

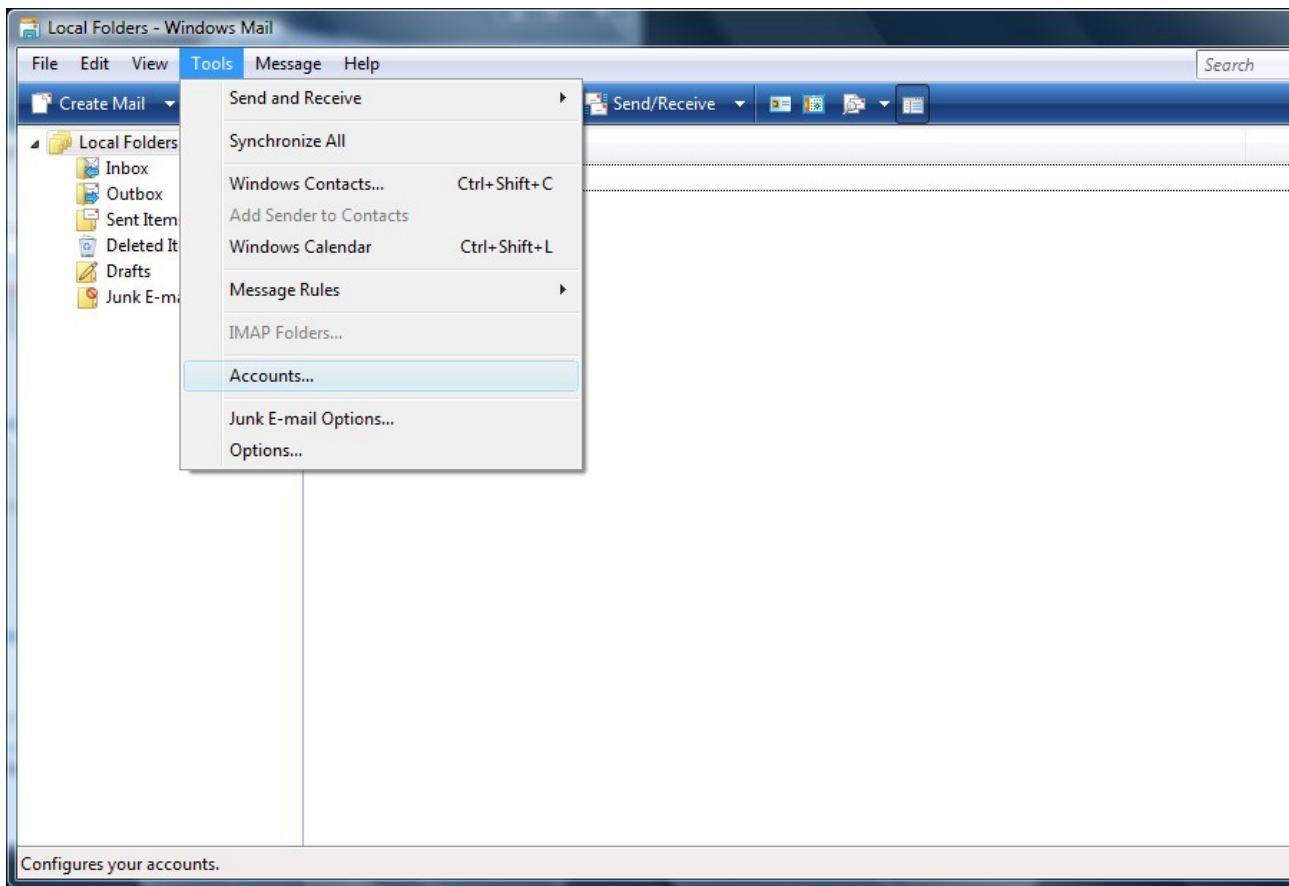
Windows Mail

Creating a New IMAP Email Account

Step-by-Step Manual
with Screenshots

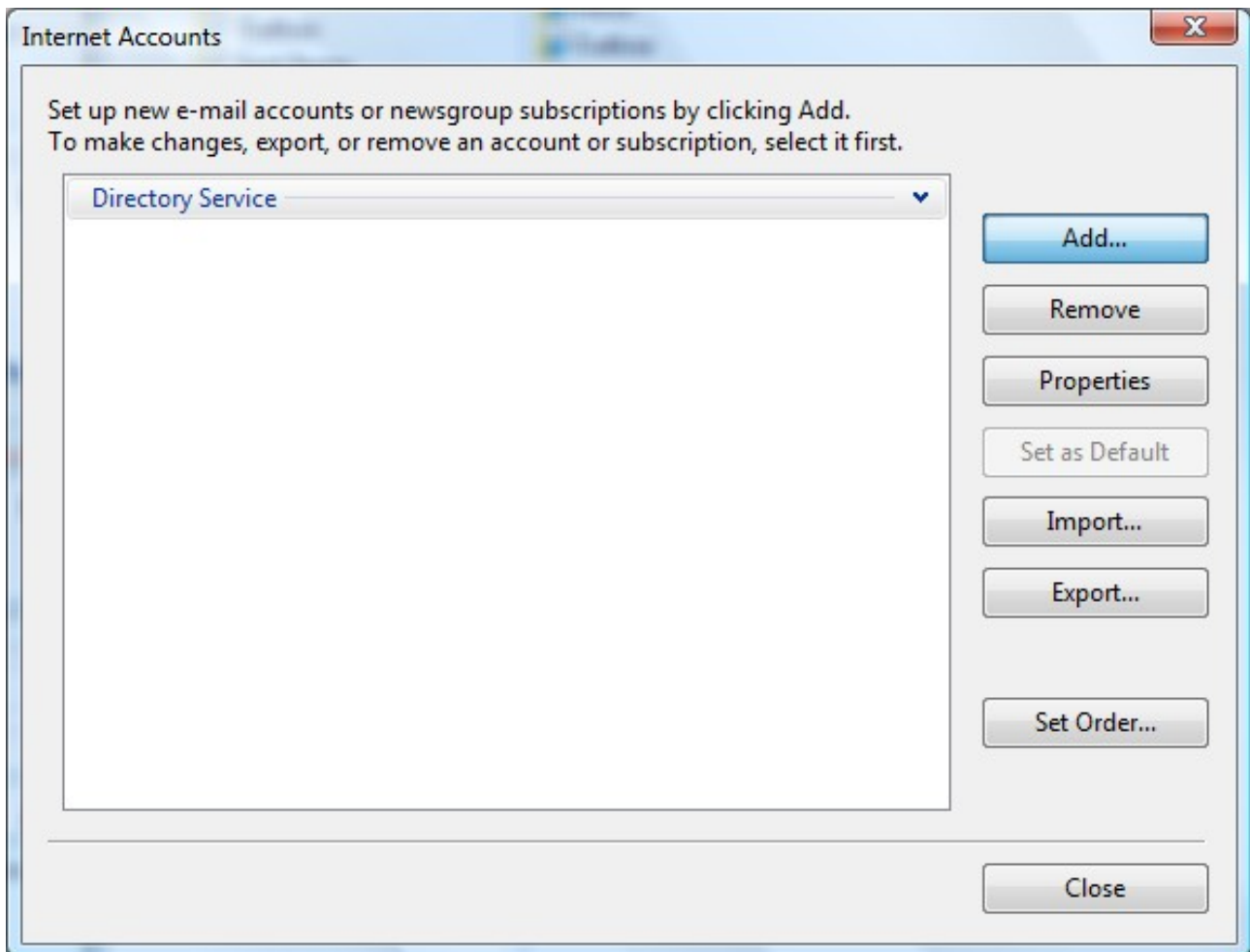
Step 1:

To add a new IMAP email account to Your *Windows Mail* email client, You will first have to start up *Windows Mail*. Then, within the program, click on *Tools*, and then on *Accounts*. A new window titled *Internet Accounts* will appear.



