server is**: mail.yourdomainname.xxx – where

i. domiannname.xxx refers to your full hosted domain name and

ii. **outgoing mailserver** may be either

a. identical to the isp address of the provider with whom you connect to the internet eg. mail.bigpond.com; mail.optusnet.com.au etc
OR

b. You may use the same information as for your incoming mail server provided that you check the box for Outgoing server requires authentication

E-mail server types

Windows Mail supports three types of e-mail servers. You don't need to understand the details about these server types; you just need to find out which one your e-mail service uses both for incoming and outgoing e-mail:

- Post Office Protocol 3 (POP3) servers. Most e-mail services and ISPs use this type of server, especially for personal e-mail accounts. They hold incoming e-mail messages until you check your e-mail, at which point they're transferred to your computer. Messages are typically deleted from the server when you check your e-mail.
- Internet Message Access Protocol (IMAP) servers. These servers let you work with e-mail messages without downloading them to your computer first. You can preview,

delete, and organize messages directly on the e-mail server. Copies are stored on the server until you delete them. IMAP is commonly used for business e-mail accounts.

- Simple Mail Transfer Protocol (SMTP) servers. This outgoing mail server handles the sending of your e-mail messages to the Internet. An SMTP server handles only the outgoing e-mail, and is used in conjunction with a POP3 or IMAP incoming e-mail server.

Incoming and outgoing e-mail servers

Once you know the type of e-mail server used by each of your e-mail accounts, you must find out the address of its incoming and outgoing e-mail servers. During the setup process, Windows Mail requires you to enter the address of each e-mail server. There are only two types of incoming servers to choose from: POP3 or IMAP.

Set up e-mail servers

Incoming e-mail server type:

POP3 ▼

Incoming mail (POP3 or IMAP) server:

Outgoing e-mail server (SMTP) name:

☐ Outgoing server requires authentication

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

Before you set up an e-mail account in Windows Mail, you need to know the address of the incoming and outgoing e-mail servers used by your e-mail provider. These are the settings you should use in the above dialogue box.

(For Oceania Account holders the **incoming mail server is**: mail.yourdomainname.xxx – where

- domainname.xxx refers to the full domain name you are hosting with us.
- outgoing mailserver** may be either

- a. identical to the isp address of the provider with whom you connect to the internet eg. mail.bigpond.com; mail.optusnet.com.au etc

OR

- b. You may use the same information as for your incoming mail server provided that you check the box for Outgoing server requires authentication.

POP3 is by far the most common type of incoming e-mail server for personal e-mail accounts. And SMTP is the only type of outgoing e-mail server that works with Windows Mail, so you normally don't even need to check the outgoing server type with your e-mail provider. Practically all personal e-mail accounts—with the exception of web-based e-mail—use an SMTP server for outgoing e-mail.