

# Email set-up instructions

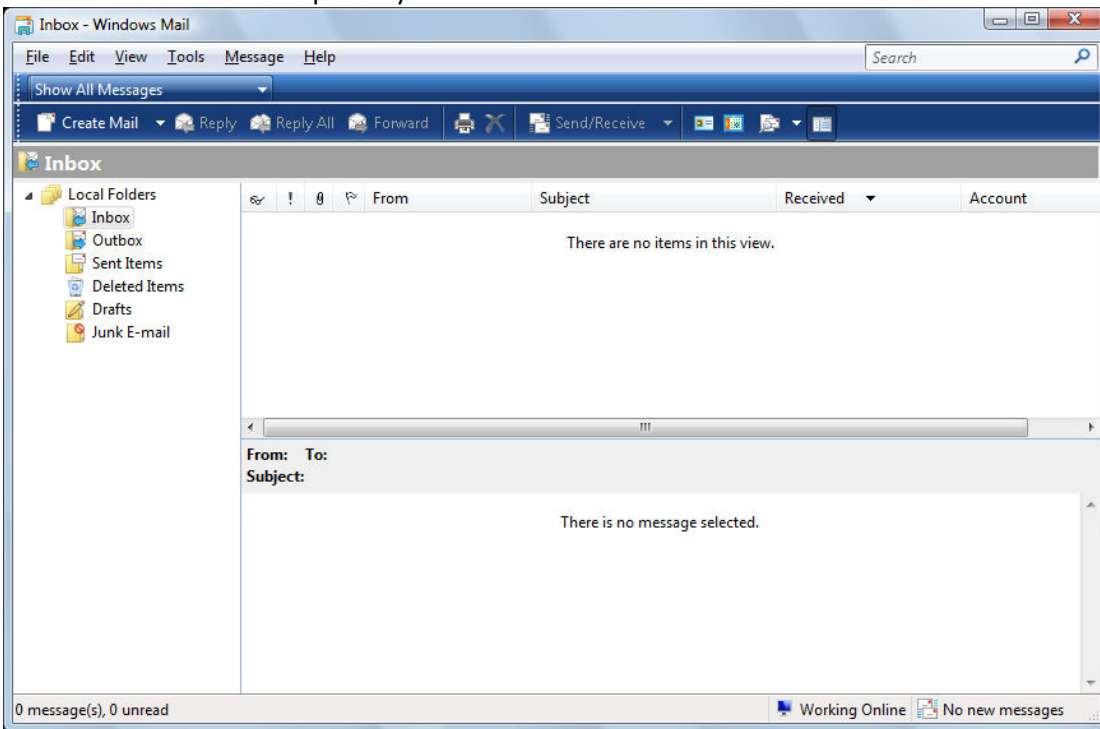
## WINDOWS MAIL



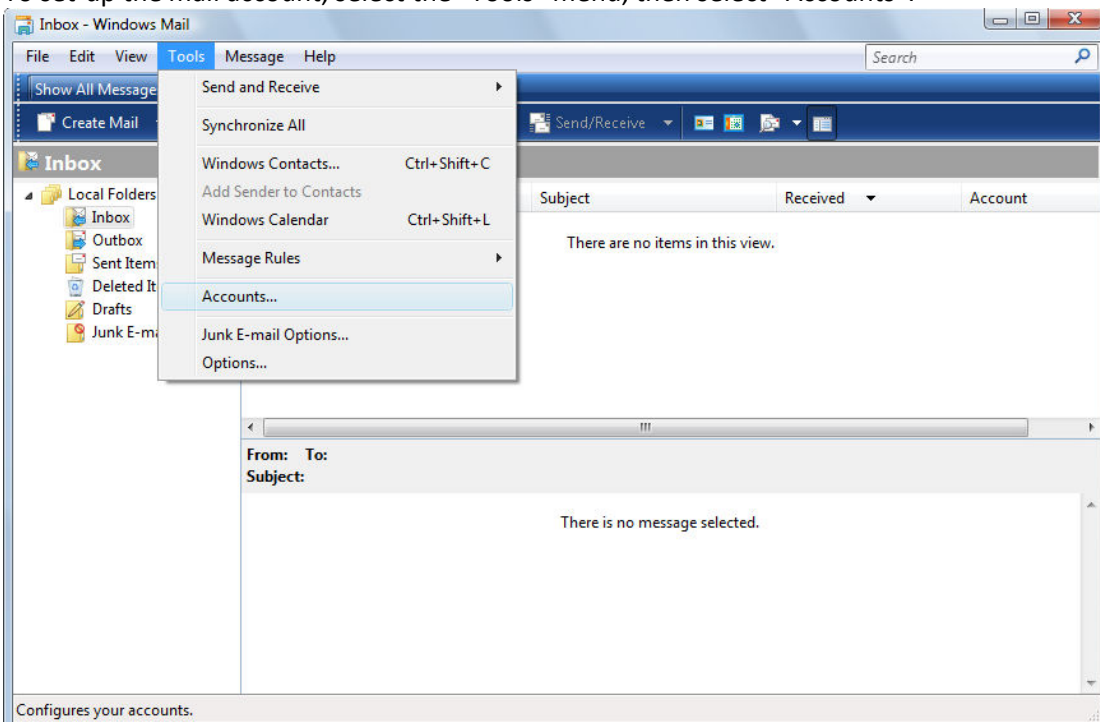
Open windows mail from the icon on the desktop, or via Start/All Programs/Windows Mail.



