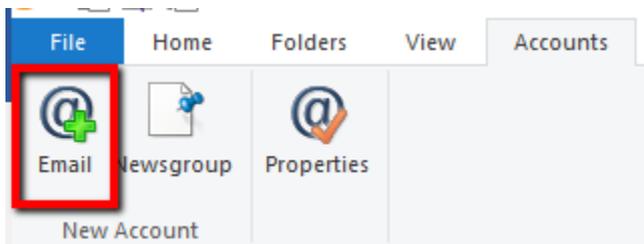


Set Up Domain Email in Windows Live Mail

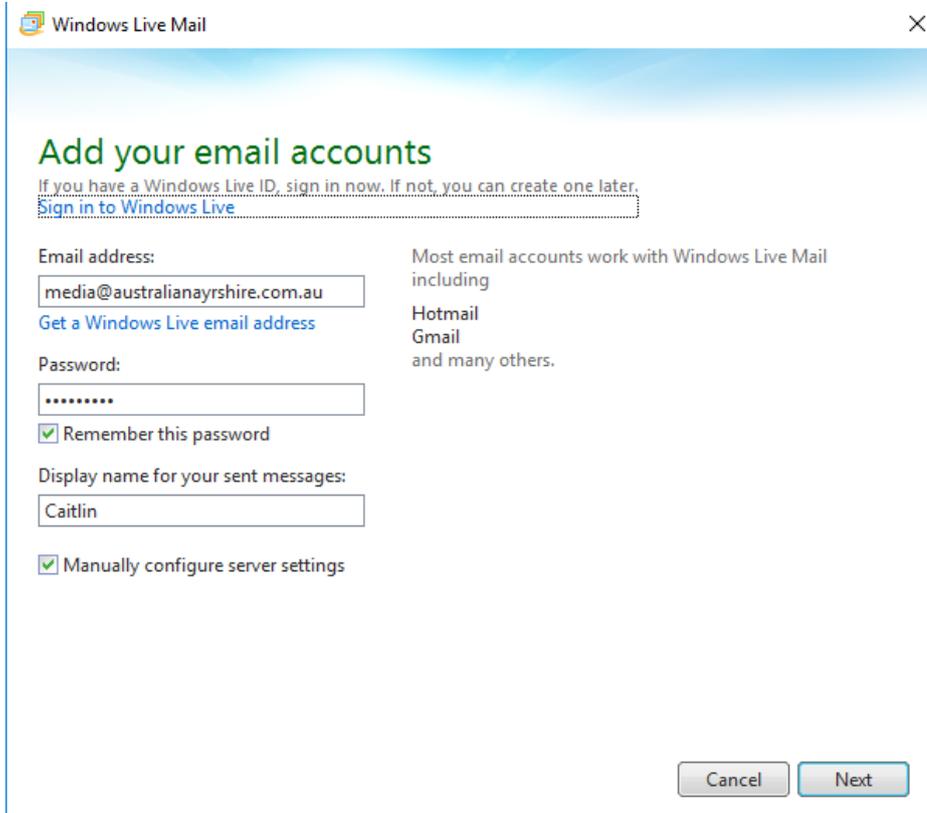
1. Open Windows Live Mail and click on the **Accounts** tab:



2. Click on the Add **Email** button:



3. Enter your **email address**, **password** and a **Display Name** for your emails. Make sure the '**Remember this password**' box is **ticked**. Also make sure the '**Manually configure server settings**' box is **ticked**.

A screenshot of the 'Add your email accounts' dialog box in Windows Live Mail. The title bar says 'Windows Live Mail'. The main heading is 'Add your email accounts'. Below it, there is a link for 'Sign in to Windows Live'. The form contains the following fields and options:

- Email address: A text box containing 'media@australianayrshire.com.au'. Below it is a link 'Get a Windows Live email address'.
- Password: A text box with masked characters (dots).
- Remember this password
- Display name for your sent messages: A text box containing 'Caitlin'.
- Manually configure server settings

