

# How to Setup Email in Windows Mail

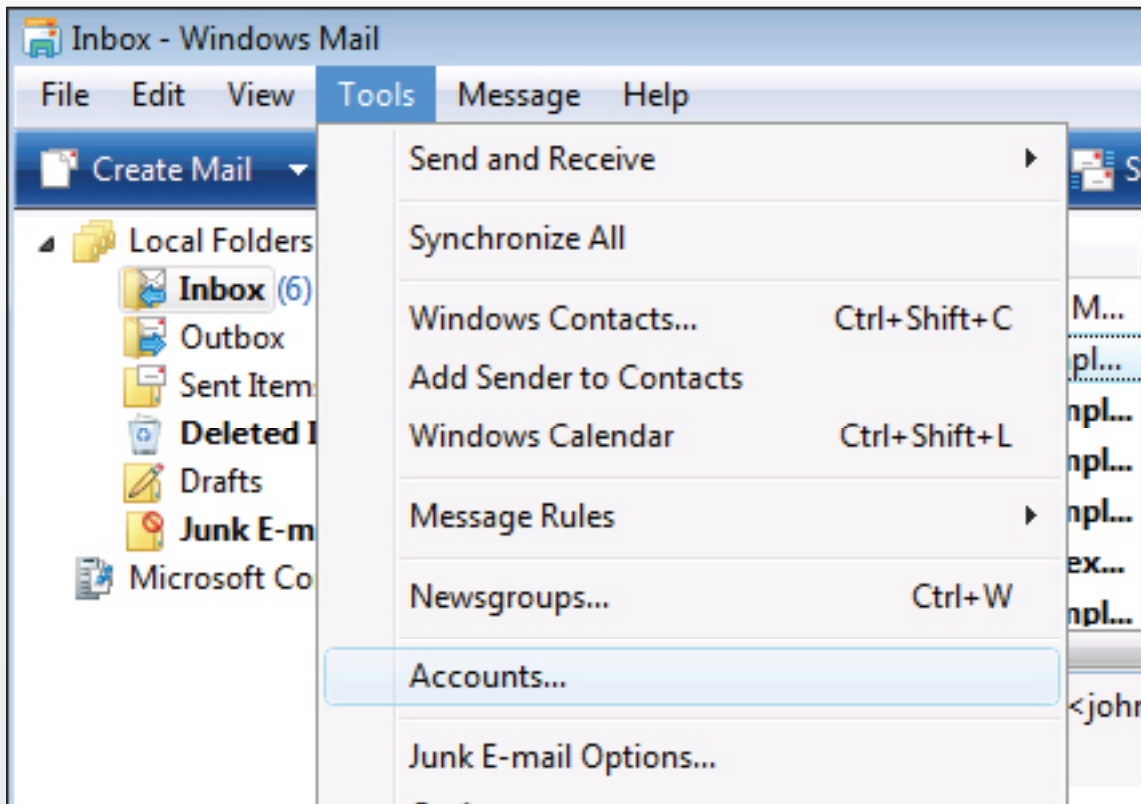
information for macrobatix customers

The following is a step-by-step tutorial showing you how setup email in Windows Mail. Brought to you by Macrobatix, LLC.