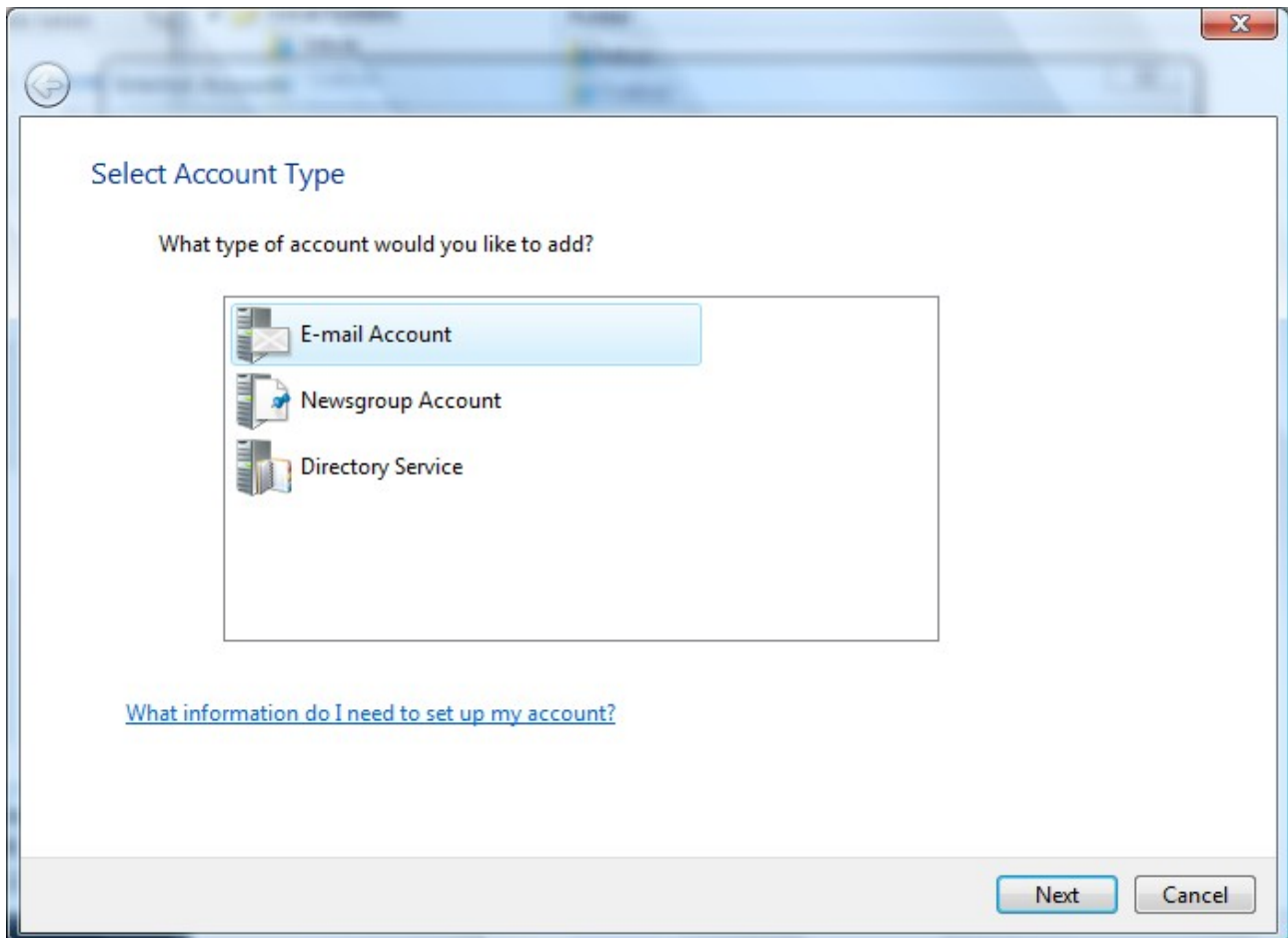
Step 2:

Within the window *Internet Accounts*, You can edit or manage Your existing email accounts, as well as create new ones. To set up a new email account, click *Add...* . Again, a new window will appear, although, untitled.