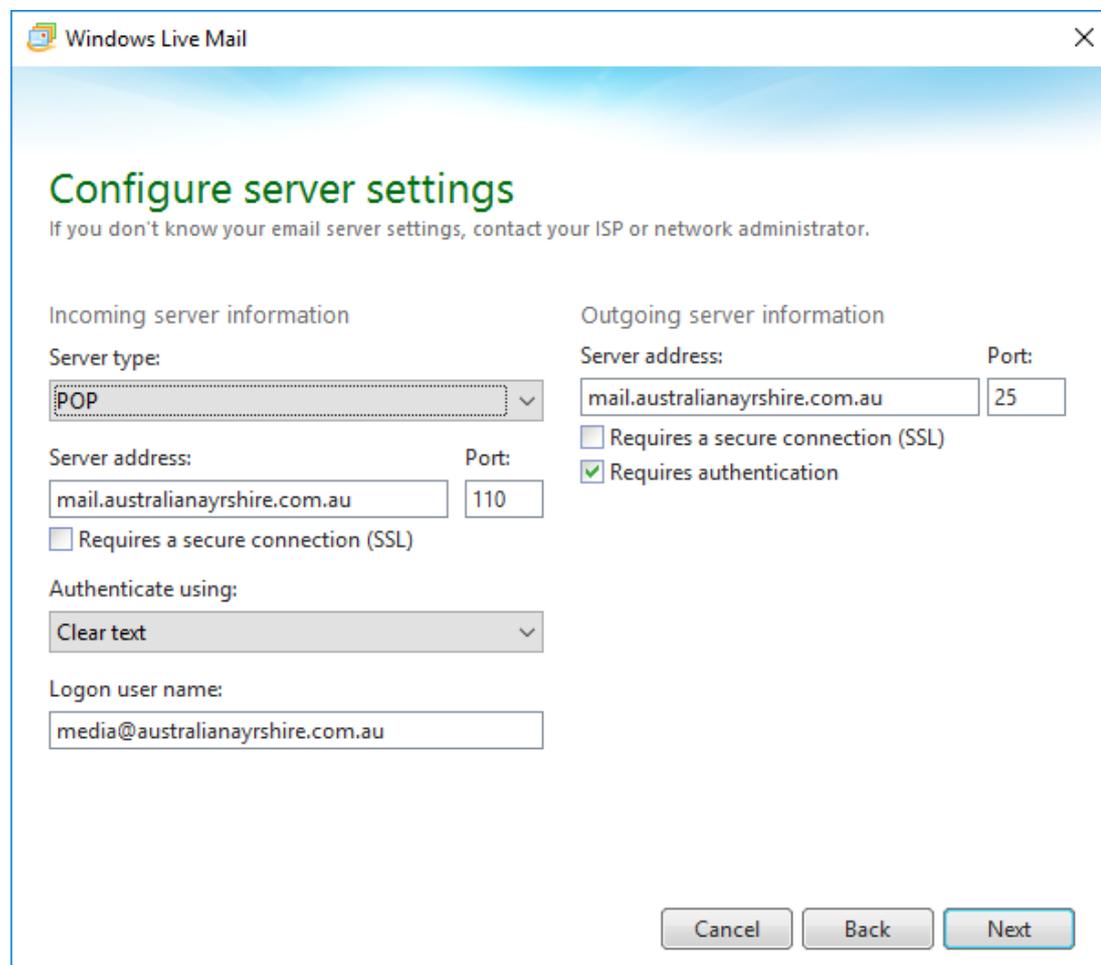
To the right of the form, there is text: 'Most email accounts work with Windows Live Mail including Hotmail, Gmail and many others.' At the bottom right, there are 'Cancel' and 'Next' buttons.

Click '**Next**'.

4. Select **POP** as your Server Type.
Incoming Server Address: **mail.yourdomain.com.au**
Port: **110**
Authenticate using: **Clear Text**
Logon username: **Your FULL email address**
Outgoing Server Address: **mail.yourdomain.com.au**
Port: **25**
Make sure the box is **ticked** for 'Requires Authentication'.

IF YOU HAVE A SSL CERTIFICATE INSTALLED ON YOUR WEBSITE:

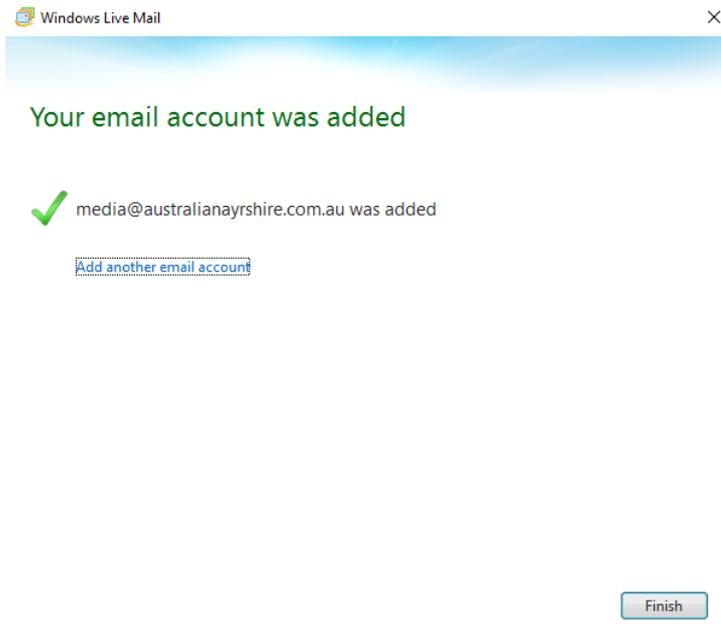
- Incoming Port: **995**
Make sure you **tick** 'Requires a secure connection (SSL)'
Outgoing Port: **465**
Make sure you **tick** 'Requires a secure connection (SSL)'



