

Setting Up Windows Mail®

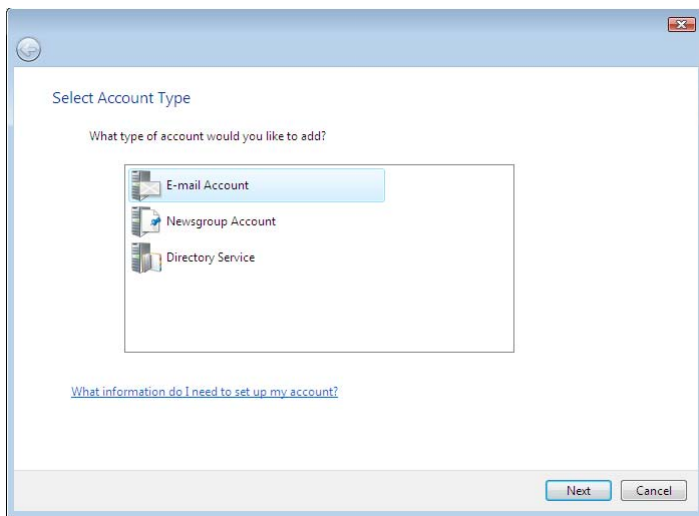
Note: Windows Mail is the successor to Outlook Express, and it ships with Windows Vista.

Setting Up Windows Mail Email Accounts

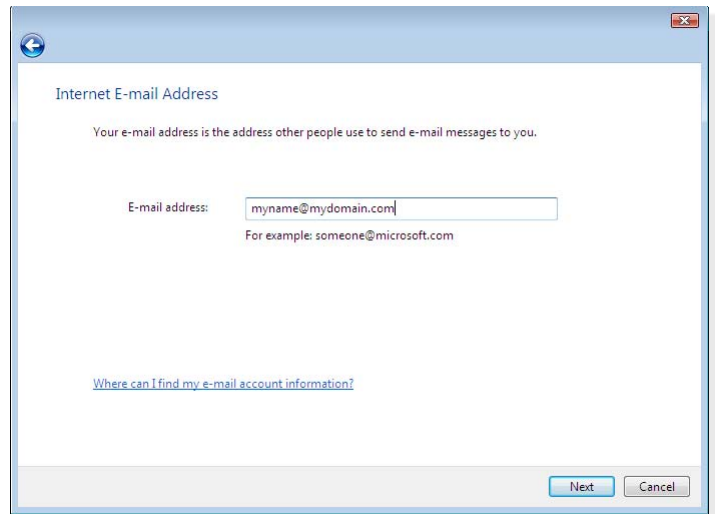
1. To set up your mail account, select **Tools / Accounts**.
2. Click **Add**, from the Internet Accounts window, which will open a setup wizard.

To continue the setup process, navigate through the following windows in the setup wizard:

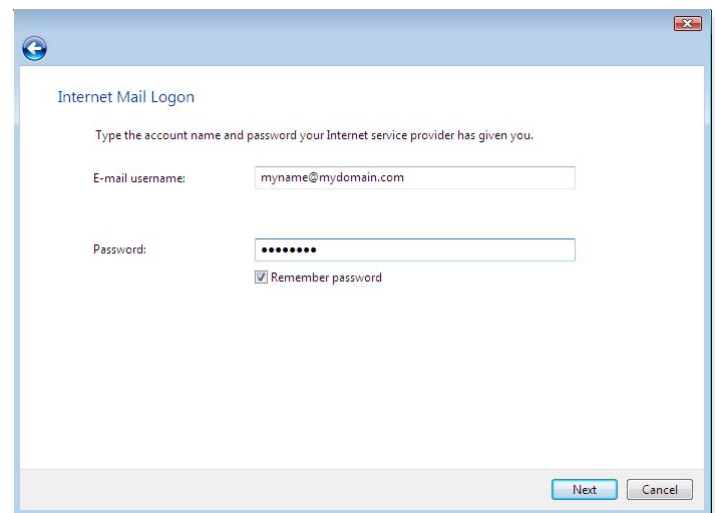
1. In the **Select Account Type** window, choose **Email Account** and click **Next** after completing each step of the process to continue to move through the wizard.



