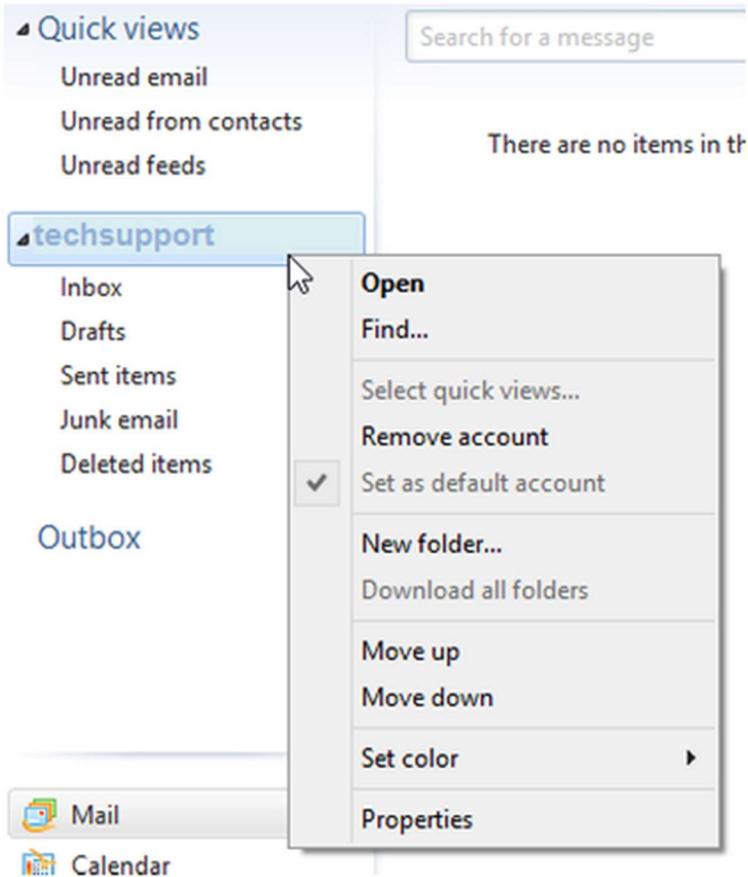


Accessing Account Settings:

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

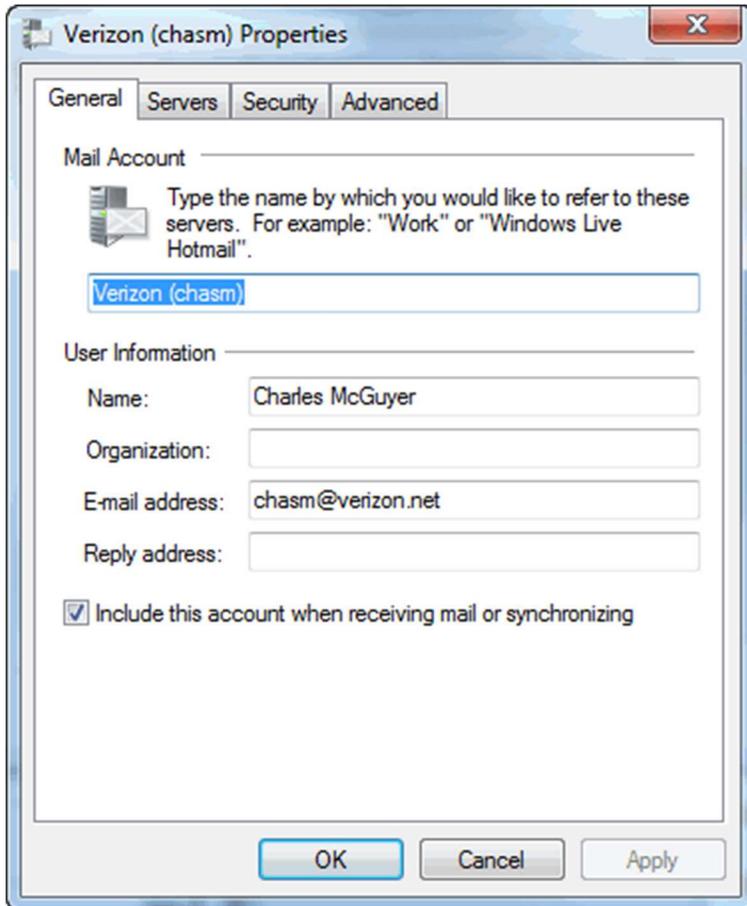


Verify Settings:

- The initial Properties window will give you multiple tabs.

