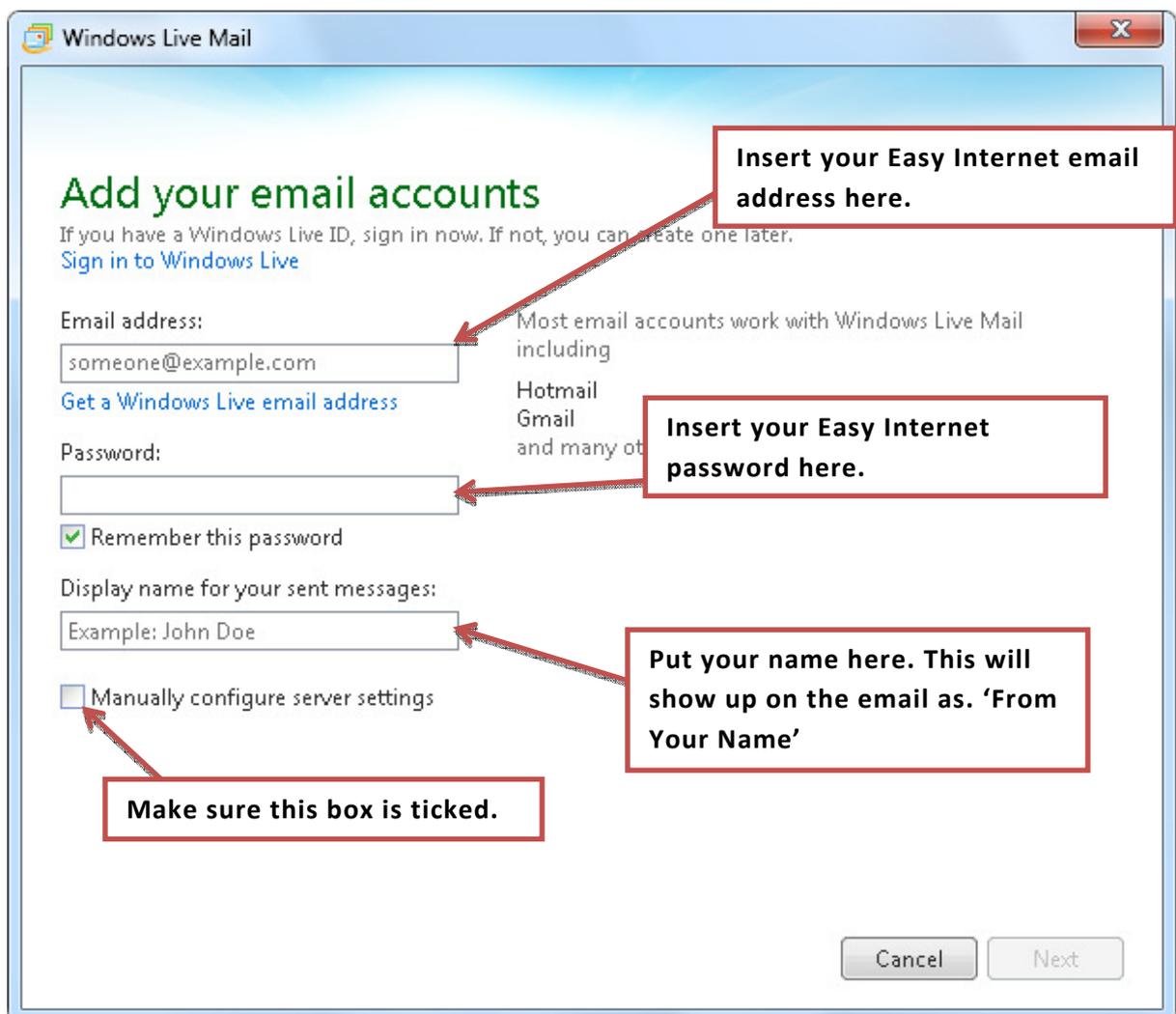


Configuring your Easy Internet email account in Windows Live Mail.