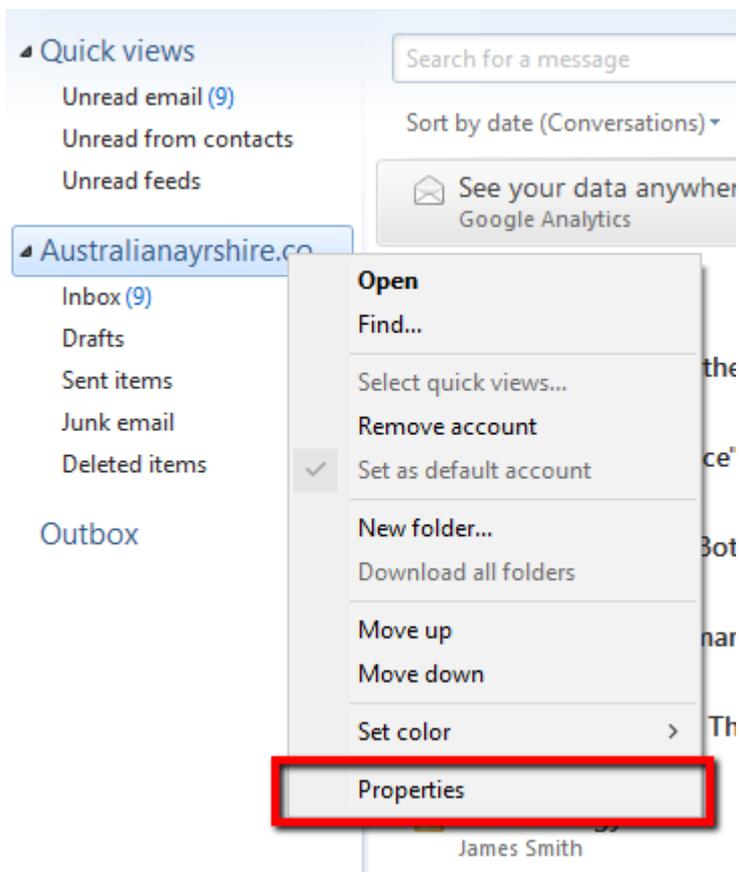
The screenshot shows the 'Configure server settings' dialog box in Windows Live Mail. The window title is 'Windows Live Mail'. The main heading is 'Configure server settings' with a subtitle: 'If you don't know your email server settings, contact your ISP or network administrator.' The dialog is divided into two columns: 'Incoming server information' and 'Outgoing server information'. In the 'Incoming server information' section, 'Server type' is set to 'POP', 'Server address' is 'mail.australianayrshire.com.au', 'Port' is '110', 'Requires a secure connection (SSL)' is unchecked, 'Authenticate using' is 'Clear text', and 'Logon user name' is 'media@australianayrshire.com.au'. In the 'Outgoing server information' section, 'Server address' is 'mail.australianayrshire.com.au', 'Port' is '25', 'Requires a secure connection (SSL)' is unchecked, and 'Requires authentication' is checked. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Next'.

Click '**Next**'.

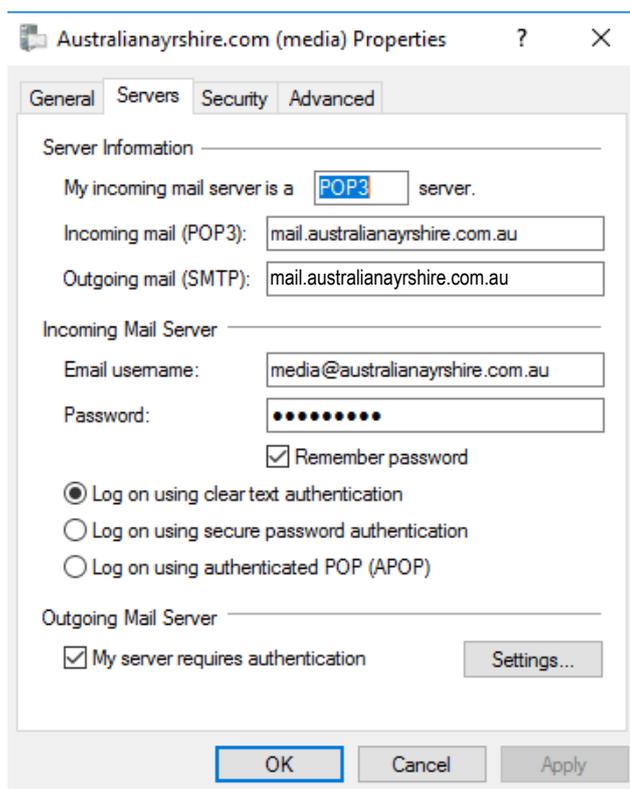
5. Click **Finish**.