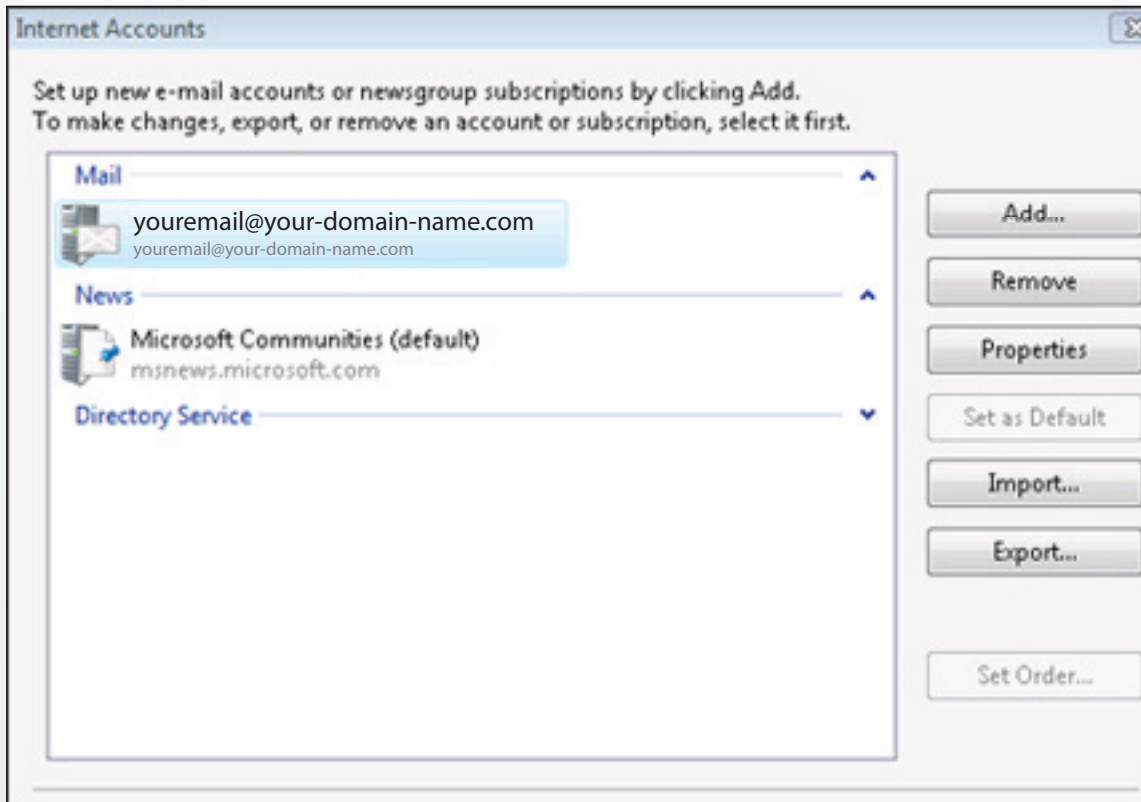
# STEP 1

From the Windows Mail menu, select "Tools", then "Accounts".



