

Windows Vista Mail

Setting up Windows Mail

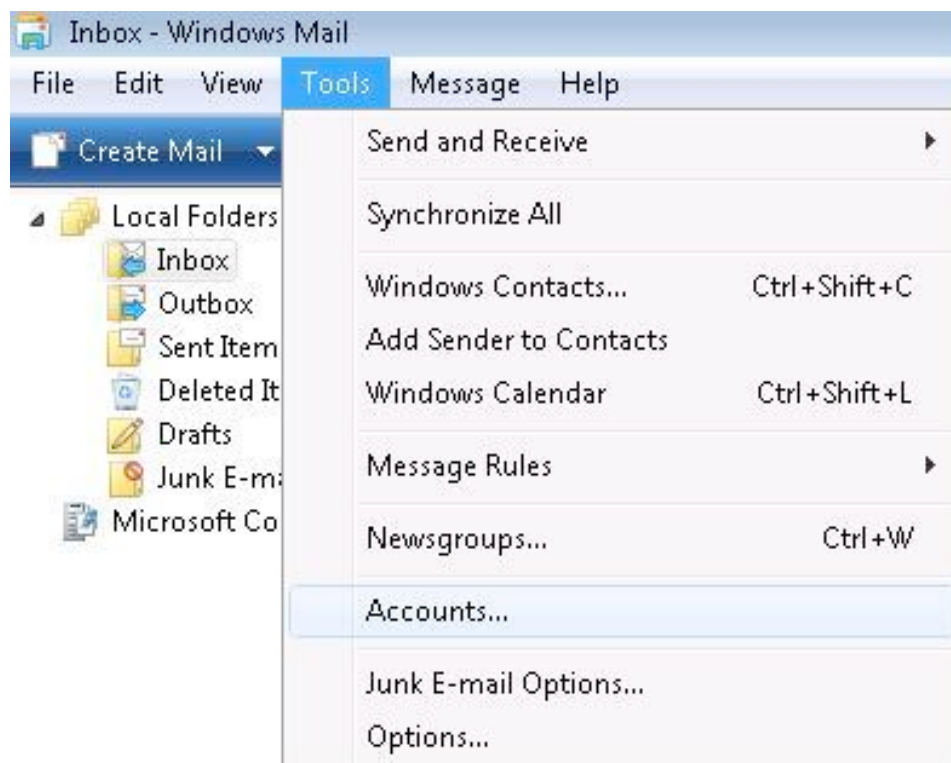
The instructions below will explain in detail how to fully configure Windows Mail.

