

Email Setup Guide

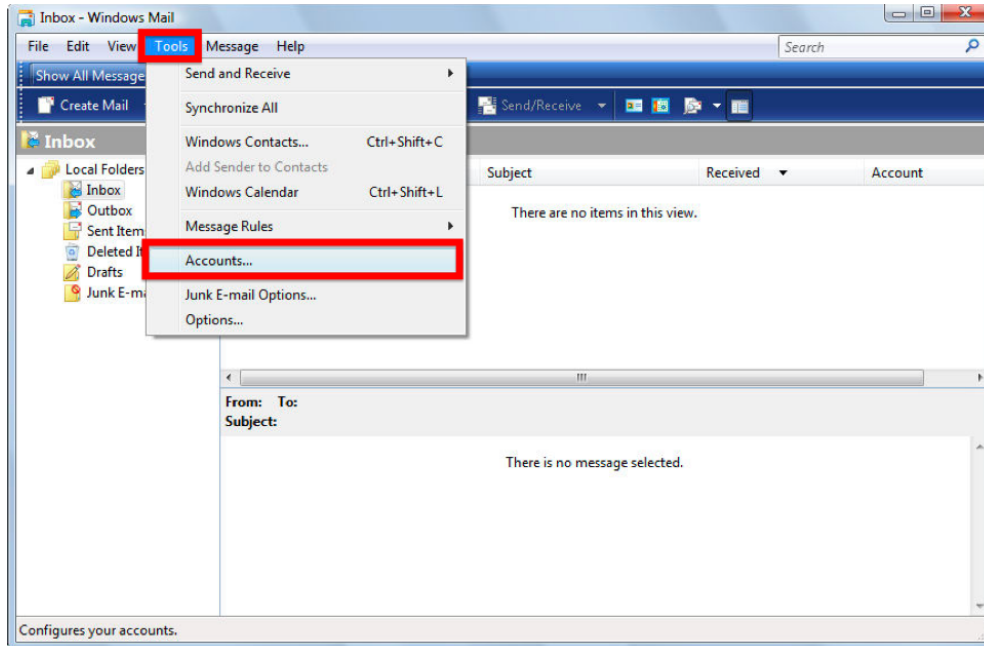
Setting Up Mail On Windows 7



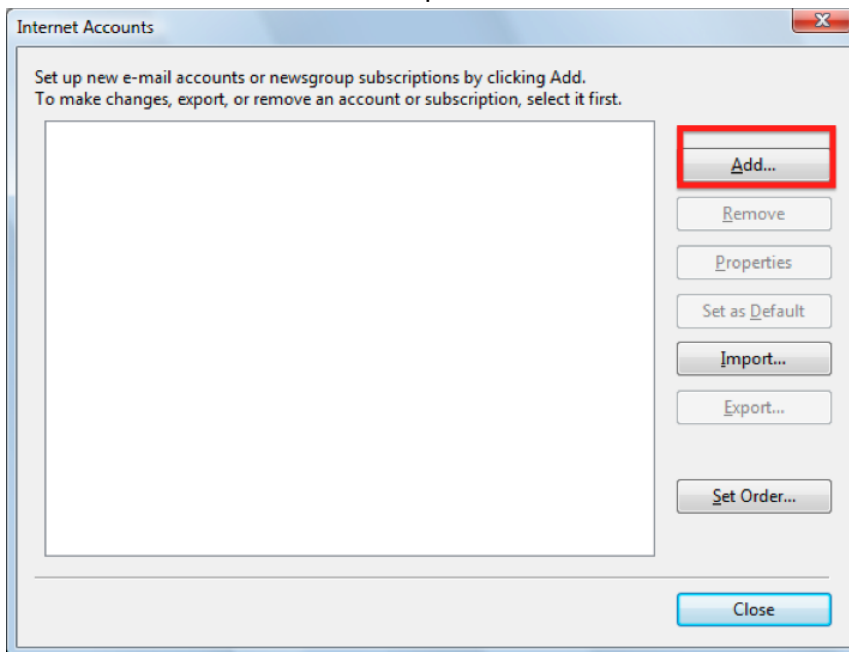
Windows 7 Mail

Open Windows Mail.

To setup a mail account, click **“Tools”** then **“Accounts...”**.



Once the Account window has opened, click the **“Add”** button.