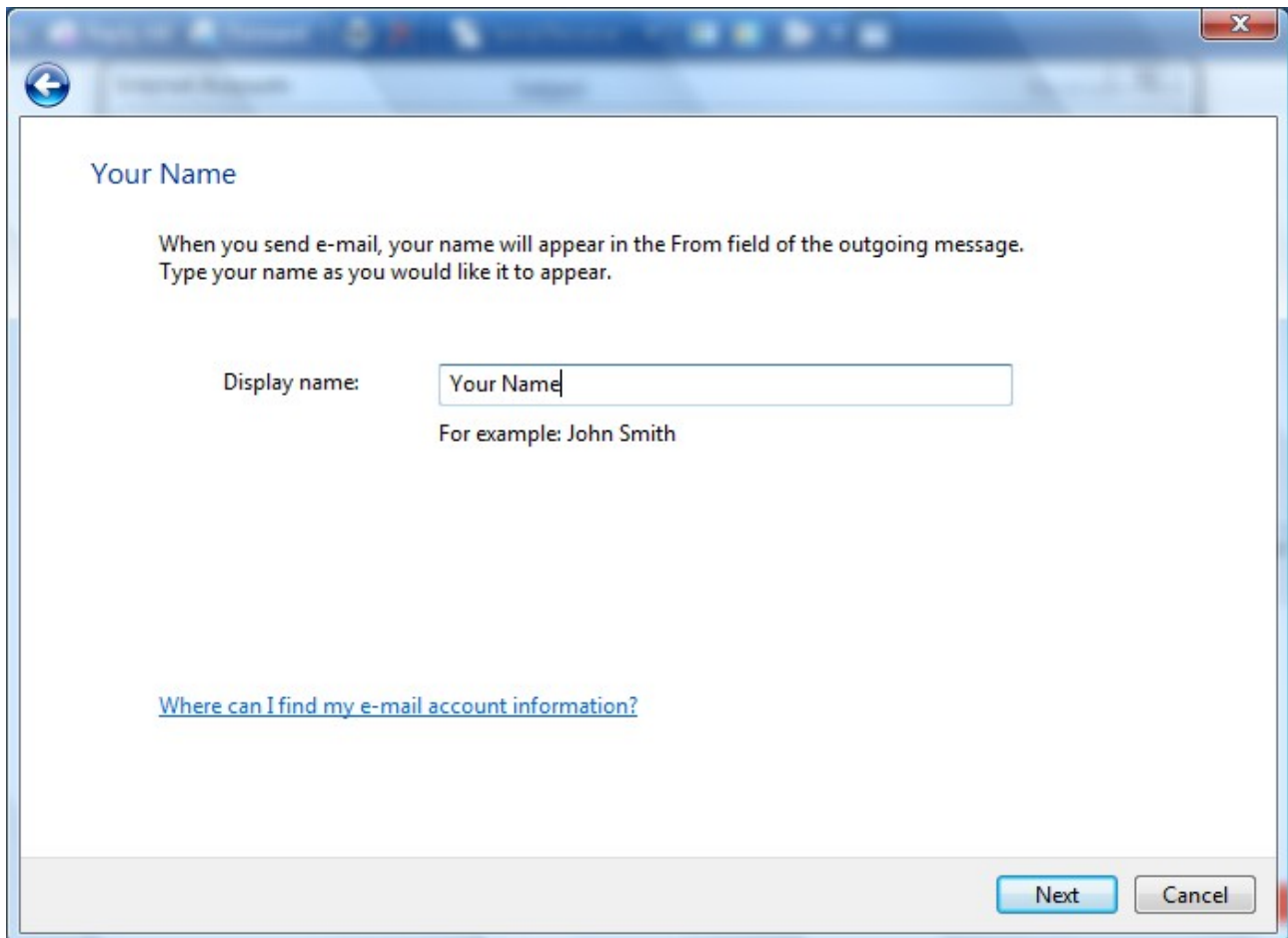
Step 3:

