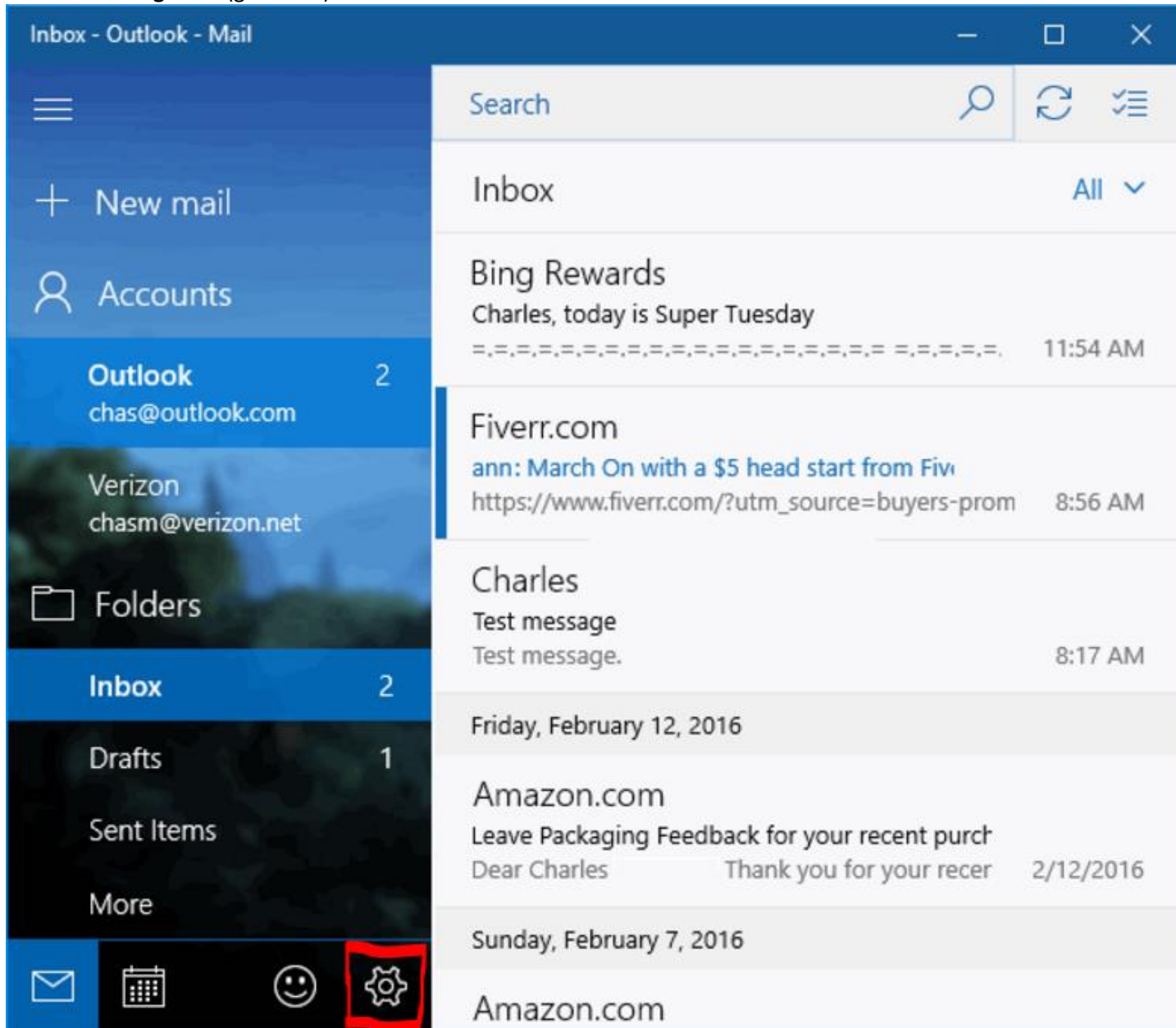


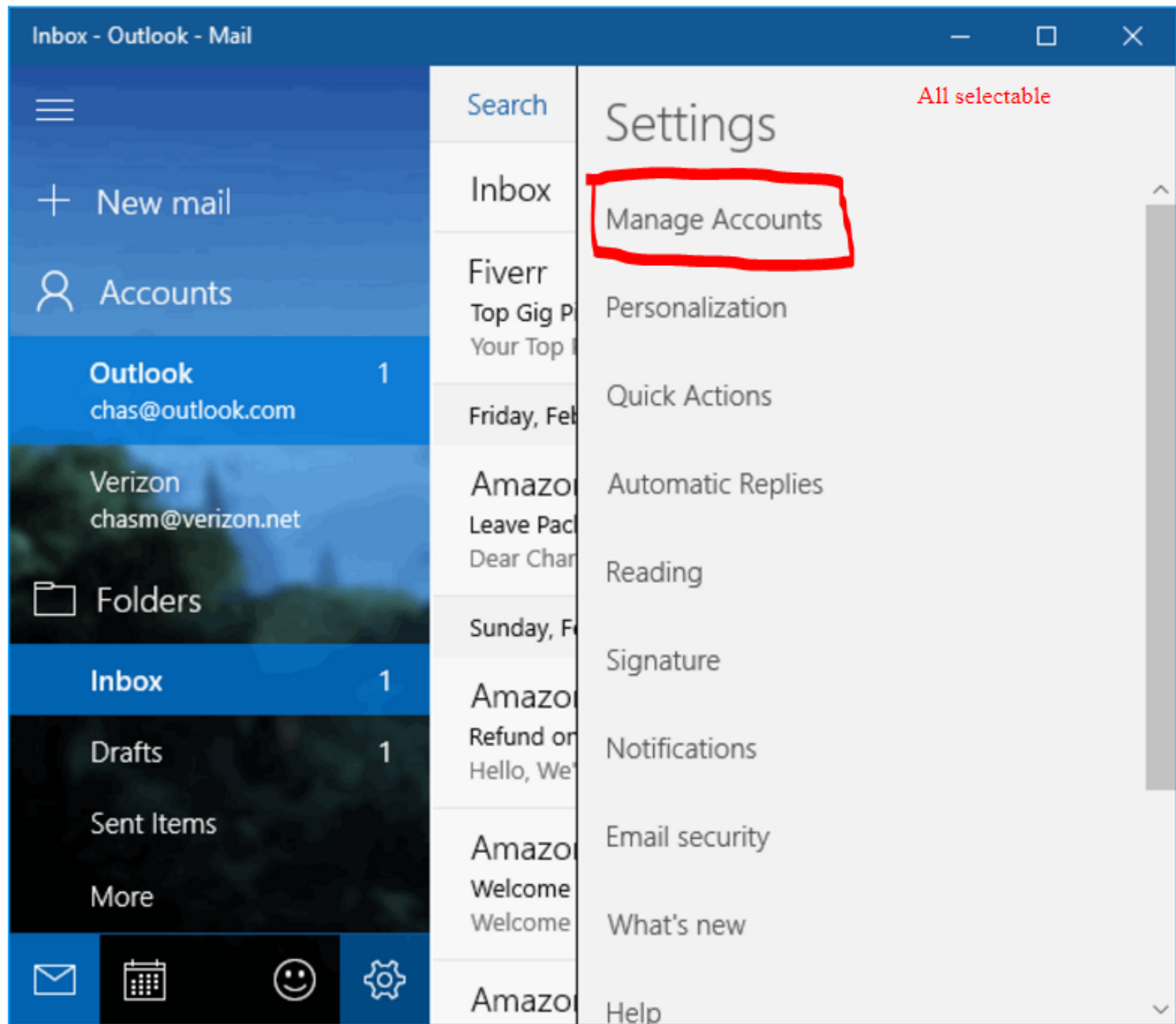
## How to setup an email account in Windows Live Mail

