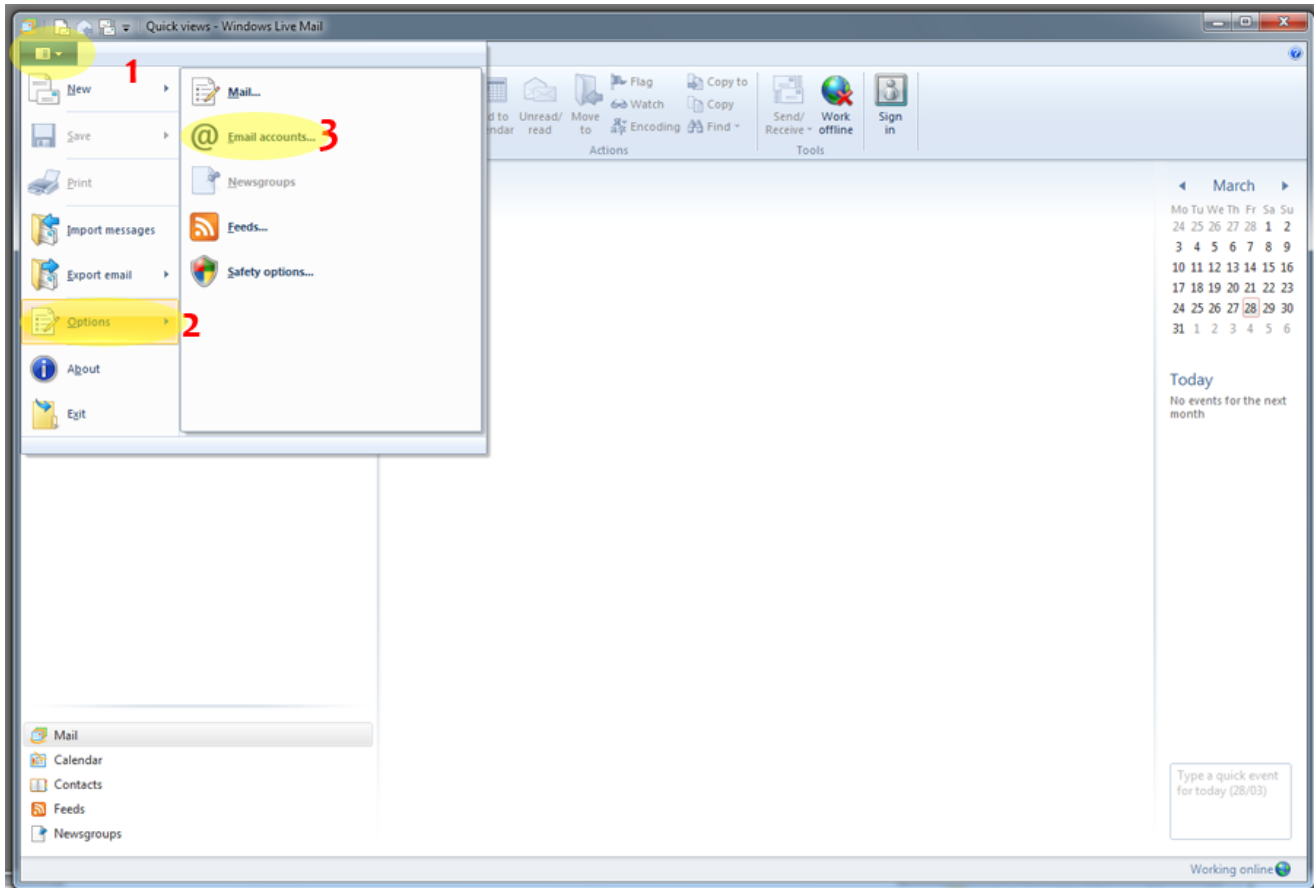


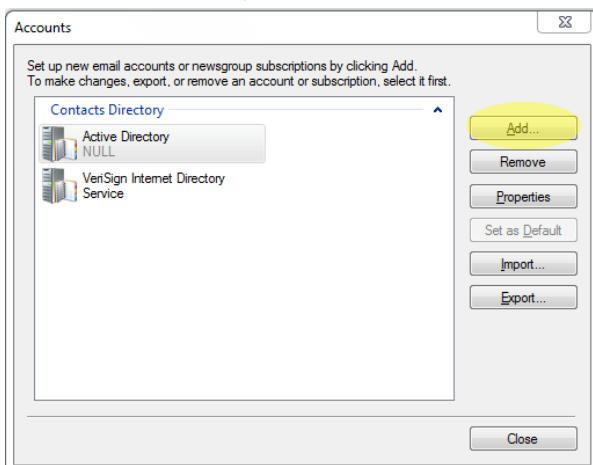
WINDOWS LIVE MAIL CONFIGURATION



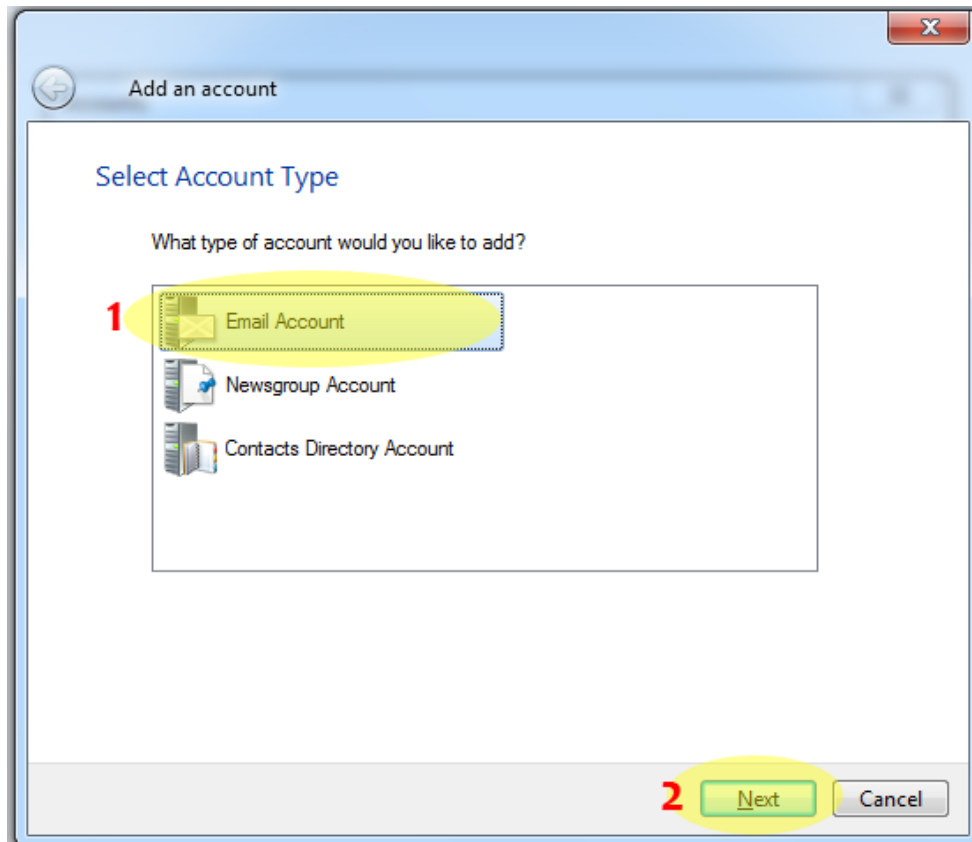
1. Once you have opened Windows Live Mail (WLM) on your PC, click on the blue **File** (1) button in the top left corner, then click **Options** (2) and **Email Accounts** (3).