1. Start Windows Mail

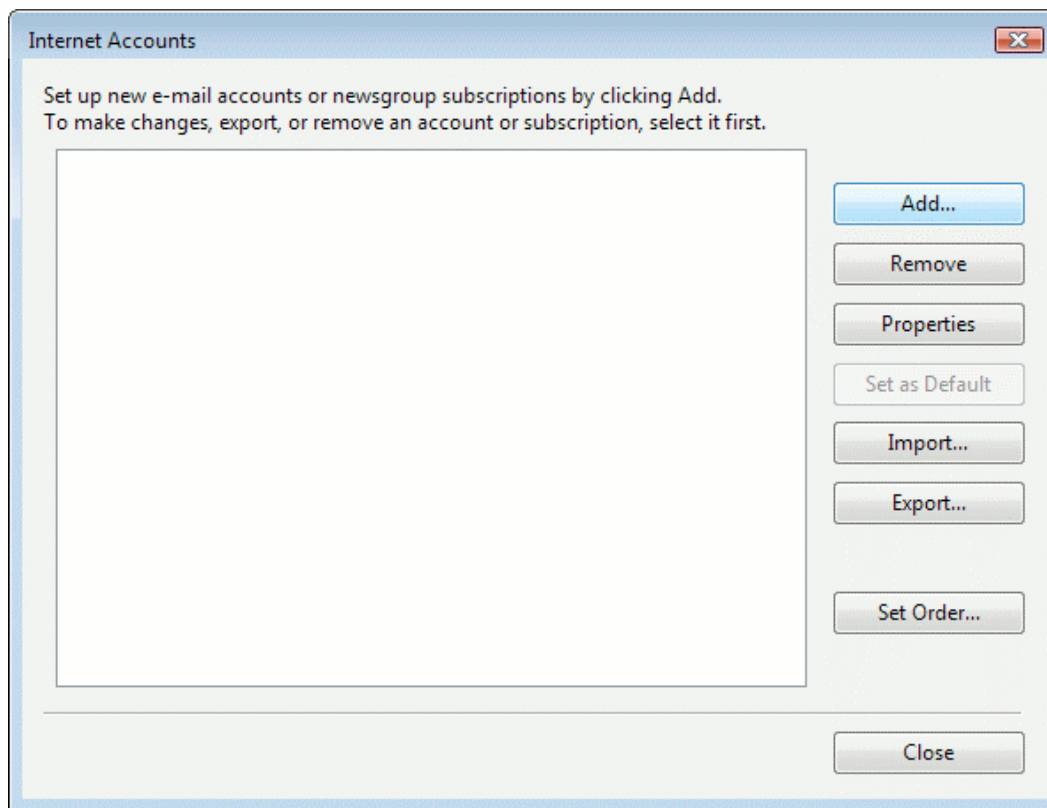
Start the Windows Mail program from your Start menu. If you do not have any mail accounts defined yet, the Internet Connection Wizard will automatically begin and will display the **Your Name** window. If this happens, continue with step 4 of these instructions.

2. Begin adding a new e-mail account

Open the **Tools** menu and choose **Accounts**.

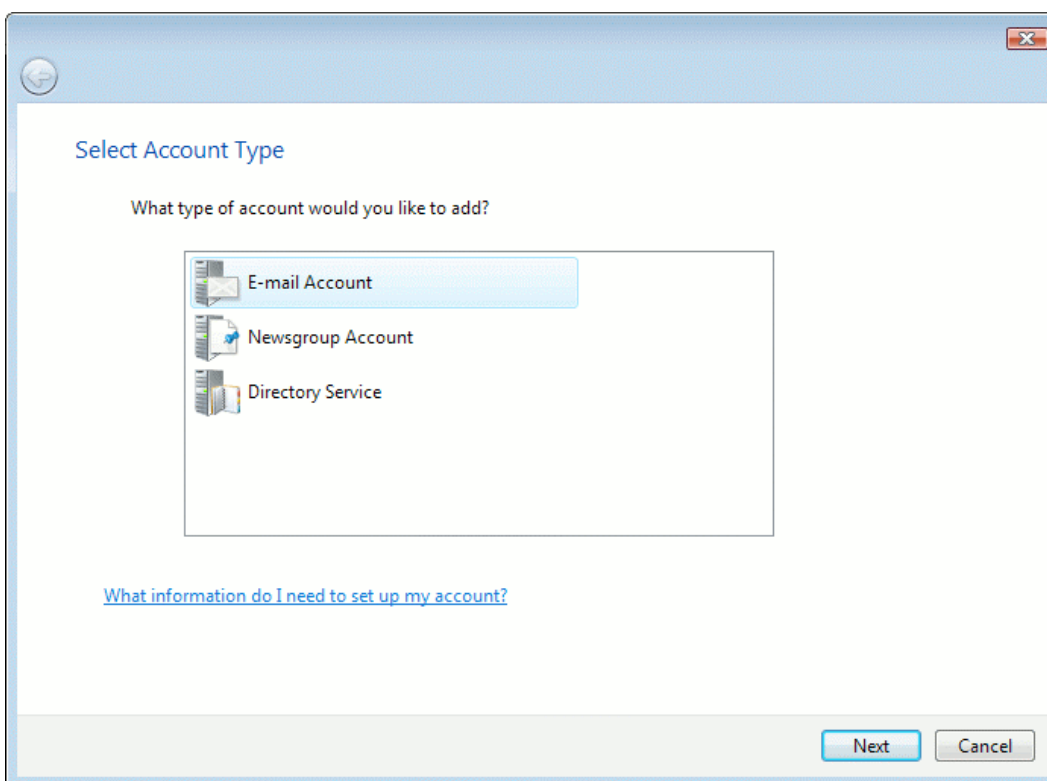


The **Internet Accounts** window opens. If there is a previous e-mail address listed that you no longer use, remove it. Otherwise, click **Add**.