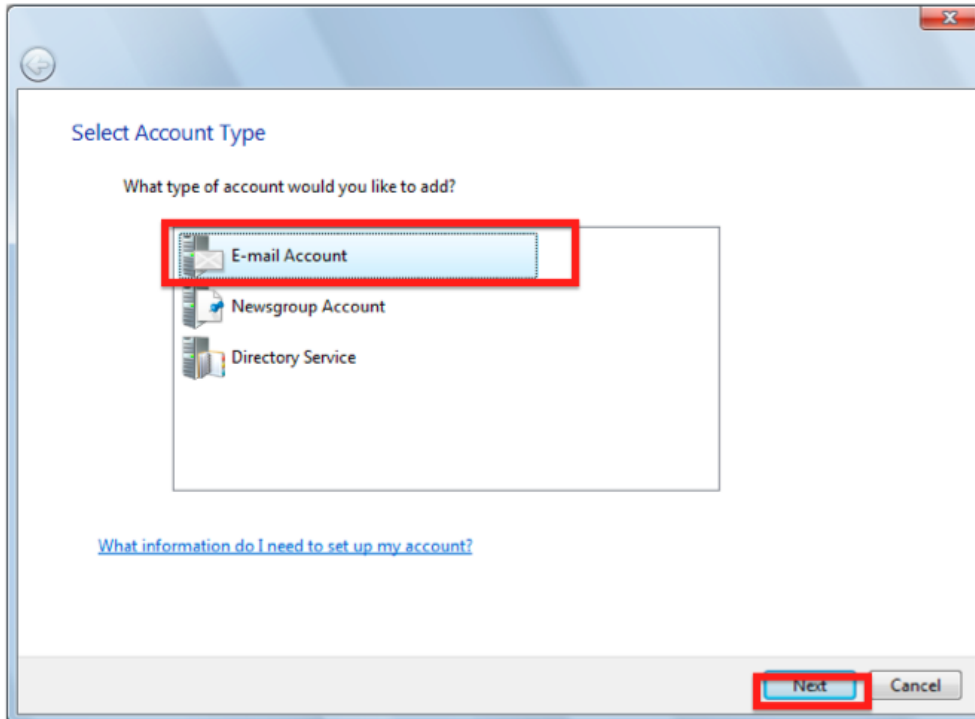


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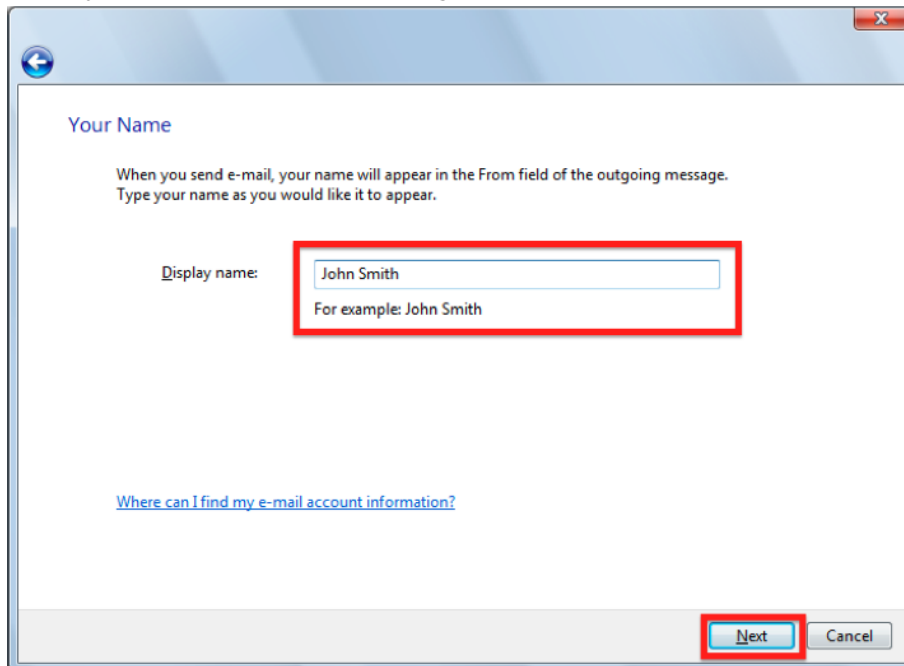
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Select email account and then click **“Next”**.



Enter your name into the **“Display Name”** box and click next.



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Enter your email address in the “**Email address**” box and click “**Next**”.

A screenshot of the "Internet E-mail Address" setup window in Windows 7. The window title is "Internet E-mail Address". Below the title, it says "Your e-mail address is the address other people use to send e-mail messages to you." There is a text box labeled "E-mail address:" containing the text "johnsmith@activ8.net.au". Below this text box is a smaller text box with the example "For example: someone@microsoft.com". At the bottom right of the window, there are two buttons: "Next" and "Cancel". The "Next" button is highlighted with a red box. A blue link at the bottom left says "Where can I find my e-mail account information?".

Setup the mail server settings.

“**Incoming e-mail server type**” should be set to “**POP3**”.

Enter mail.activ8.net.au for the incoming and outgoing servers.

Ensure that “**Outgoing server requires authentication**” is NOT ticked.

Click “**Next**”.

