Microsoft Windows Live Mail

Accessing Account Settings:

- Open Windows Live Mail (this is for versions 2008 and later).
- Right-click on the account profile on the left column and click **Properties**.



Verify Settings:

• The initial Properties window will give you multiple tabs.

Under the **General** tab:

- The top bar is the email account's Profile Name. This can be changed if they want to.
- The name and email address should be correct.
- Check if you want this email account to be included when you click **Send** / **Receive**.

| 🐌 Verizon (chasm) Properties | | |
|-----------------------------------|--|--|
| General Servers Security Advanced | | |
| Mail Account | | |
| Type th servers. Hotmail | e name by which you would like to refer to these For example: "Work" or "Windows Live ". | |
| Verizon (chasm | 1 | |
| User Information - | | |
| Name: | Charles McGuyer | |
| Organization: | | |
| E-mail address: | chasm@verizon.net | |
| Reply address: | | |
| Include this acc | count when receiving mail or synchronizing | |
| | | |
| | | |
| | | |
| | | |
| | OK Cancel Apply | |

Verify Server Settings:

- Click on the Server Settings tab
- Determine which server settings you need. "My incoming mail server is a" should either read POP or IMAP. You cannot change this field.
 - Verify the **Incoming Mail** server settings are <u>mail.hamiltoncom.net</u>
 - Change the Outgoing Mail server settings are <u>mail.hamiltoncom.net</u>
 - Verify the Email Username is the full email address.
 - Normally, this will be left as Log On Using Clear Text Authentication.

| 🐉 Verizon (chasm) Properties | | | |
|--|----------------------|--|--|
| General Servers Security Advanced | | | |
| Server Information | | | |
| My incoming mail server is a POP3 server. | | | |
| Incoming mail (POP3): | incoming.verizon.net | | |
| Outgoing mail (SMTP): | outgoing.verizon.net | | |
| Incoming Mail Server | | | |
| Email usemame: | chasm | | |
| Password: | ••••• | | |
| | Remember password | | |
| Log on using clear text authentication | | | |
| Log on using secure password authentication | | | |
| Log on using authenticated POP (APOP) | | | |
| Outgoing Mail Server | | | |
| My server requires authentication Settings | | | |
| • | | | |
| | OK Cancel Apply | | |

- If you need to set up **SMTP Authentication**, put a checkmark in the box "My server requires authentication" and click **Settings**.
- Normally, its recommended to leave the radio button on Use Same Settings as my Incoming Mail Server in case anything is changed.

| Outgoing Mail Server | × |
|--|--------------------------------|
| Logon Information | |
| Use same setting Log on using | s as my incoming mail server |
| Account name: | |
| Password: | |
| _ | Remember password |
| Log on using S | Secure Password Authentication |
| | OK Cancel |

Accessing Advanced Settings:

- Click the Advanced tab to access Port, SSL, and Delivery Option settings.
- Set outgoing mail port to 587.
- If you are using POP3 the port should be set to 995. If you are using IMAP the port should be 993.
- Check the box for SSL on both incoming and outgoing.

| Verizon (chasm) Properties | | |
|--|--|--|
| General Servers Security Advanced | | |
| Server Port Numbers | | |
| Outgoing mail (SMTP): Use Defaults | | |
| This server requires a secure connection (SSL) | | |
| Incoming mail (POP3): 110 | | |
| This server requires a secure connection (SSL) | | |
| Server Timeouts | | |
| Short - Long 1 minute | | |
| Sending | | |
| Break apart messages larger than 60 🔛 KB | | |
| Delivery | | |
| Leave a copy of messages on server | | |
| Remove from server after 5 algorithm day(s) | | |
| Remove from server when deleted from 'Deleted Items' | | |
| | | |
| OK Cancel Apply | | |

• Click **OK** once finished.

Test the email program to see if you can Send / Receive without error.