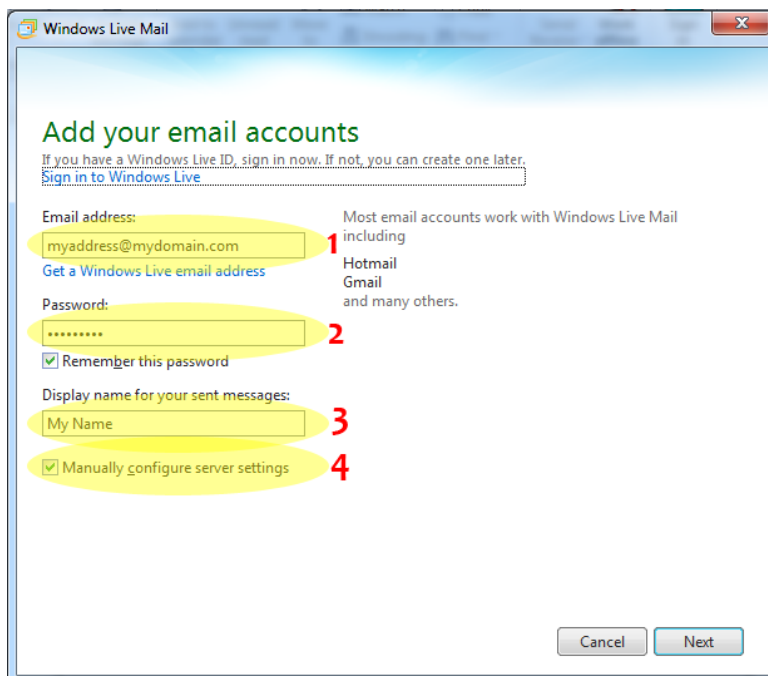
2. In the Accounts window, click **Add**.



3. Choose **Email Account (1)**, then click **Next (2)**.



4. Enter your **Email Address(1)** & **Password (2)** as supplied by Daylesford Web Hosting. Then enter a **display name(3)**, which is what will show up in peoples inbox when you send an email. This can be anything you like. (Careful to use correct punctuation/spelling, as other people will see this!) Tick the box for **Manually Configure Servers (4)**. Click **Next**.



- 5.1. On the Configure Server Settings screen, complete as per below. Ensure you configure your **Incoming (1) & Outgoing server (2)** as below, See 5.2 for details. Also you make sure your **Logon User Name (2)** is set to the FULL email address & not the abbreviated default that WLM auto enters. Also change the **Outgoing Port to 26 (4)** & tick the **Requires Authentication (5)** Box. Click **Next**

Windows Live Mail

Configure server settings

If you don't know your email server settings, contact your ISP or network administrator.

Incoming server information

Server type: POP

Server address: 1 mail.mydomain.com

Port: 110

☐ Requires a secure connection (SSL)

Authenticate using: Clear text

Logon user name: 2 myaddress@mydomain.com

Outgoing server information

Server address: 3 mail.mydomain.com

Port: 4 26

☐ Requires a secure connection (SSL)

☒ 5 Requires authentication

Cancel Back Next

- 5.2. If you aren't sure of your settings in step 5.1, they will be as follows. NOTE please replace your email address and domain name as required.

5.2.1. **EMAIL ADDRESS** – your full email address, i.e. myaddress@mydomain.com

5.2.2. **ACCOUNT TYPE** – generally this will be pop3, however, Daylesford Web Hosting servers do support IMAP.

5.2.3. **INCOMING & OUTGOING SERVER** – this will be [mail.\[MYDOMAIN\]](mailto:mail.mydomain.com), where [mydomain] will equal the name of your email domain, aka whatever follows the @ symbol in your email address. For example, if your email address is myaddress@mydomain.com, your incoming and outgoing server will be the highlighted section, i.e. mail.mydomain.com

5.2.4. **USERNAME** – This will be your **full** email address, i.e. myaddress@mydomain.com

5.2.5. **PASSWORD** – This will be your password, as configured when creating your email address, or as supplied by Daylesford Web Hosting tech support.

6. Click **NEXT**, and then click **FINISH**. Your WLM email client is now configured.

NOTE - If you require assistance with this, Daylesford Web Hosting can use Remote Desktop access to set your account up, but charges may apply.