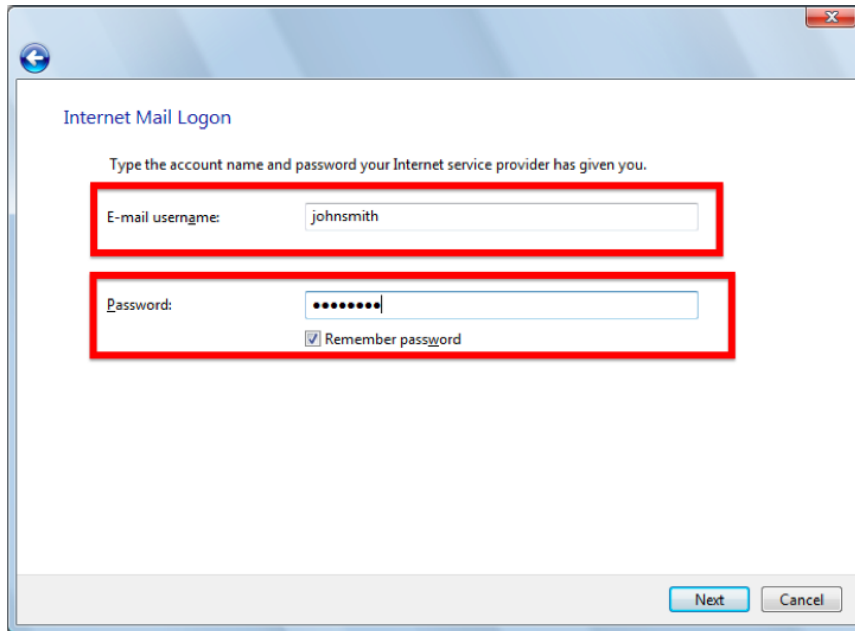
A screenshot of the "Set up e-mail servers" window in Windows 7. The window title is "Set up e-mail servers". There are two main sections. The first section is "Incoming e-mail server type:" with a dropdown menu set to "POP3". Below this is a text box labeled "Incoming mail (POP3 or IMAP) server:" containing "mail.activ8.net.au". The second section is "Outgoing e-mail server (SMTP) name:" with a text box containing "mail.activ8.net.au". Below this is a checkbox labeled "Outgoing server requires authentication" which is unchecked. At the bottom right of the window, there are two buttons: "Next" and "Cancel". The "Next" button is highlighted with a red box. A blue link at the bottom left says "Where can I find my e-mail server information?".

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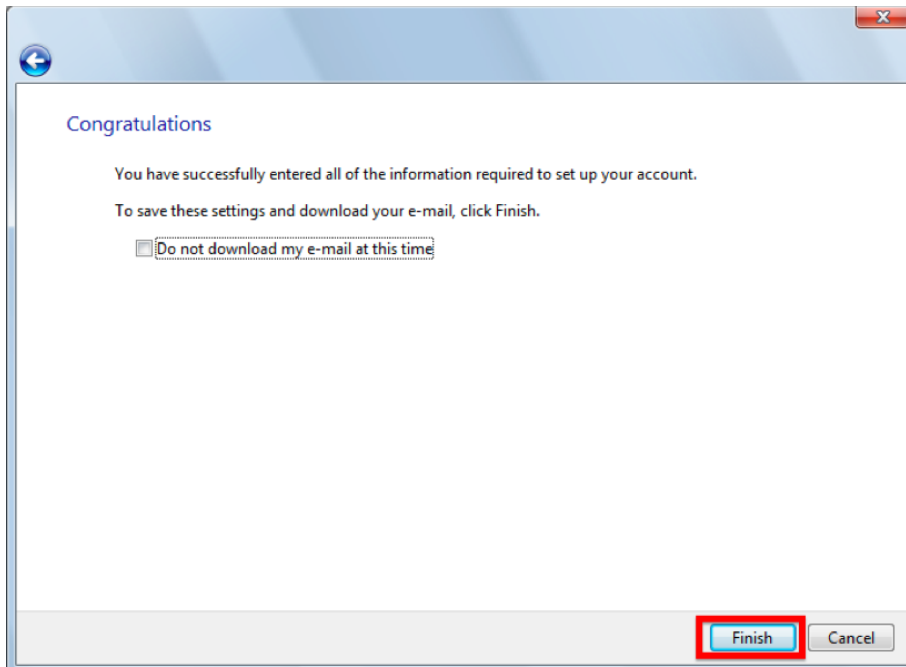


E-mail user name should already be set so enter your e-mail password into the “**Password**” box and click “**Next**”.



The screenshot shows the "Internet Mail Logon" dialog box. It has a title bar with a back arrow and a close button. The main area contains the text "Internet Mail Logon" and "Type the account name and password your Internet service provider has given you." Below this are two input fields: "E-mail username:" with the text "johnsmith" and "Password:" with a masked password "*****". A checkbox labeled "Remember password" is checked. At the bottom right are "Next" and "Cancel" buttons. Red boxes highlight the "E-mail username" and "Password" fields.

Mail will confirm that you have setup your account successfully. Click “**Finish**” to complete setup.



The screenshot shows the "Congratulations" dialog box. It has a title bar with a back arrow and a close button. The main area contains the text "Congratulations" and "You have successfully entered all of the information required to set up your account. To save these settings and download your e-mail, click Finish." Below this is a checkbox labeled "Do not download my e-mail at this time" which is unchecked. At the bottom right are "Finish" and "Cancel" buttons. A red box highlights the "Finish" button.