1. Open Windows Live Mail on your computer.
2. Click the **Settings** icon (gear icon) at the bottom of the screen.



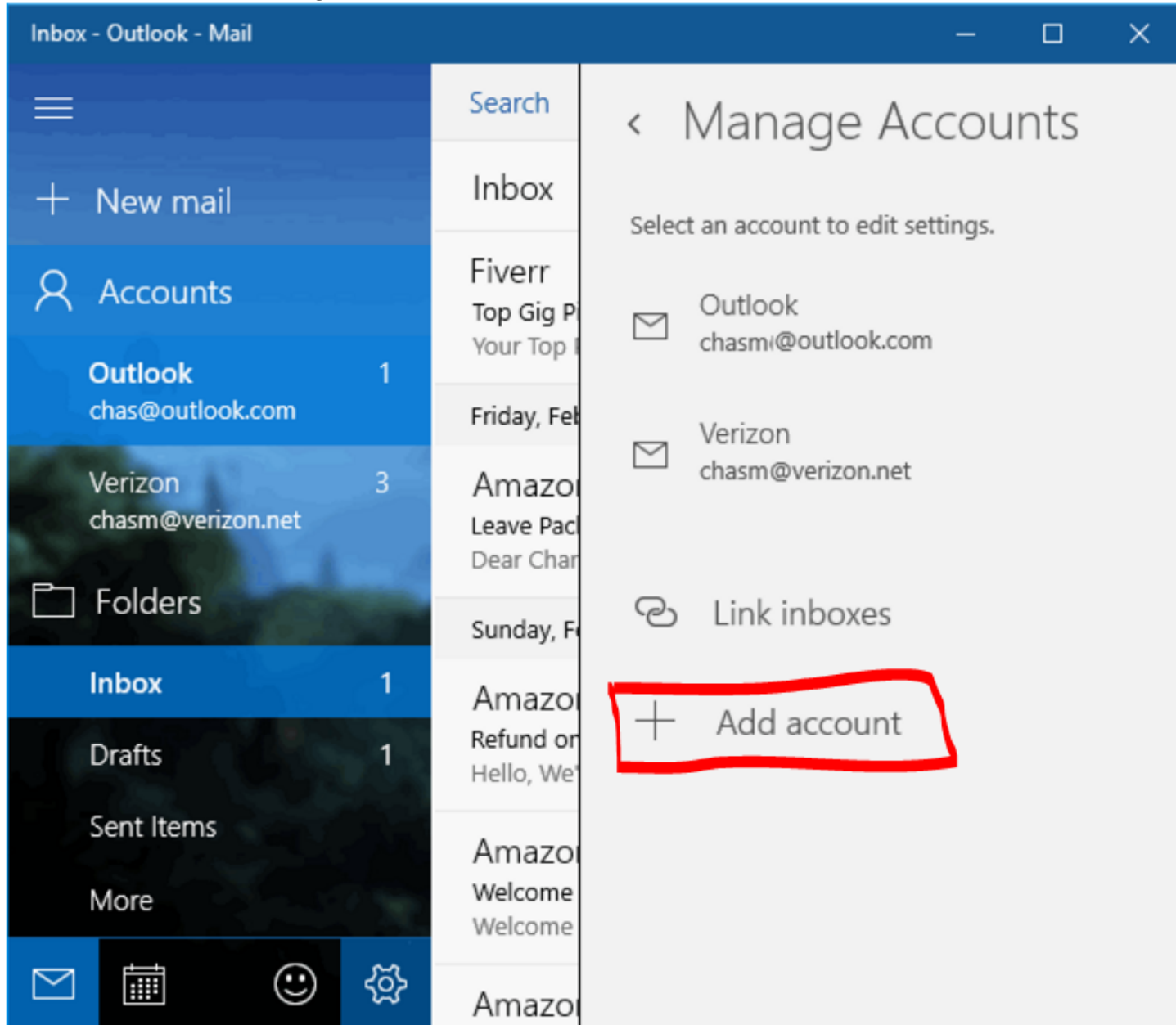
## How to setup an email account in Windows Live Mail