Once Windows Mail has opened you should see the below screen.



To set-up the mail account, select the "Tools" menu, then select "Accounts".

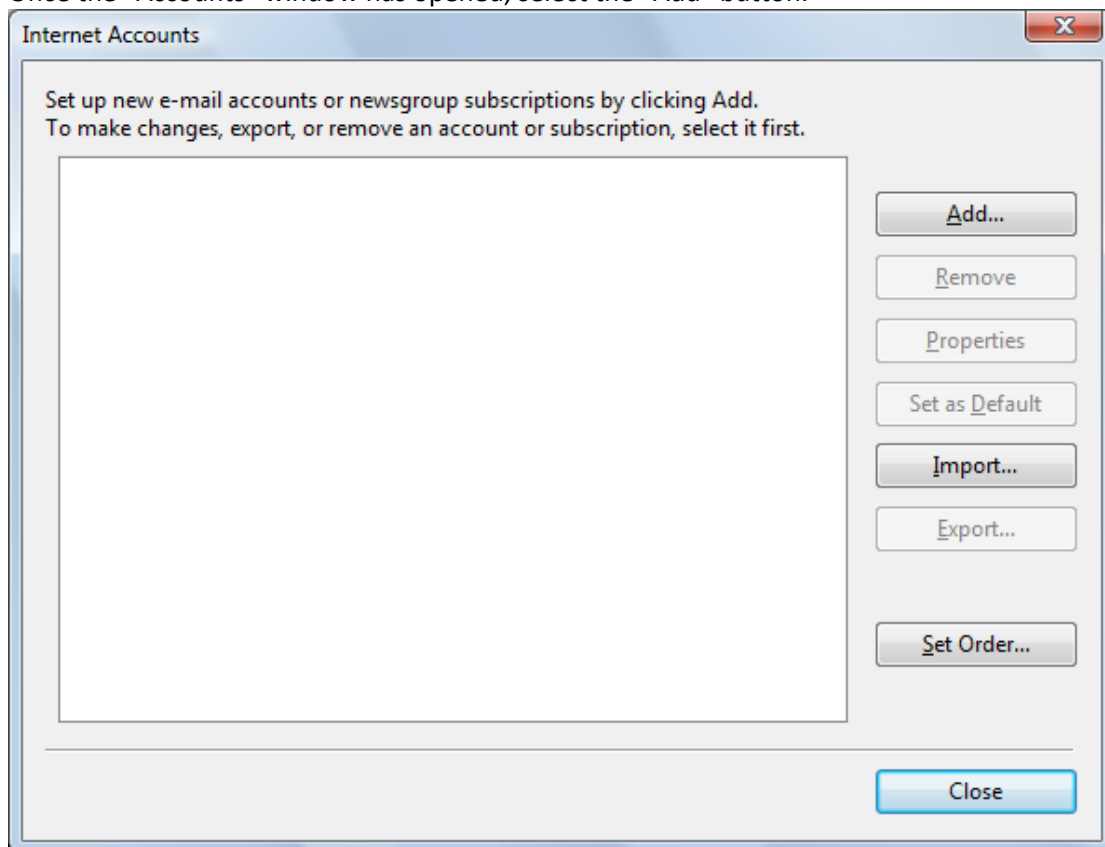


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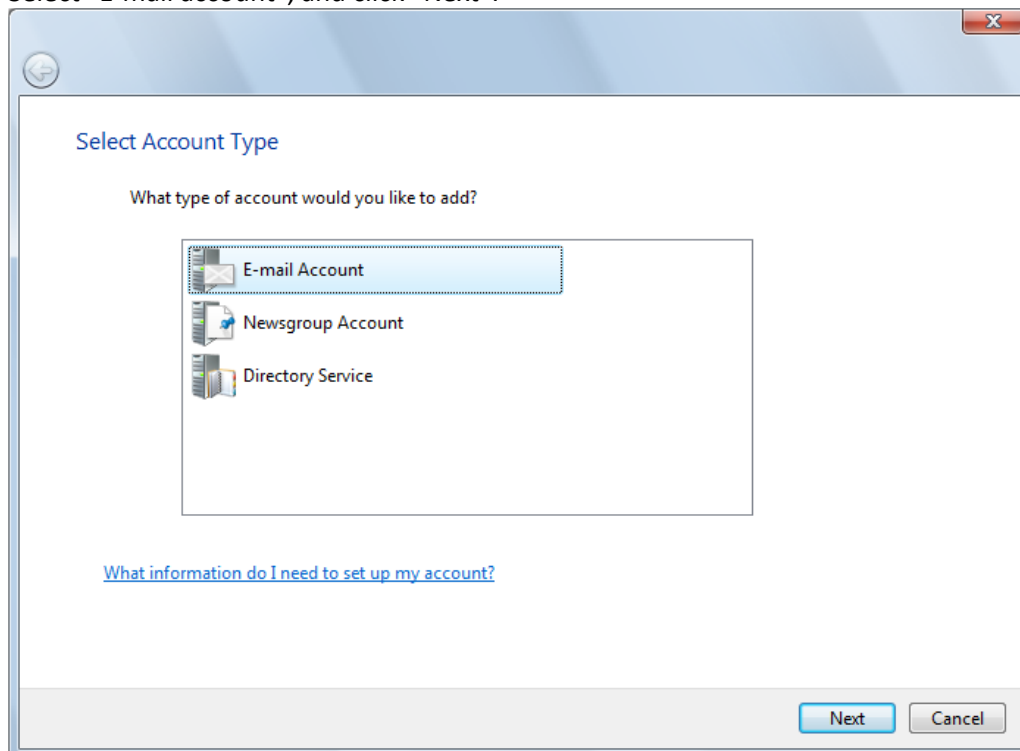
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Once the “Accounts” window has opened, select the “Add” button.



Select “E-mail account”, and click “Next”.



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Type in your name in the “Display Name” box, and click “Next”.

A screenshot of a Windows Mail dialog box titled "Your Name". The dialog has a blue header bar with a back arrow on the left and a close button (X) on the right. Below the header, the text "Your Name" is displayed in blue. A paragraph of text reads: "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." Below this is a label "Display name:" followed by a text input field containing "John Smith". Underneath the input field is the text "For example: John Smith". 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".

Type in your e-mail address in the “E-mail address” box, and click “Next”.

A screenshot of a Windows Mail dialog box titled "Internet E-mail Address". The dialog has a blue header bar with a back arrow on the left and a close button (X) on the right. Below the header, the text "Internet E-mail Address" is displayed in blue. A paragraph of 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 "johnsmith@activ8.net.au". 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".

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The “Incoming e-mail server type” should already be set to “POP3”. There is no need to change this.

- Type in *mail.activ8.net.au* for the “Incoming” and “Outgoing” servers.
- Ensure that the “Outgoing server requires authentication” box is NOT ticked, and click “Next”.

A screenshot of the "Set up e-mail servers" dialog box. The title bar says "Set up e-mail servers". Below the title, there is a section for "Incoming e-mail server type:" with a dropdown menu set to "POP3". Below that is a text box for "Incoming mail (POP3 or IMAP) server:" containing "mail.activ8.net.au". Below that is a text box for "Outgoing e-mail server (SMTP) name:" also containing "mail.activ8.net.au". There is a checkbox for "Outgoing server requires authentication" which is currently unchecked. Below the checkbox is a blue hyperlink: "Where can I find my e-mail server information?". At the bottom right, there are "Next" and "Cancel" buttons.

The “E-mail username” should already be set. Type in your E-mail password into the “Password” box and click “Next”.

