

# Email Setup Guide

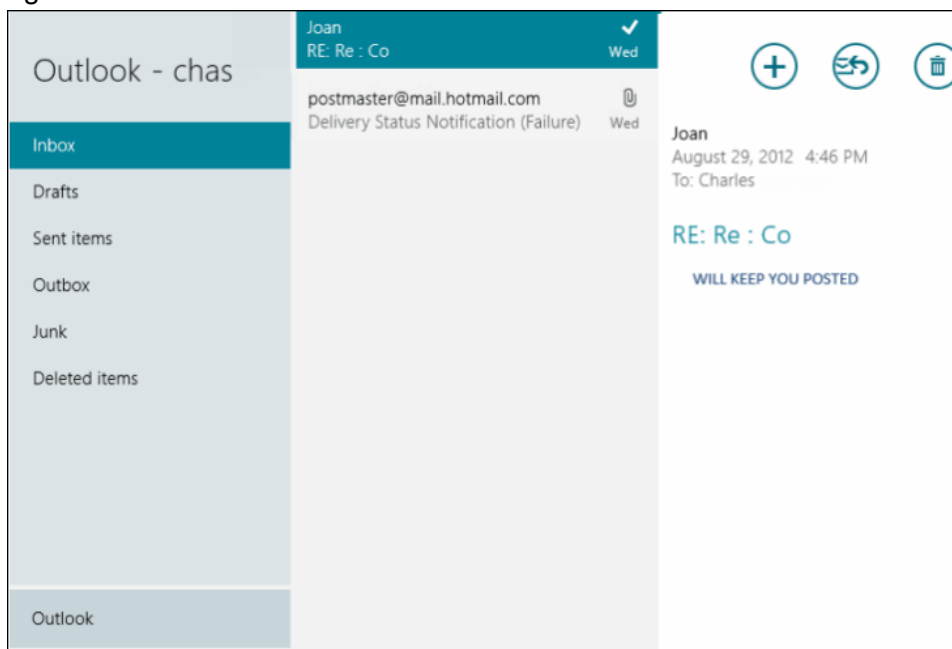
Setting Up Mail On Windows 8



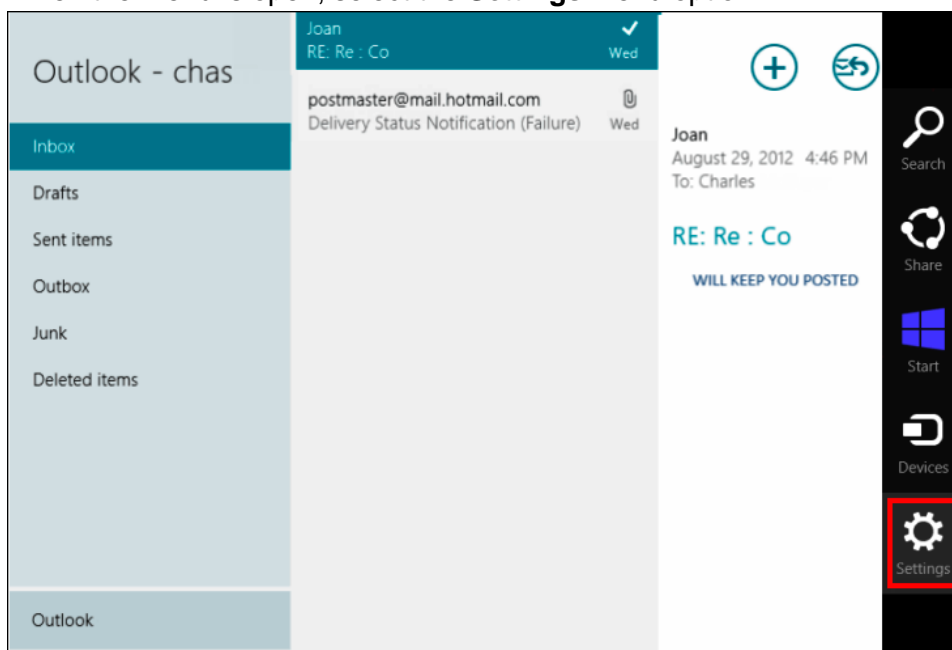
## Windows 8 Mail

Open Windows 8 Mail.

To show the main menu, move your mouse to the top right of the screen or swipe in from the right.



When the menu is open, select the **Settings** menu option.