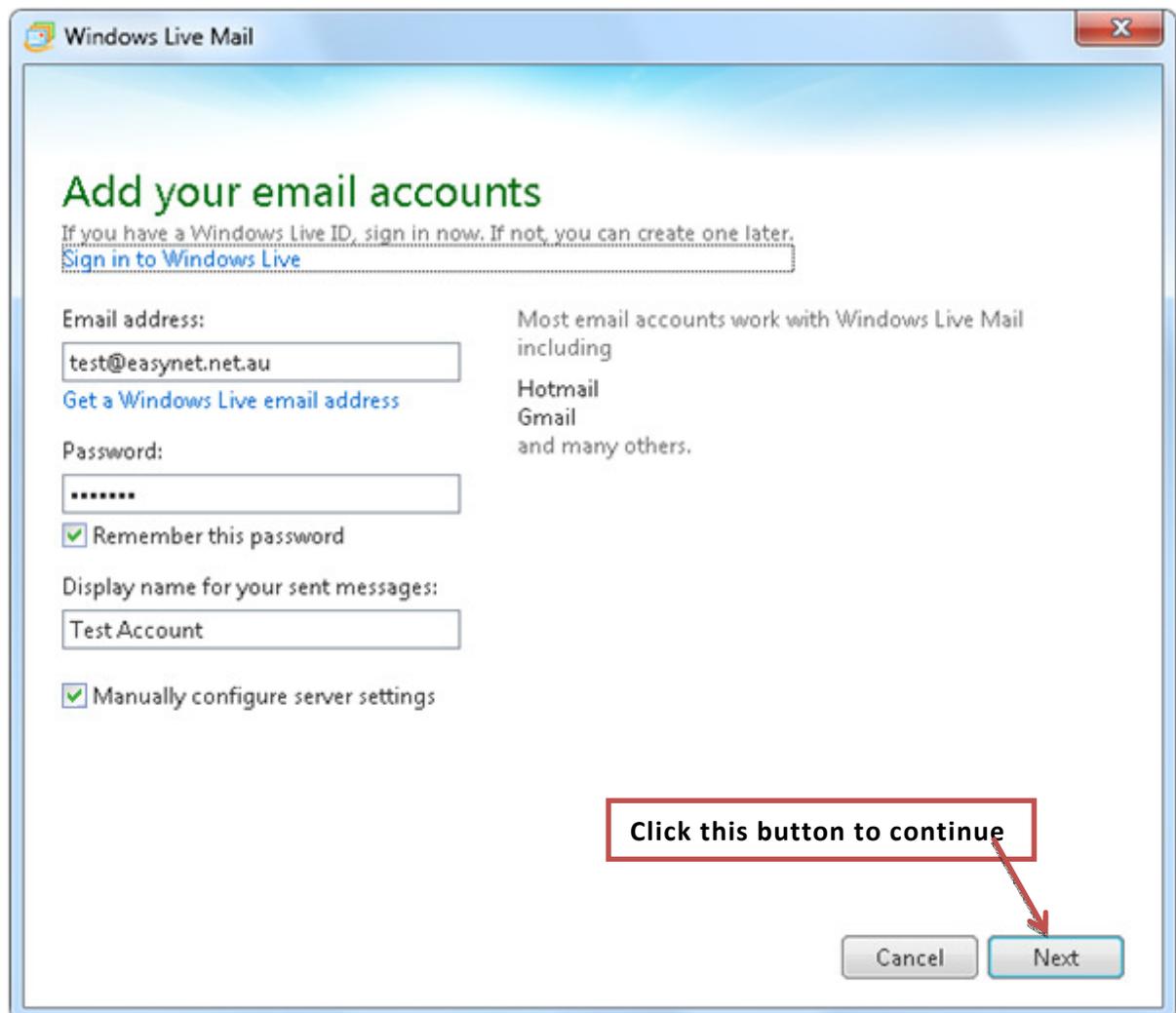
1. In your start menu or on your desktop there should be an icon that looks like the one below. Double click this icon on your desktop to open Windows Live Mail.



2. When Windows Live Mail open it will ask you if you would like to 'Add your email accounts' The window displayed below will appear. Using your Easy Internet email details fill this information in.

The screenshot shows the "Add your email accounts" window in Windows Live Mail. The window has a title bar with the Windows Live Mail logo and the text "Windows Live Mail". The main content area has a green heading "Add your email accounts" and a sub-heading "If you have a Windows Live ID, sign in now. If not, you can create one later." Below this is a link "Sign in to Windows Live". The form contains several fields: "Email address:" with a text box containing "someone@example.com" and a link "Get a Windows Live email address"; "Password:" with a text box; a checked checkbox "Remember this password"; "Display name for your sent messages:" with a text box containing "Example: John Doe"; and an unchecked checkbox "Manually configure server settings". At the bottom right are "Cancel" and "Next" buttons. Four red callout boxes with arrows point to specific fields: "Insert your Easy Internet email address here." points to the email address field; "Insert your Easy Internet password here." points to the password field; "Put your name here. This will show up on the email as. 'From Your Name'" points to the display name field; and "Make sure this box is ticked." points to the "Manually configure server settings" checkbox. A note on the right side of the window says "Most email accounts work with Windows Live Mail including Hotmail Gmail and many ot".