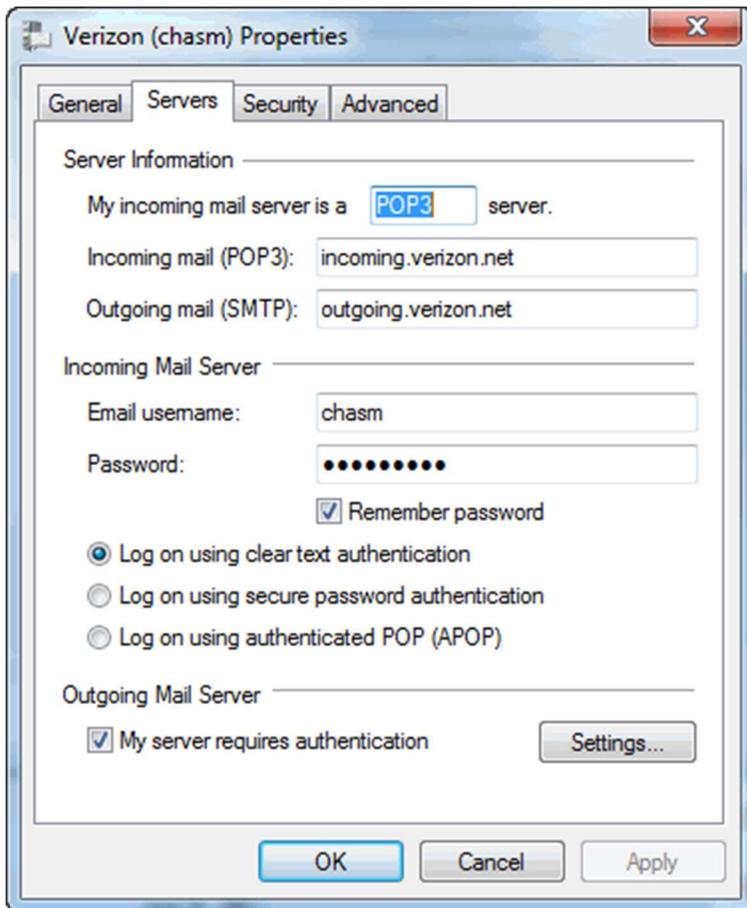
Under the **General** tab:

- 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**.

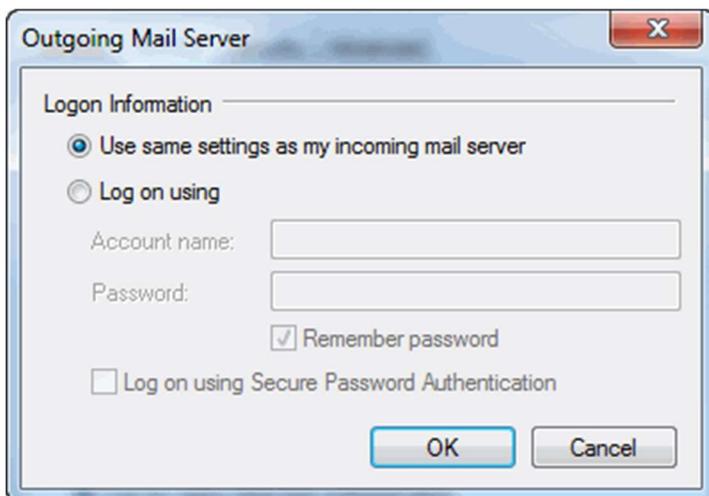


Verify Server Settings:

- 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 **mail.hamiltoncom.net**
 - Change the **Outgoing Mail** server settings are **mail.hamiltoncom.net**
 - Verify the **Email Username** is the full email address.
 - Normally, this will be left as **Log On Using Clear Text Authentication**.

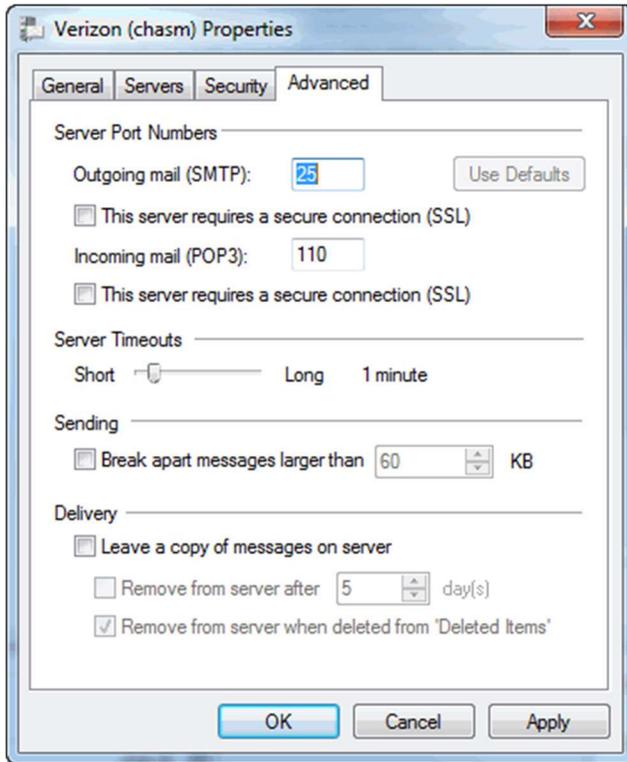


- If you need to set up **SMTP Authentication**, put a checkmark in the box "My server requires authentication" and click **Settings**.
- Normally, its recommended to leave the radio button on **Use Same Settings as my Incoming Mail Server** in case anything is changed.



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.



- Click **OK** once finished.

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