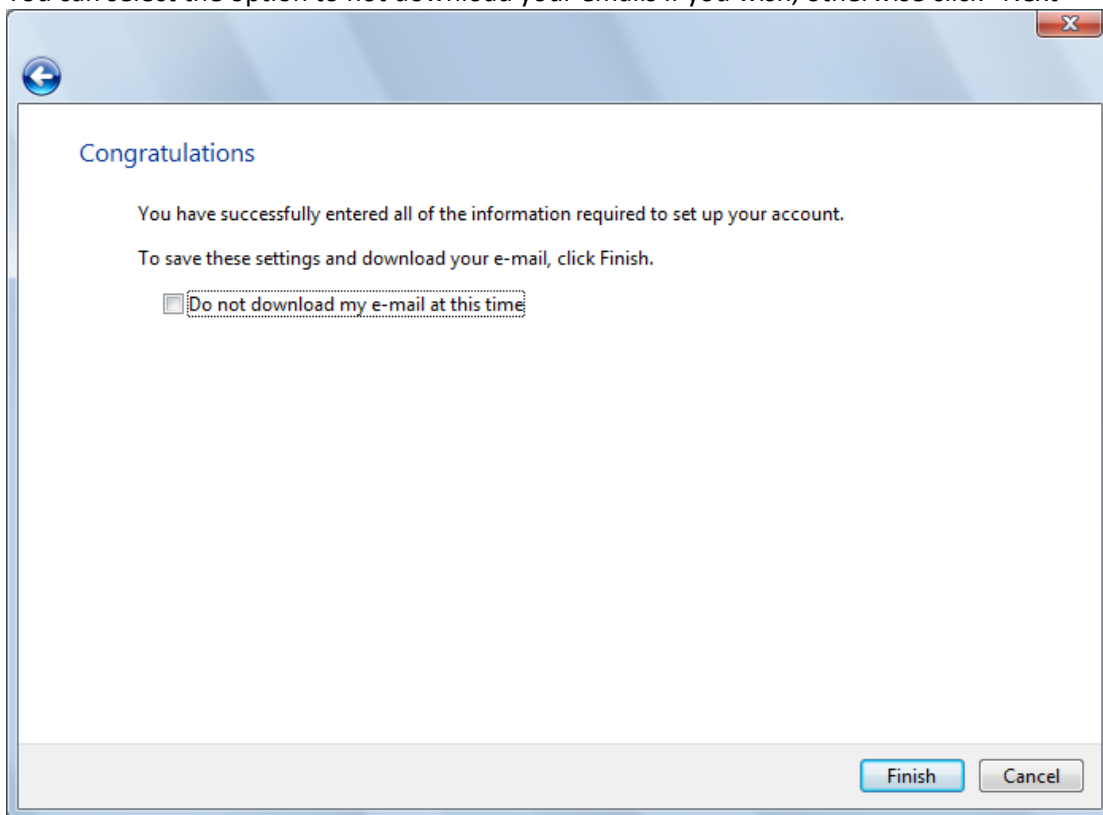
A screenshot of the "Internet Mail Logon" dialog box. The title bar says "Internet Mail Logon". Below the title, there is a prompt: "Type the account name and password your Internet service provider has given you." Below the prompt are two text boxes: "E-mail username:" containing "johnsmith" and "Password:" containing a series of dots. Below the password box is a checked checkbox for "Remember password". At the bottom right, there are "Next" and "Cancel" buttons.

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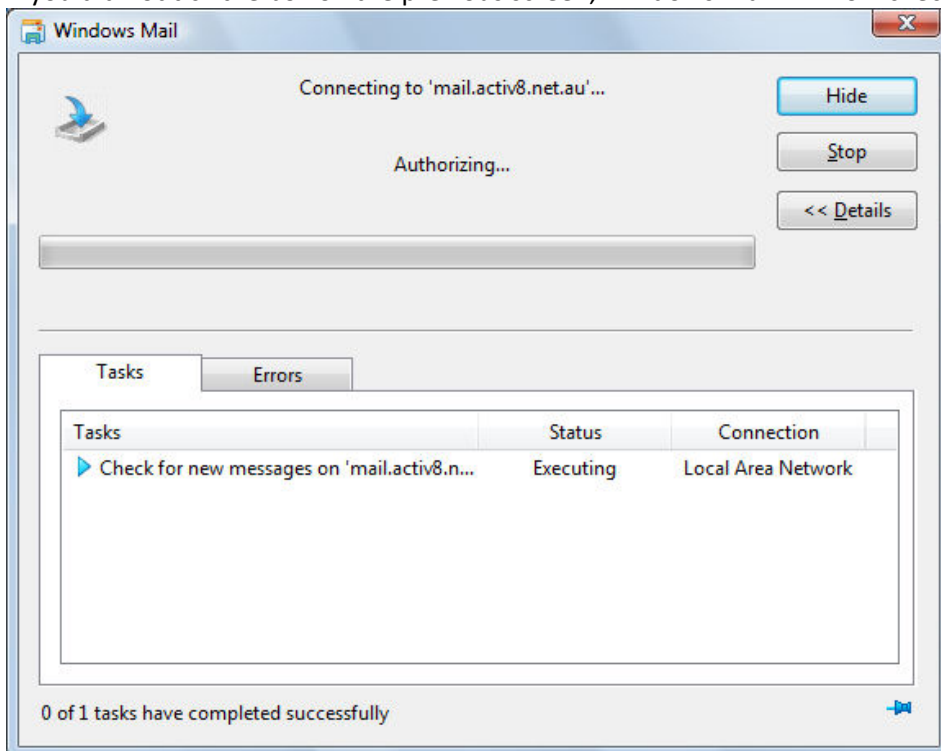
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You can select the option to not download your emails if you wish, otherwise click "Next"



If you did not tick the box on the previous screen, Windows Mail will now check for new messages for the first time.



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You can now start using Windows Mail to start sending and receiving emails with your Activ8me E-mail account.

