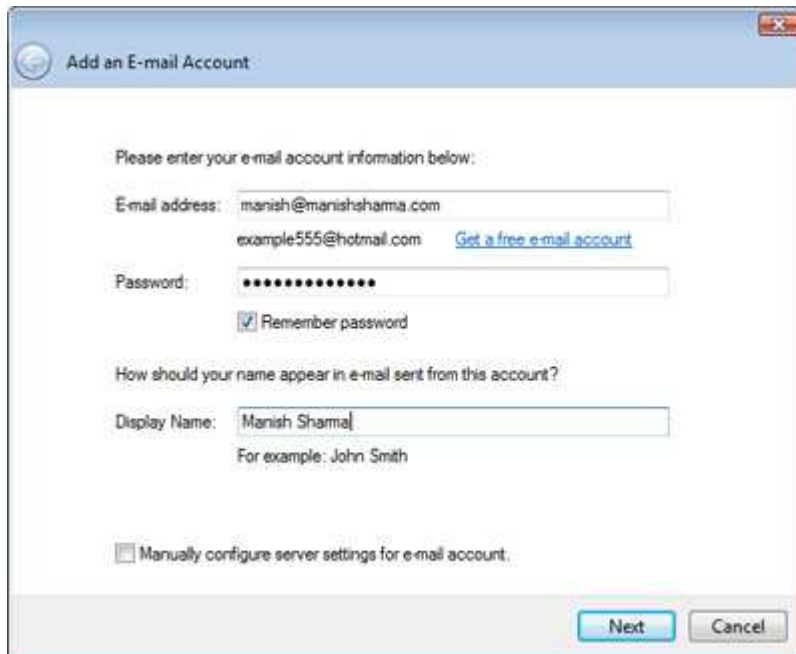


1. Adding the email settings on Windows Live Mail

- Click on
 - ◆ *Add an e-mail account:*
 - (located on the left, refer image above)
 - ◆ or go to
 - *Tools*
 - *Accounts*
 - *Add*
 - *E-mail Account*

Add an E-mail Account

- ◆ Enter
 - email address
 - password
 - display name
- ◆ Check "remember password" box
 - (unless you are concerned about security and want to enter the password every time you access your account)
- ◆ Hit the "Next" button to continue.



Please enter your e-mail account information below:

E-mail address:
 [Get a free e-mail account](#)

Password:
 Remember password

How should your name appear in e-mail sent from this account?

Display Name:
For example: John Smith

Manually configure server settings for e-mail account.

- ❖ Here, you need to select your incoming mail server type

- POP3 or IMAP
 - **pop.bluetie.com**
 - Port: **110**
- or
 - **imap.bluetie.com**
 - Port: **143**
- ❖ login ID
 - Full Email address (should already be there)
- ❖ Outgoing email server address.
 - **smtp.bluetie.com**
 - Port: **5125**

Where can I find my e-mail server information?

Incoming Server Information

My incoming mail server is a **POP3** server.

Incoming server: Port:

This server requires a secure connection (SSL)

Log on using:

Login ID (if different from e-mail address):

Outgoing Server Information

Outgoing server: Port:

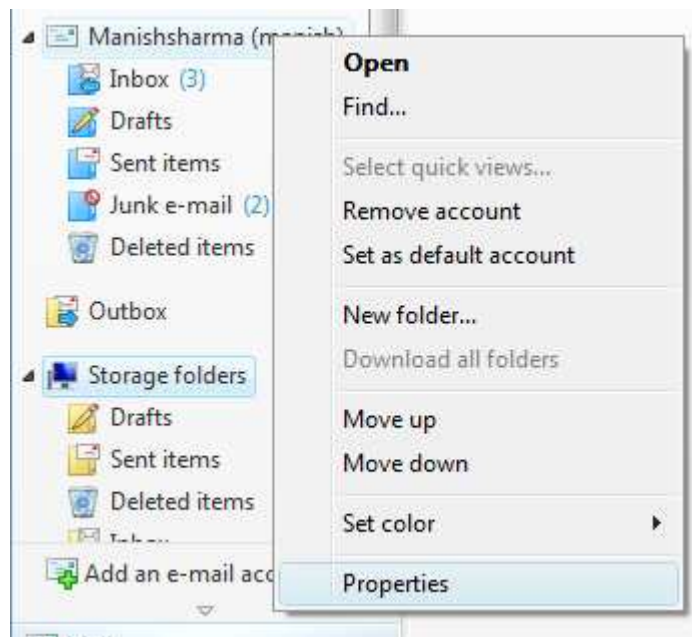
This server requires a secure connection (SSL)

My outgoing server requires authentication

The Windows Live Mail setup process is now complete. You have a choice of setting the new account as the default by checking the box.



- ❖ When a new email account is added on Windows Live Mail, the program creates 5 new folders -
 - *Inbox,*
 - *Drafts,*
 - *Sent items,*
 - *Junk e-mail*
 - *Deleted items*



For all you Outlook Express users - The Junk e-mail folder was included in Windows Mail Vista as a part of the automated junk email filter utility and carried forward to Windows Live Mail email client.

Step 3 - Modifying the properties of the email account

- The last step is to modify the properties of the newly set up email account.
 - ♦ Right-click on the account in the left panel
 - ♦ select "*Properties*".
 - ♦ Advanced tab.
 - ♦ Check "*Leave a copy of messages on server*"
 - ♦ "*Remove from server when deleted...*"