3. Once you have completed the above step your 'Add your email accounts' window should look something like below.



4. Now click the next button to take you to the next part of the setup.

5. Now we have to configure server settings. After clicking the next button the below window will appear.

The screenshot shows the 'Configure server settings' dialog box in Windows Live Mail. The dialog is titled 'Configure server settings' and includes a sub-header: 'If you don't know your email server settings, contact your ISP or your email provider.' The dialog is divided into two main sections: 'Incoming server information' and 'Outgoing server information'. In the 'Incoming server information' section, the 'Server type' is set to 'POP', the 'Server address' is empty, the 'Port' is '110', and 'Requires a secure connection (SSL)' is unchecked. The 'Authenticate using' dropdown is set to 'Clear text', and the 'Logon user name' is 'test'. In the 'Outgoing server information' section, the 'Server address' is empty, the 'Port' is '25', and both 'Requires a secure connection (SSL)' and 'Requires authentication' are unchecked. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next'. The 'Next' button is highlighted in dark grey. Four red callout boxes provide instructions: 1. Top right: 'This one changes depending on your internet provider. If you have Internet through us it is mail.easynet.net.au if you have internet through Bigpond you put mail.bigpond.com here.' with an arrow pointing to the outgoing server address field. 2. Middle right: 'Type mail.easynet.net.au Leave the port the same' with an arrow pointing to the outgoing server address field. 3. Bottom right: 'Once everything is filled in this next button will turn dark grey which means you can continue. Click it to continue.' with an arrow pointing to the 'Next' button. 4. Bottom left: 'Here you will see the start of your email address. Add @easynet.net.au to this.' with an arrow pointing to the logon user name field.

Windows Live Mail

Configure server settings

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

Incoming server information

Server type:
POP

Server address: Port: 110

Requires a secure connection (SSL)

Authenticate using:
Clear text

Logon user name:
test

Outgoing server information

Server address: Port: 25

Requires a secure connection (SSL)
 Requires authentication

Cancel Back **Next**

This one changes depending on your internet provider. If you have Internet through us it is mail.easynet.net.au if you have internet through Bigpond you put mail.bigpond.com here.

Type mail.easynet.net.au Leave the port the same

Once everything is filled in this next button will turn dark grey which means you can continue. Click it to continue.

Here you will see the start of your email address. Add @easynet.net.au to this.

6. Once you have completed filling in the fields above it should look something like the windows below. Here we are using Easy Internet as our Internet Service Provider.

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: mail.easynet.net.au Port: 110

Requires a secure connection (SSL)