3. Click **Manage Accounts** on the **Settings** menu.



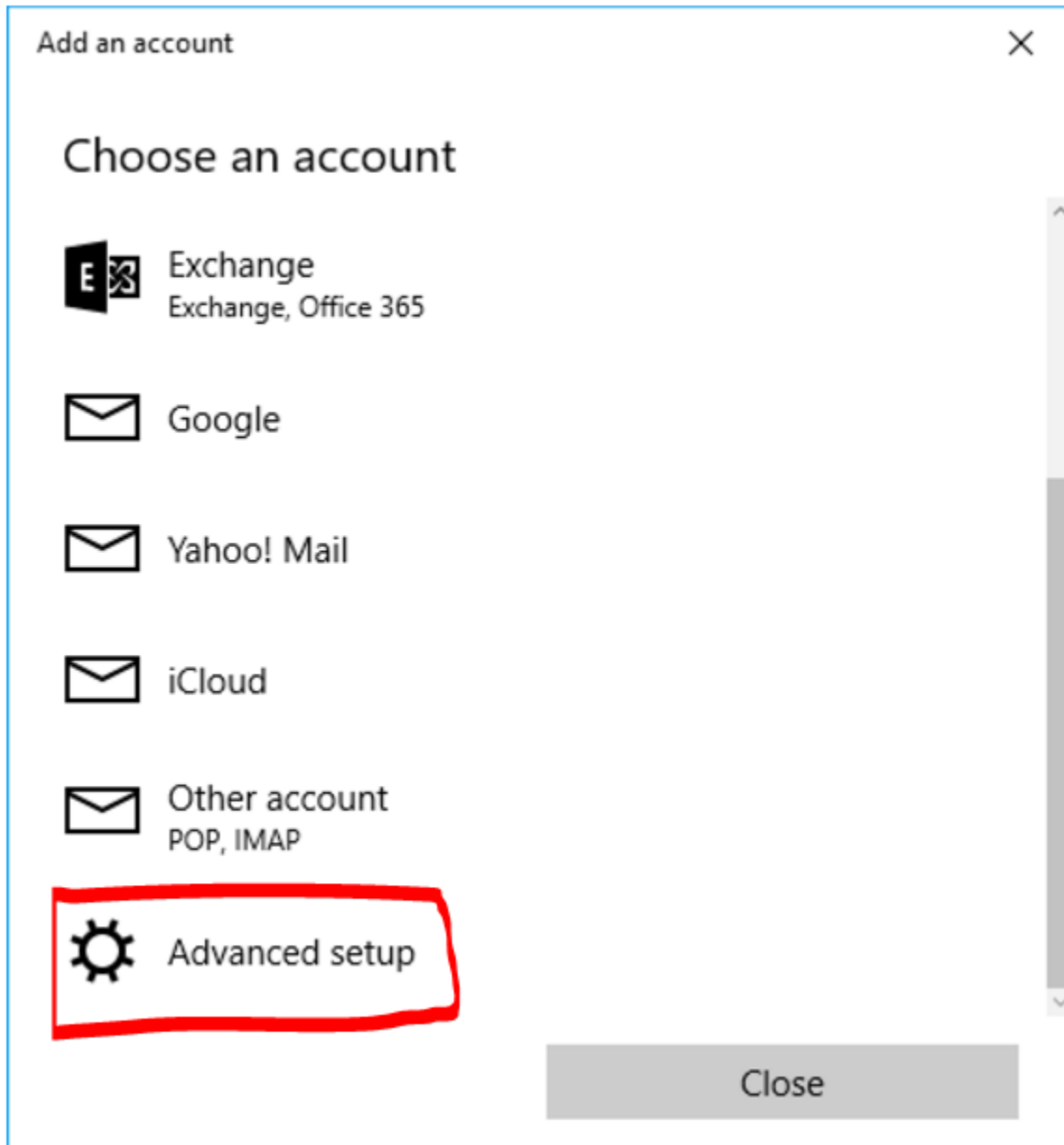
## How to setup an email account in Windows Live Mail