2. In the **Your Name** window, enter the name you want to display as sender, which may include your real name or company name.
3. In the **Internet E-mail Address** window, please specify your address in the **E-mail address** field.
4. In the next window, **Set up e-mail servers**, you'll enter the following information:
 - Incoming e-mail server type—Choose POP3 from the drop-down menu.
 - Incoming mail (POP3 or IMAP) server—Enter *mail1.nicsys.net*
 - Outgoing e-mail server (SMTP) name—Enter *mail1.nicsys.net*
 - Check the box labeled **Outgoing server requires authentication**.



5. In the next window, **Internet Logon**, enter your E-mail username, such as *myname@mydomain.com*.



6. Under **Password**, enter the user password to access your account and click **Remember password** to store this setting.

Note: If you do not choose Remember password, you will be prompted to manually enter a password whenever you access your mailbox via Windows Mail.

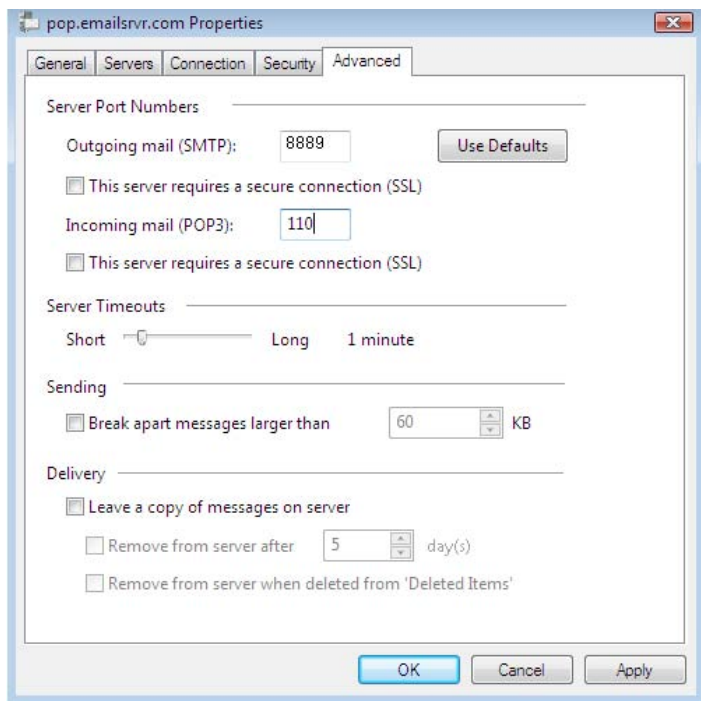
7. In the **Congratulations** window, if you don't want to download all your messages, check the box labeled **Do not download my e-mail at this time**. Otherwise, you can leave this setting unchecked.
8. Click **Finish** to store your settings.

Note: Repeat the above process for each additional account that you want to add.

Changing Outgoing (SMTP) Server Settings

If you experience trouble sending mail, it is likely that your ISP is blocking the default Port 25; this is a very common process that's designed to protect the service from spammers. To fix this problem, follow these steps:

1. Select [Tools / Accounts](#).
2. Select your email account from the list in the dialog box, and choose [Properties](#) to bring up the settings window.
3. Click on the [Advanced](#) tab.
4. In the text field labeled [Outgoing mail \(SMTP\)](#), replace the port number with 8889.
5. Click [Apply](#) to store your settings and then [OK](#) to close the dialog box.



Leaving a Copy of Messages on the Server

1. To leave a copy of messages on the server, select [Tools / Accounts](#).
2. Select your email account from the list in the dialog box, and choose [Properties](#) to bring up the settings window.
3. Click the [Servers](#) tab.
4. Check the [Leave a copy messages on server](#) box.
5. To avoid exceeding your account's storage limits, check [Remove from server after](#) and enter the number of days to store messages. The default setting is 5 days.
6. As a further protection, check [Remove from sever when deleted from 'Deleted Items.'](#)
7. Click the [OK](#) button to complete the setup process.