3. Choose to define an e-mail account

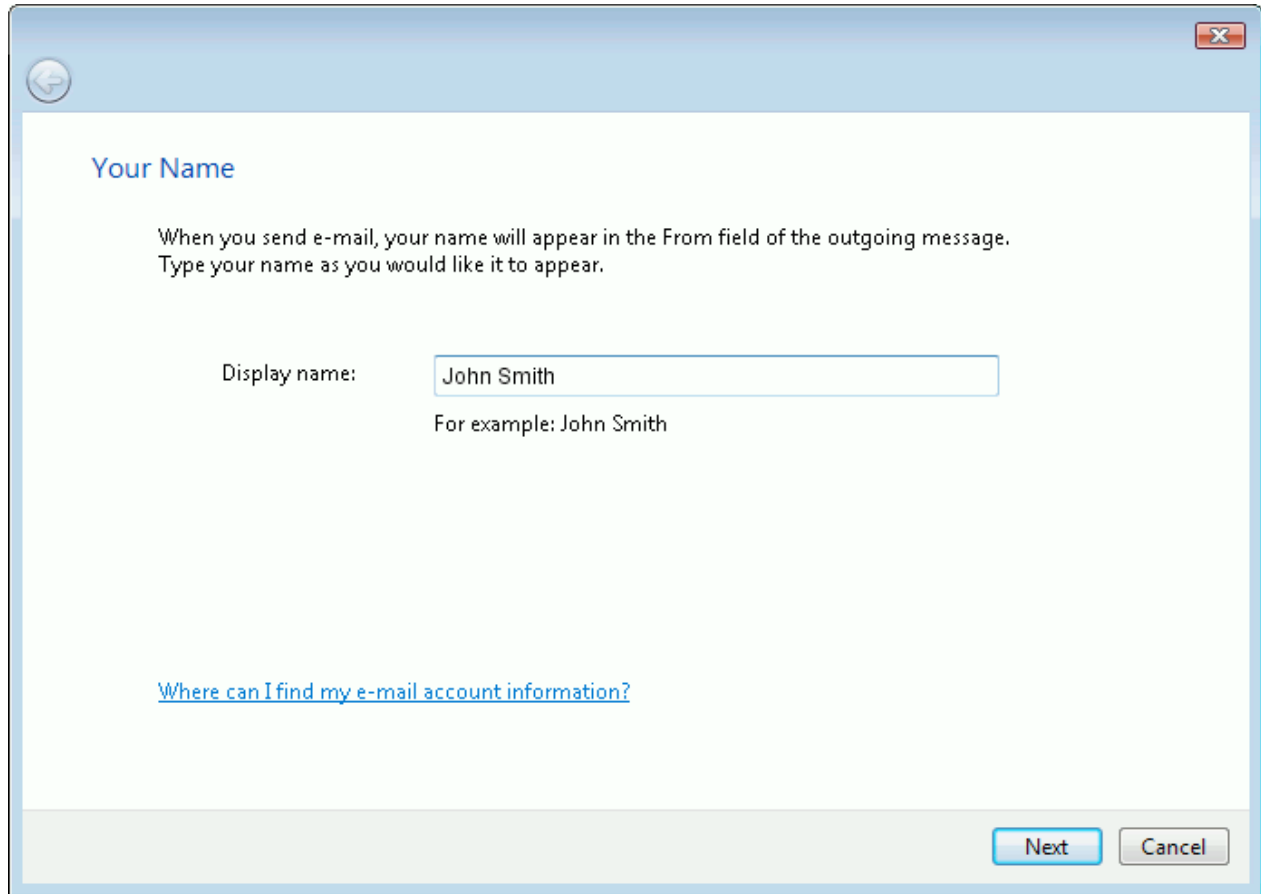
When prompted to select the type of account to add, select **E-mail Account**, then click **Next**.