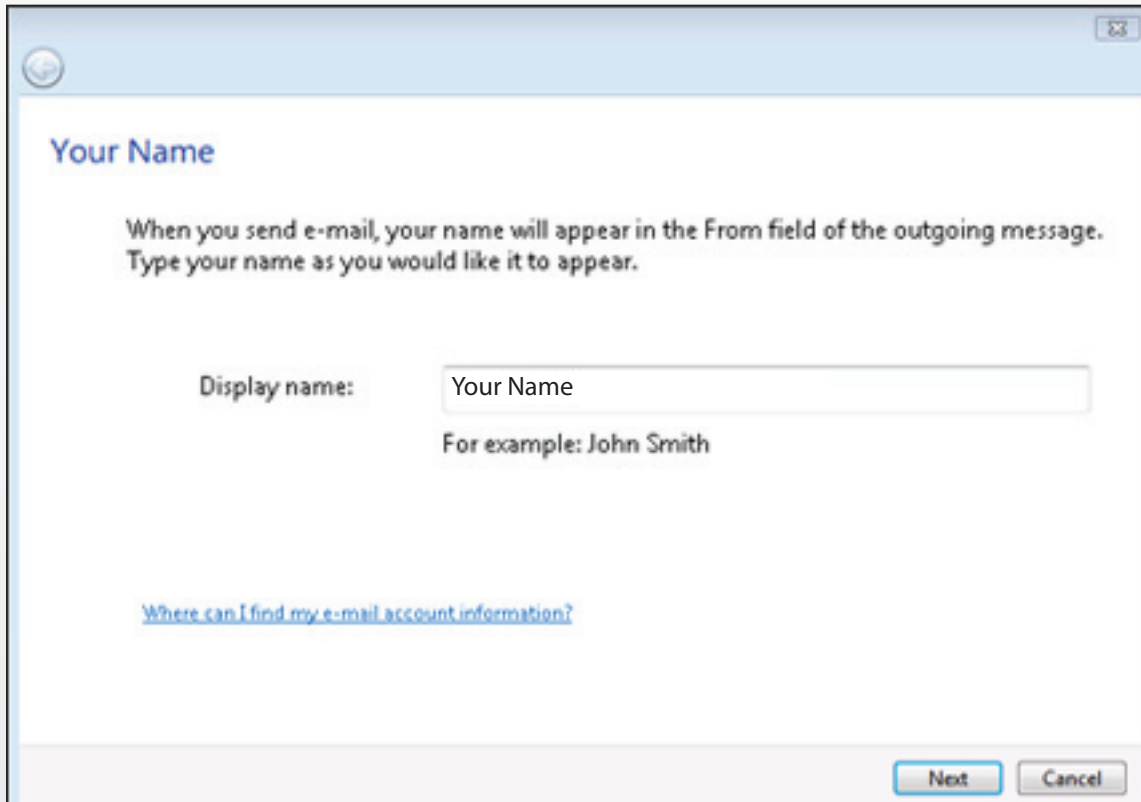
# STEP 2

In the "Internet Accounts" window, click "Add".



# STEP 3

Enter your first and last name, or the name you would like to appear in the "From" field of your emails.



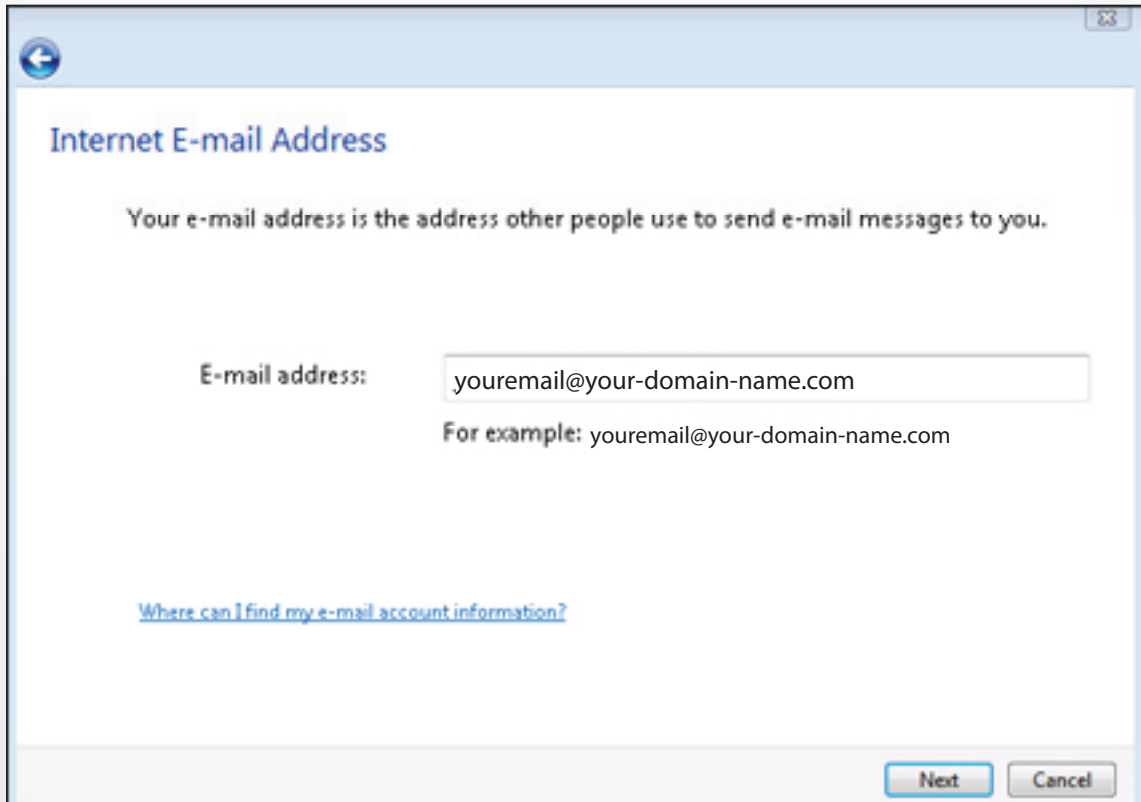
The screenshot shows a window titled "Your Name" with a light blue header bar. Below the title, there is a paragraph of text: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this text is a text input field with the placeholder text "Your Name". Underneath the input field, it says "For example: John Smith". At the bottom left of the window, there is a blue hyperlink that reads "Where can I find my e-mail account information?". At the bottom right, there are two buttons: "Next" and "Cancel".