Authenticate using:
Clear text

Logon user name:
test@easynet.net.au

Outgoing server information

Server address: mail.easynet.net.au Port: 25

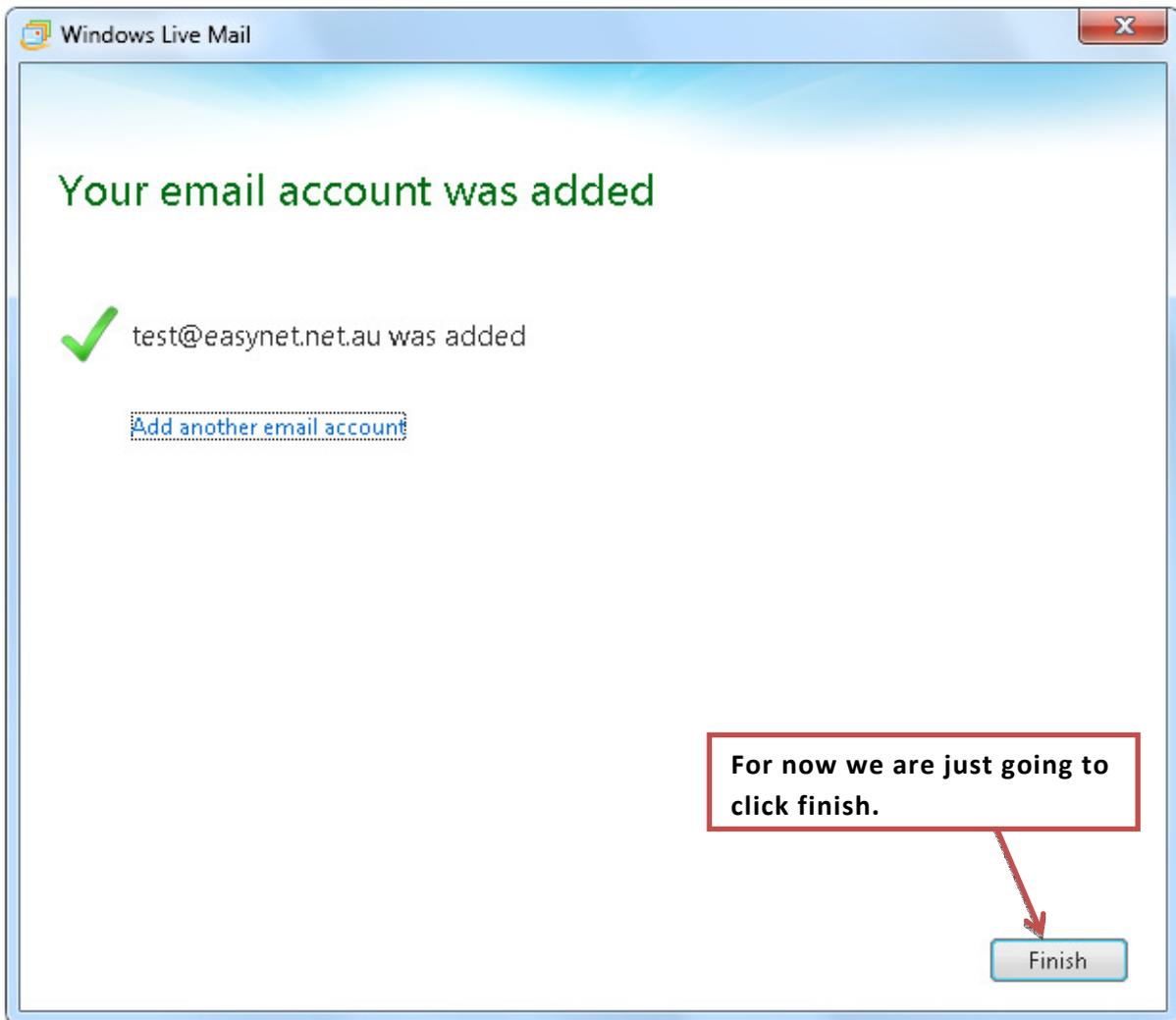
Requires a secure connection (SSL)

Requires authentication

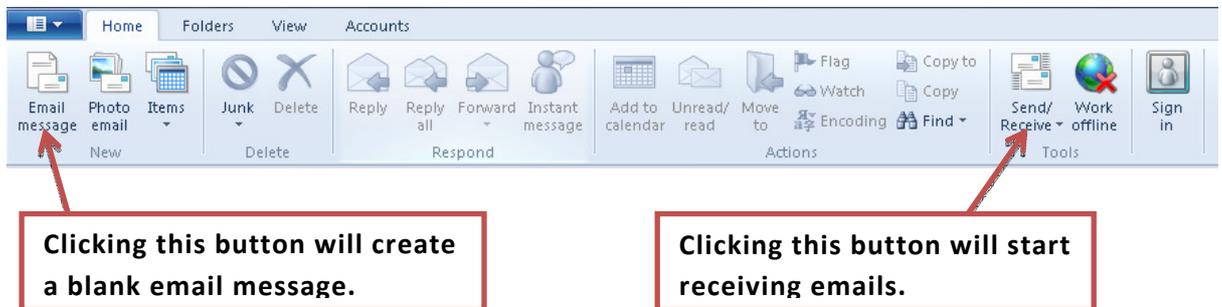
Next is dark grey. Click it to continue.

Cancel Back Next

7. Once you click next it will take you to the final page where you can add another email account or click finish to start using Windows Live Mail.



8. When you click finish you will be taken back to the main page. Up the top you will see the below image.



9. When you hit send and receive a window should appear showing you the progress of how many emails need to be received. If this window does not appear or any other error message appears please contact Easy Internet Services on Ph. 4953 3331