This new window, the *Internet Account Wizard*, will guide You through the settings You will have to define for Your new email account. First, You have to select which type of internet account You would like to add. To add a new email account to *Windows Mail*, You have to select *E-mail Account* from the *Select Account Type* menu. Afterwards, click *Next*.



Step 4:

On the second screen of the *Internet Account Wizard* You will be asked to type in Your display name. This can be any name desired. Later on, when sending and receiving emails with Your account, this name will appear in the form field of outgoing messages. After You have typed in the desired name for this account, click *Next*.



The screenshot shows a window titled "Your Name" with a back arrow in the top left and a close button in the top right. The main content area contains the following text:

Your Name

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.

Display name:

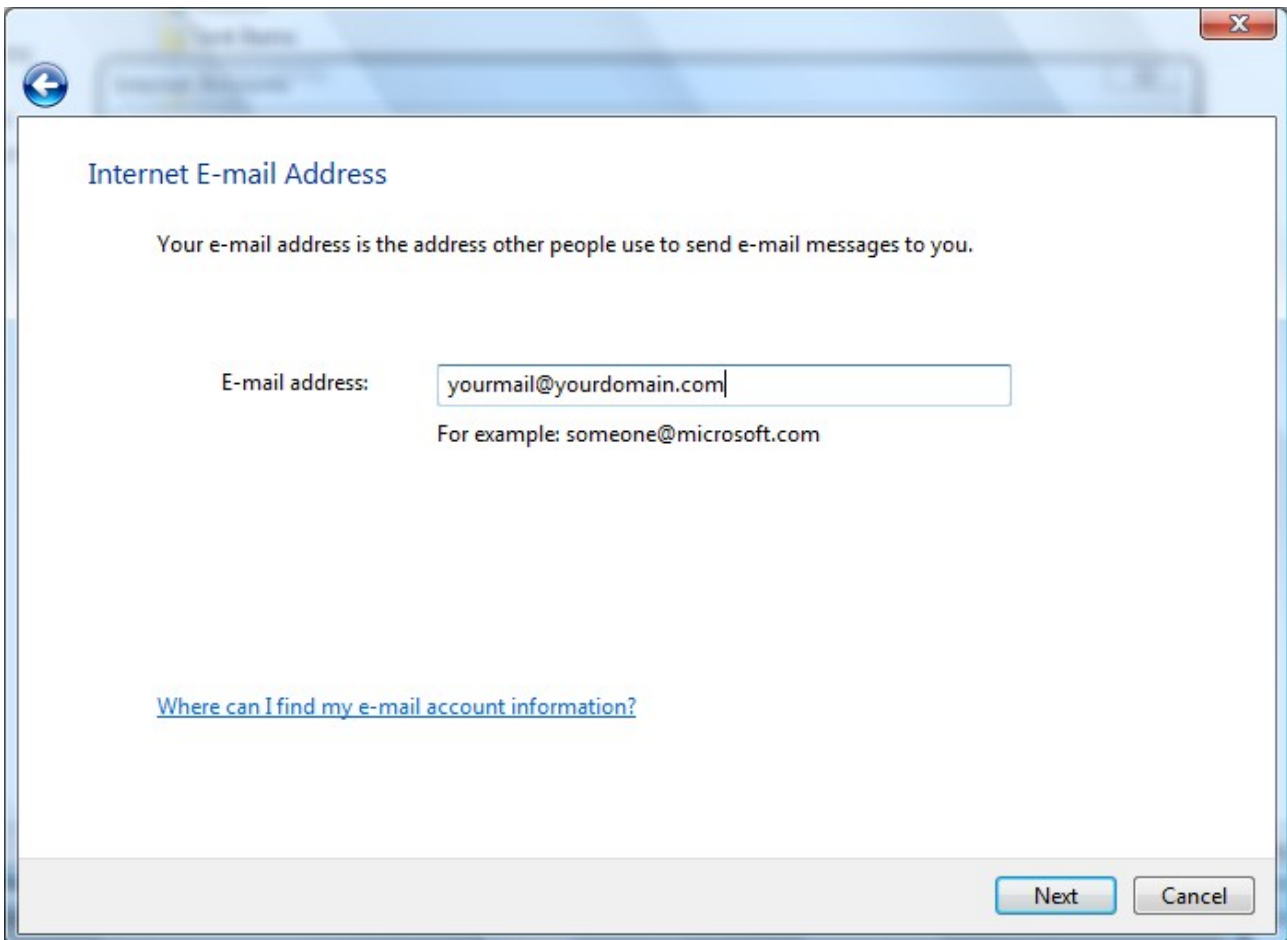
For example: John Smith

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

At the bottom right, there are two buttons: "Next" and "Cancel".

Step 5:

In this section of the *Internet Account Wizard*, You will be asked to type in Your email address, which You would like to send and receive messages for in this account. Type in Your full email address (e.g. *yourmail@yourdomain.com*), and then click on *Next*.



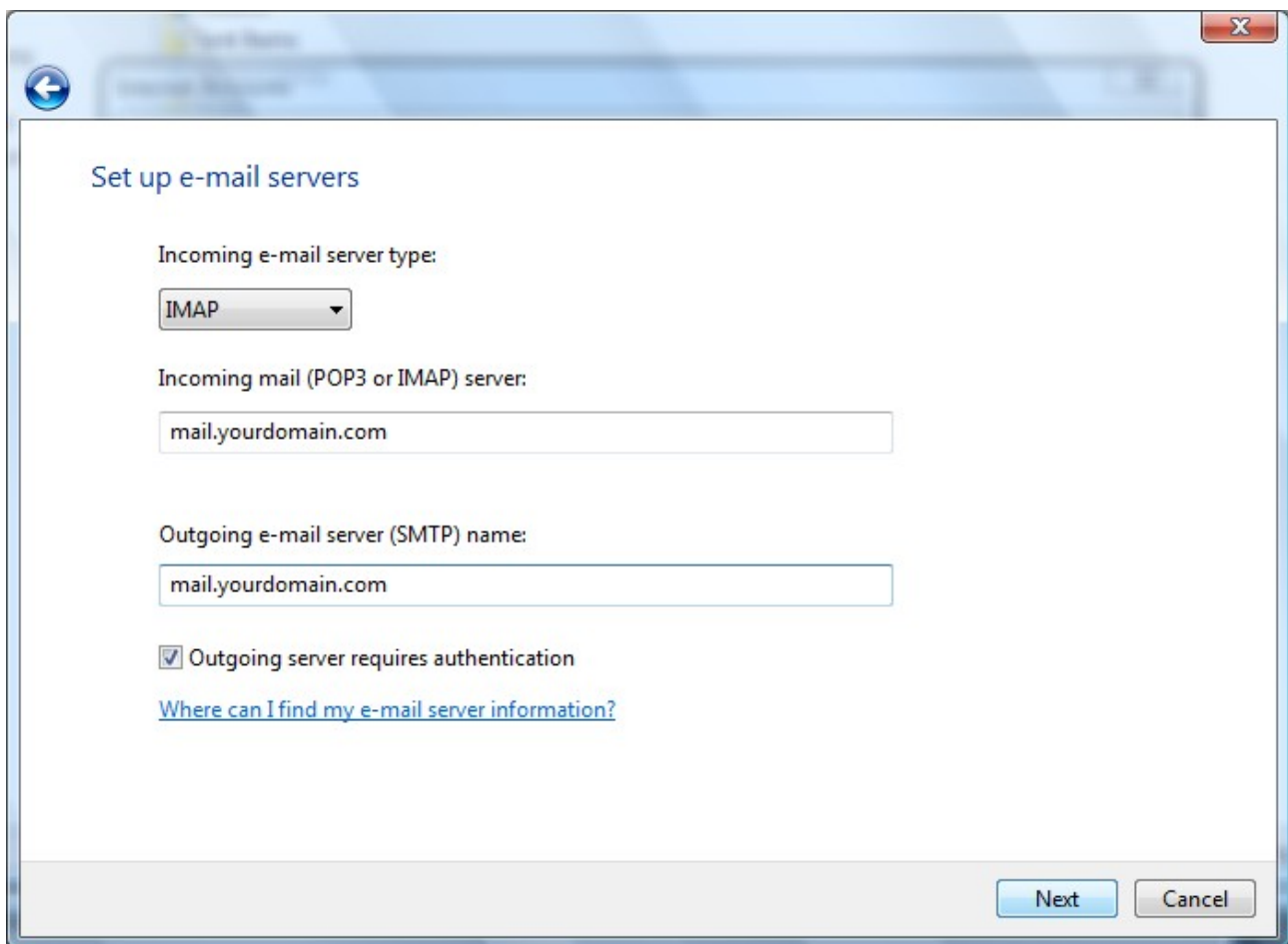
The screenshot shows a window titled "Internet E-mail Address" with a back arrow in the top left and a close button (X) in the top right. The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a label "E-mail address:" followed by a text input field containing "yourmail@yourdomain.com". Underneath the input field is the text "For example: someone@microsoft.com". 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" and "Cancel".