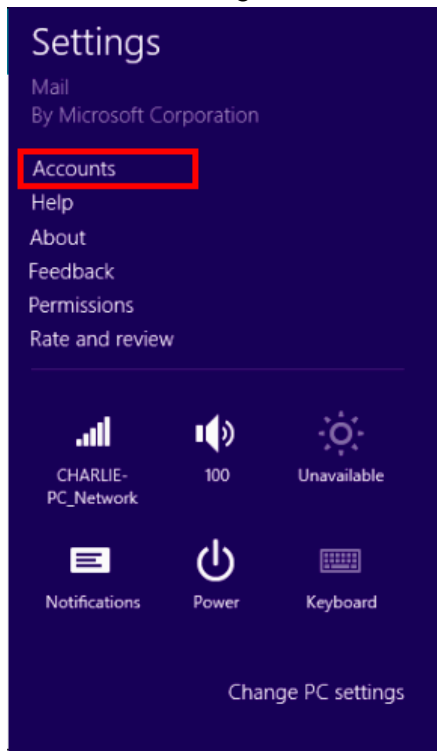


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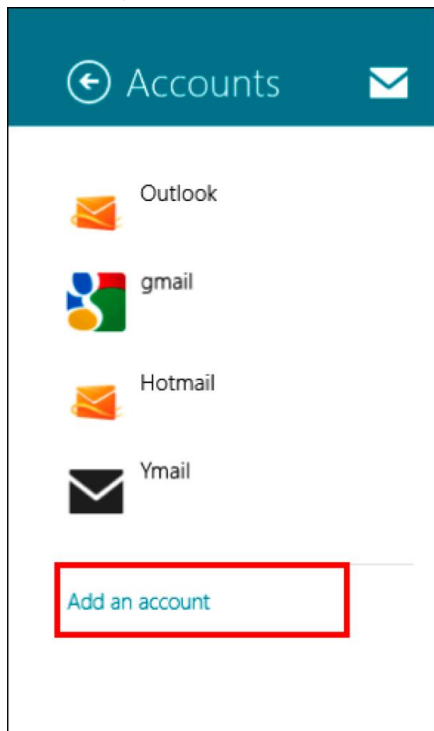
## Setting Up Mail On Windows 8



Once in the settings menu, to start configuring a new email account, select **Accounts**.



This will open the **Accounts** menu where you will be able to add a new email account. To do so, select the **Add an account** option in the menu.

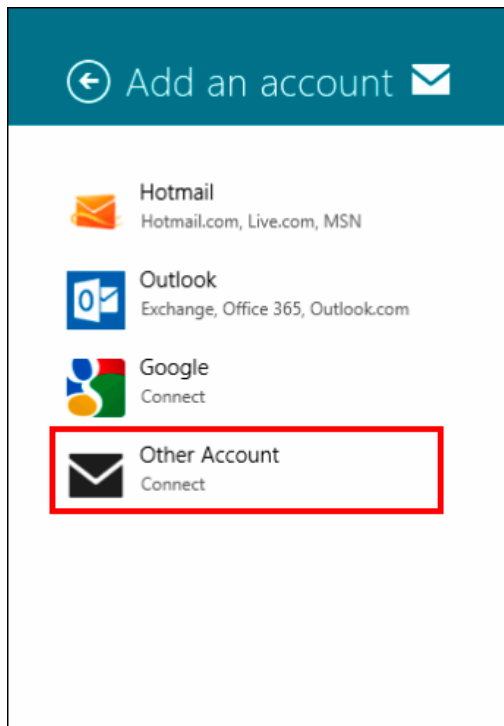


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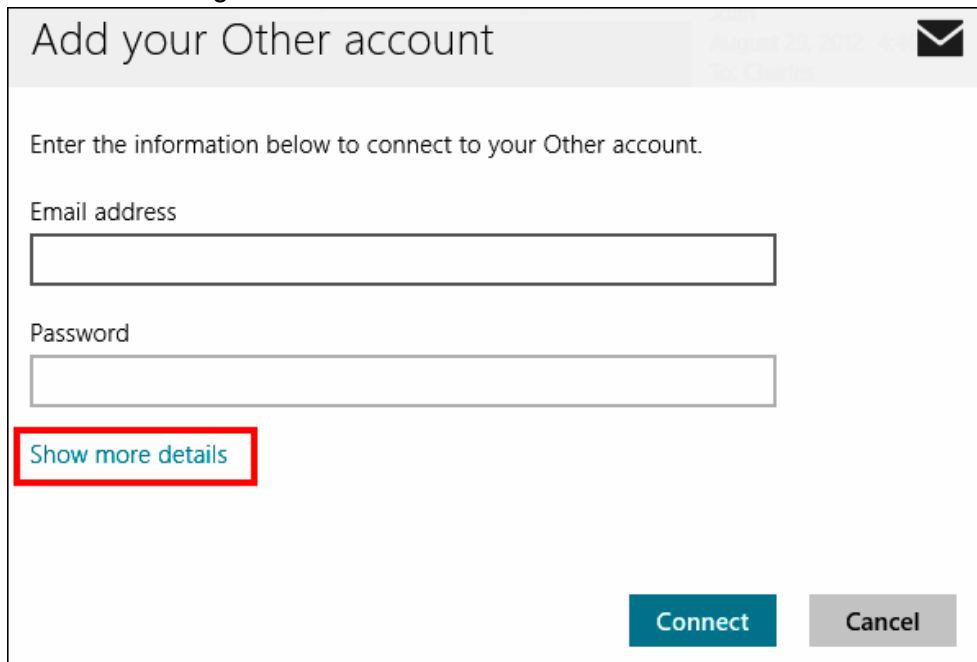
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Select **Other Account**.



Before you start entering any details, we need to show the advanced options. Beneath the **Password** text box there is an option labeled **Show more details**. Select this to show the advanced settings.



This will expand to show the mail server configuration settings.

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## Setting Up Mail On Windows 8



Enter your email address in the **Email Address** box, your username into **Username** and your password into **Password**.

Email address  
*Mail Address*

Username  
*Enter Your Username*

Password  
*Enter Your Password*

In incoming settings, set **Incoming (IMAP) email server** to mail.activ8.net.au, set **Port** to 110, and uncheck **Incoming server requires SSL**.

Incoming (IMAP) email server  
*mail.activ8.net.au*

Port  
110

Incoming server requires SSL

Under outgoing settings, set the **Outgoing (SMTP) email server** to mail.activ8.net.au, the **Port** to 25 and ensure that **Outgoing server requires SSL** and **Outgoing server requires authentication** are both checked.

Outgoing (SMTP) email server  
*mail.activ8.net.au*

Port  
25

Outgoing server requires SSL

Outgoing server requires authentication

Click **Connect** to finish setting up your Activ8me account.