4. The Your Name window appears.

The wizard asks for your name. This is the name that other people will see when you send them e-mail. It should usually be your real name, such as **John Smith**.

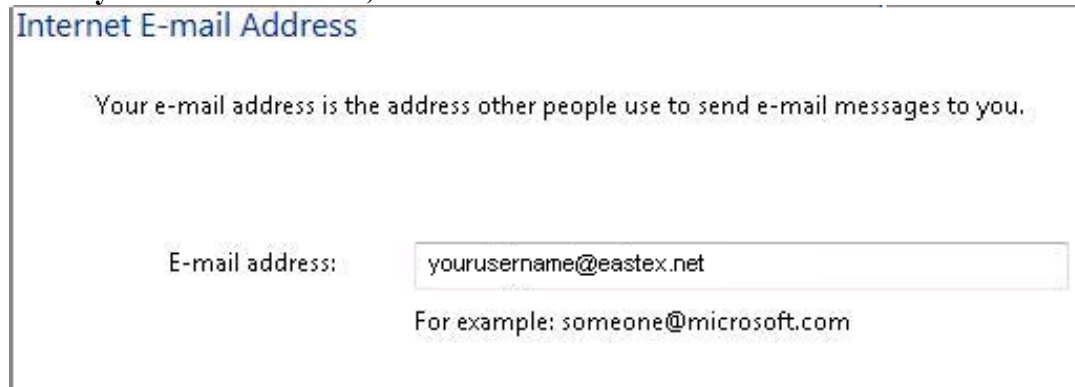
Enter the name you want other people to see when you send them e-mail, then click **Next**.



The screenshot shows a window titled "Your Name" with a blue header bar. Inside the window, the text reads: "Your Name" in blue, followed by "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 is a text input field labeled "Display name:" containing the text "John Smith". Underneath the input field, it says "For example: John Smith". At the bottom left, there is a blue hyperlink: "[Where can I find my e-mail account information?](#)". At the bottom right, there are two buttons: "Next" (highlighted in blue) and "Cancel".

5. The wizard asks for your Internet E-mail Address.

Enter your e-mail address, then click **Next**.



The screenshot shows a window titled "Internet E-mail Address" with a blue header bar. Inside the window, the text reads: "Internet E-mail Address" in blue, followed by "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a text input field labeled "E-mail address:" containing the text "yourusername@eastex.net". Underneath the input field, it says "For example: someone@microsoft.com".

6. The wizard asks for your E-mail Server Names.

Leave the server type as **POP3** and type **eastex.net** as the Incoming mail server and **outbound.eastex.net** as the outgoing server. Check the **Outgoing server requires authentication** checkbox, then click **Next**.

Set up e-mail servers

Incoming e-mail server type:

POP3 ▼

Incoming mail (POP3 or IMAP) server:

eastex.net

Outgoing e-mail server (SMTP) name:

outbound.eastex.net

Outgoing server requires authentication

7. The wizard asks for your Internet Mail Logon.

Your logon is the username part of your e-mail address in all lower case.

Type your password as provided to Eastex Net.

If you wish, check the **Remember password** box so you don't have to type it each time you send or receive e-mail.

Click **Next** when finished.

Internet Mail Logon

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

E-mail username:

yourusername

Password:

••••••

Remember password

8. The final screen of the wizard appears.

If you do not wish to retrieve your e-mail at this time, you may check the **Do not download my e-mail at this time** checkbox, then click Finish and then click Close.