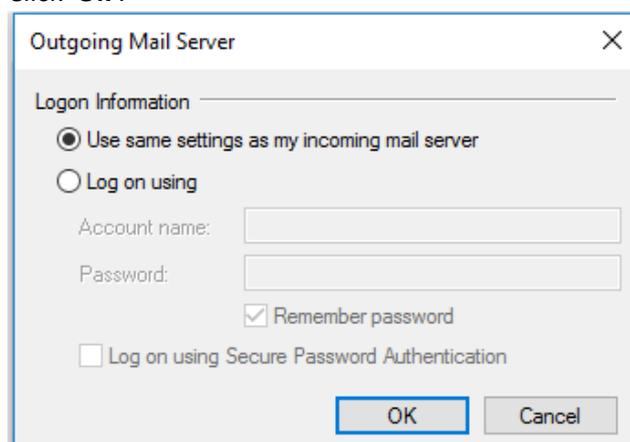
6. Once your email account appears in the left hand column, **right click** on the **account name** and select '**Properties**'.



7. Ensure that your **email address** is correctly entered under the **'General'** tab.
8. Click on the **'Servers'** tab.
Ensure that your incoming mail server is a **POP3** server.
Incoming and Outgoing mail should be: **mail.yourdomain.com.au**
Email Username: **full email address**
Password: **your email password**.
Make sure **'Log on using clear text authentication'** is **selected**.
Make sure **'My server requires authentication'** is **ticked**.
Click on the **'Settings'** button.



9. Make sure **'Use same settings as my incoming mail server'** is **selected**.
Click **'OK'**.



10. Click on the **'Advanced'** Tab.

Make sure Outgoing mail is: **25**

Incoming Mail: **110**

IF YOU HAVE A SSL CERTIFICATE INSTALLED ON YOUR WEBSITE:

Incoming Port: **995**

Make sure you **tick** **'Requires a secure connection (SSL)'**

Outgoing Port: **465**

Make sure you **tick** **'Requires a secure connection (SSL)'**

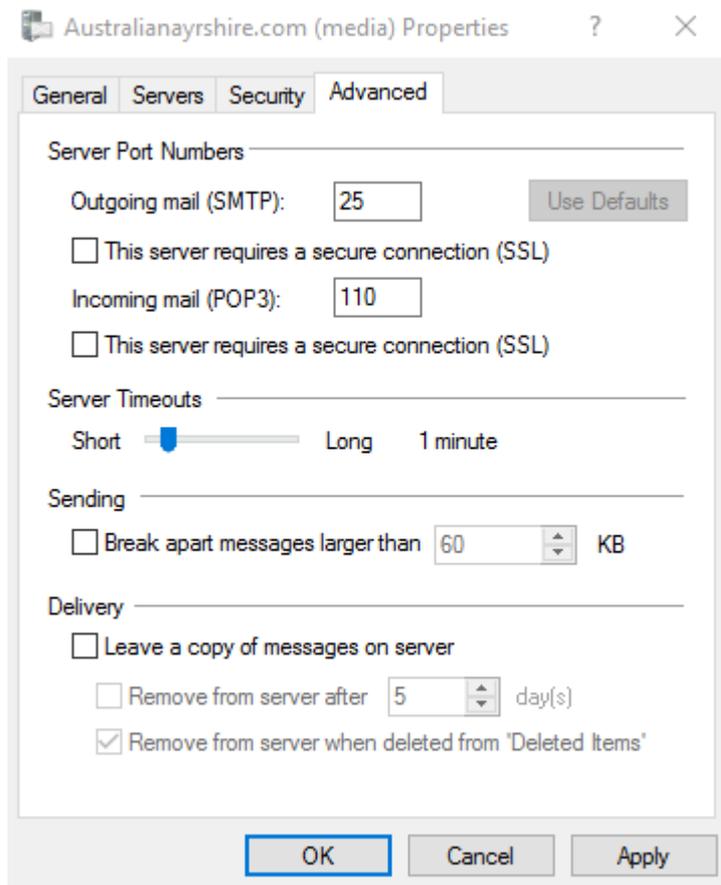
Under **'Delivery'**, **untick** the **'Leave a copy of messages on server'**.

That way, when you delete things in Windows Live Mail, they will also be deleted on the server, so you won't fill up your inbox.

Alternatively, you can select **'Leave a copy of messages on server'**, but make sure that you

tick **'Remove from server when deleted from Deleted Items'** –

so at least when you clean up your deleted items in Windows Live Mail, you will be tidying up the server at the same time.



Then click **'Apply'** to save your changes.

Then click **'Ok'**.

All Done!