Step 6:

In this step, You will have to define the *Incoming e-mail server type*, the *Incoming POP3/IMAP server*, as well as the *Outgoing SMTP server*. Depending on how You would like to set up Your new email account, the settings may vary. In this case though, select *SMTP* as the *Incoming server type*. Then type in the *Incoming* and *Outgoing* server addresses in the appropriate entry fields (eg. *mail.yourdomain.com*).

Also, make sure to select *Outgoing server requires authentication*.

After You have typed in the mailservers, click *Next*.



The screenshot shows a dialog box titled "Set up e-mail servers" with the following fields and options:

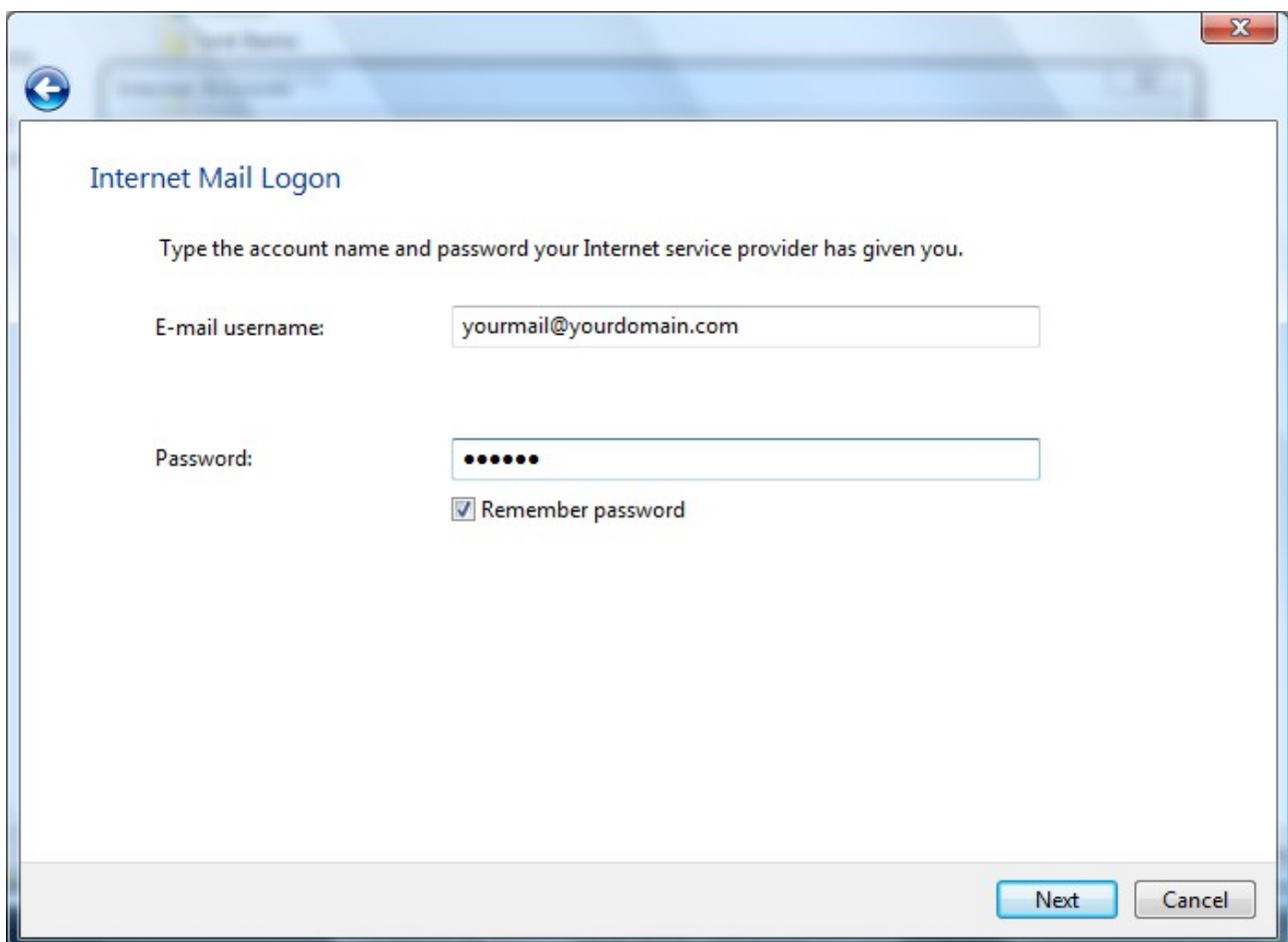
- Incoming e-mail server type:** A dropdown menu with "IMAP" selected.
- Incoming mail (POP3 or IMAP) server:** A text input field containing "mail.yourdomain.com".
- Outgoing e-mail server (SMTP) name:** A text input field containing "mail.yourdomain.com".
- Outgoing server requires authentication**
- [Where can I find my e-mail server information?](#)
- Next** and **Cancel** buttons at the bottom right.

Step 7:

In step number seven You just have to type in the *E-mail username* and *Password*, with which *Windows Mail* will try to establish a connection with the mailserver. Type in Your full email address as username, followed by the corresponding password.

(The one You have chosen when the account was created; for the *postmaster@yourdomain.com* account, the standard password is the same as Your *Control-Panel* password.)

Choose wether or not *Windows Mail* should remember Your password, and then click *Next* to proceed to the final step.



Internet Mail Logon

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

E-mail username:

Password:

Remember password

Next Cancel

Step 8:

This final step is not relevant to the successful configuration of Your email account, but instead, only gives You the option whether or not *Windows Mail* should immediately download Your emails. If You desire to download Your emails stored on the mailservers now, place a mark in the appropriate checkbox. Then click *Finish*, to finalize Your account configuration.