4. Click **Add Account** on the **Manage Account** window.



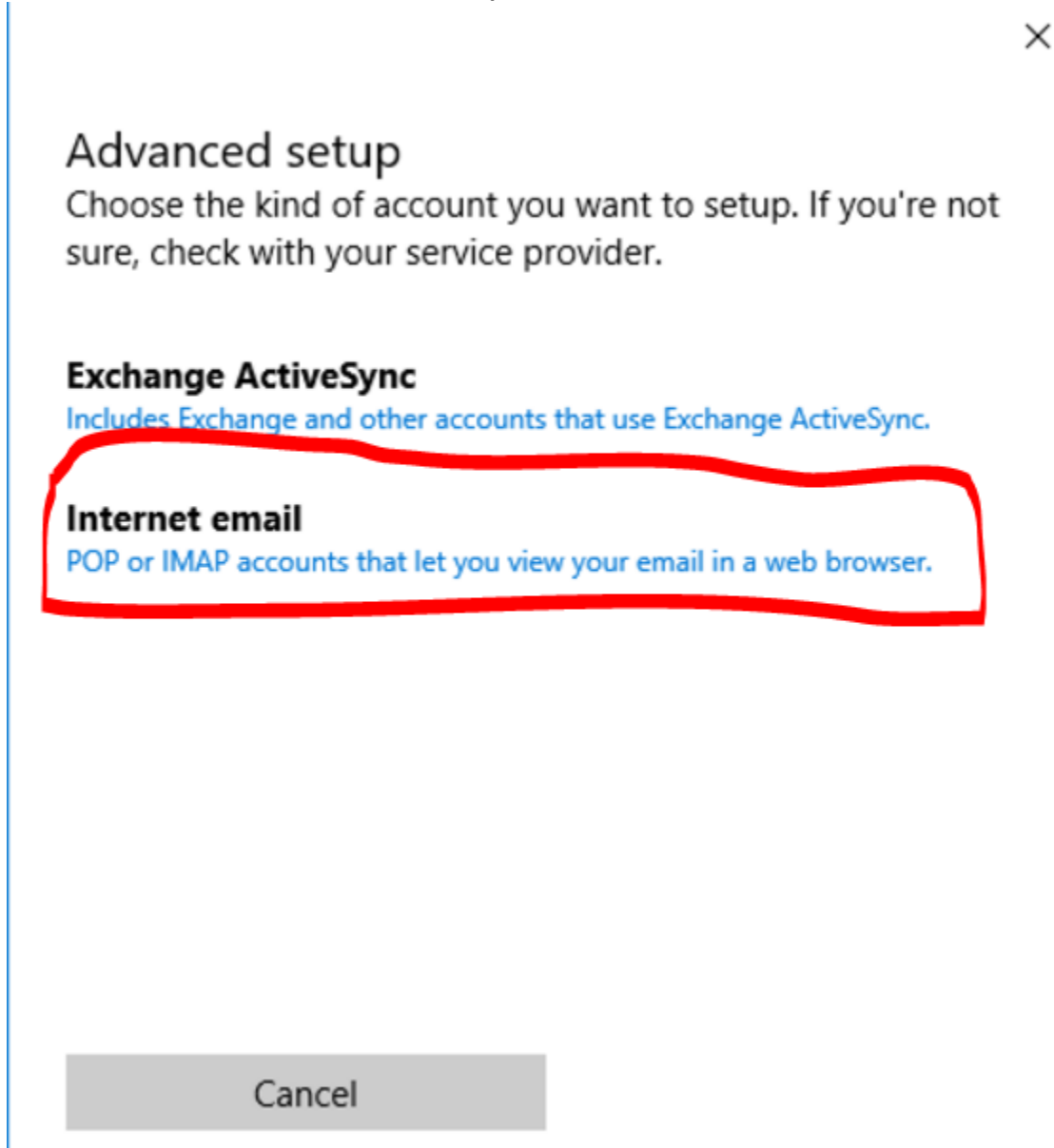
## How to setup an email account in Windows Live Mail

5. Scroll down on the **Add an Account** popup window and click **Advanced Setup**.



## How to setup an email account in Windows Live Mail

6. Click **Internet Email** on the **Advanced Setup Screen**.



7. Under Internet Email Account enter the following Settings:
  - a. Enter the name you would like the account to be displayed as under **Account Name** (most clients list their business name).
  - b. Enter your name (as you want it to appear on your outbound email messages) in the **Your Name** field.
  - c. Enter **securemail.dewebworks.com** in the **Incoming email Server** field – pay close attention to spelling as a mistake can cause it not to validate.
  - d. Select **IMAP** in the **Account Type** drop down menu.
  - e. Enter your full email address in the **Email Address** field.
  - f. Enter your full email address in the **User Name** field.
  - g. Enter your email password in the **Password** field – pay close attention to spelling as a mistake can cause it not to validate
  - h. Enter **securemail.dewebworks.com** in the **Outgoing (SMTP) email Server** field – pay close attention to spelling as a mistake can cause it not to validate.
  - i. Make sure the following settings have been checked:
    - i. **Outgoing server requires authentication**
    - ii. **Use same user name and password for sending email**

## How to setup an email account in Windows Live Mail

- iii. **Require SSL for incoming email**
- iv. **Require SSL for outgoing email**
- j. Click **Sign in** when all field are filled out.

×

### Internet email account

Account name

Your name

We'll send your messages using this name.

Incoming email server

Account type

## How to setup an email account in Windows Live Mail

### Internet email account

Email address

User name

Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password

Outgoing (SMTP) email server

- Outgoing server requires authentication
- Use the same user name and password for sending email
- Require SSL for incoming email
- Require SSL for outgoing email

## How to setup an email account in Windows Live Mail

8. You're all set! Click **Done**.