# STEP 4

Click "OK".

# STEP 5

Enter your entire email address. Example: youremail@your-domain-name.com.



**Internet E-mail Address**

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: youremail@your-domain-name.com

[Where can I find my e-mail account information?](#)

Next Cancel

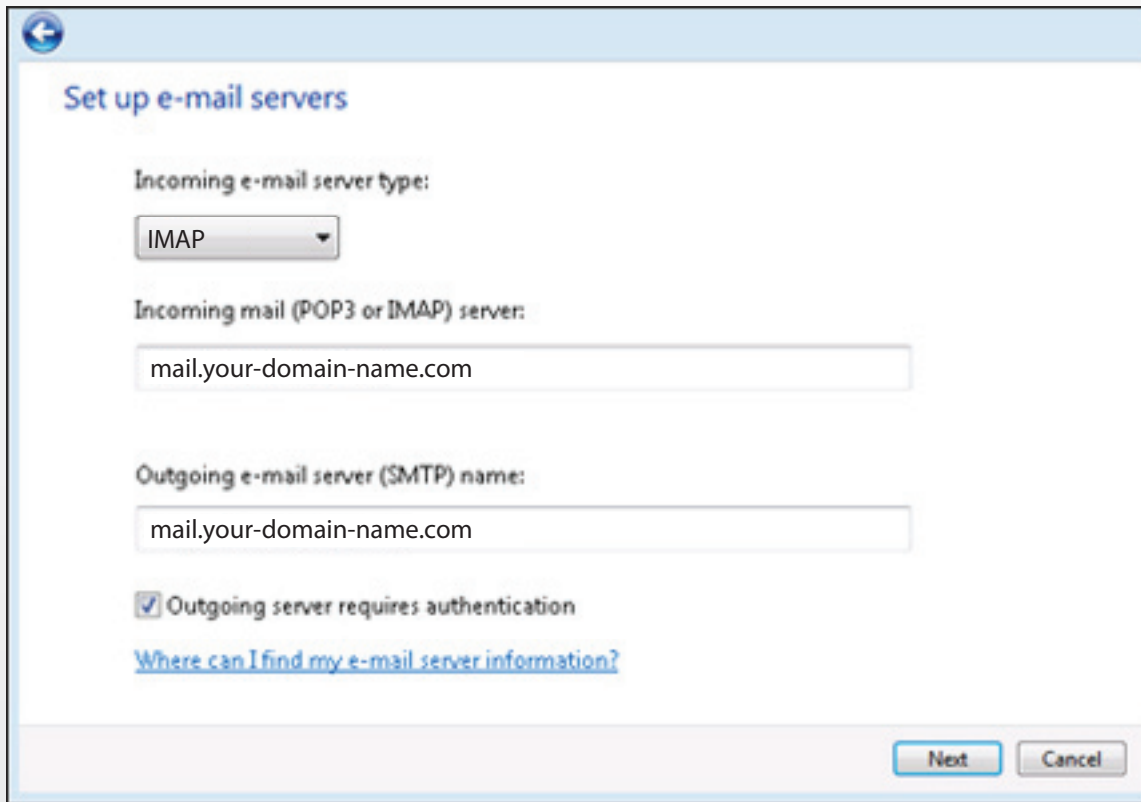
# STEP 6

Click "Next".

# STEP 7

In the “Set up e-mail servers” window, select “IMAP” as the incoming server type.

Enter your incoming and outgoing server in the appropriate fields.



The screenshot shows a dialog box titled "Set up e-mail servers" with a back arrow icon in the top-left corner. The dialog contains the following elements:

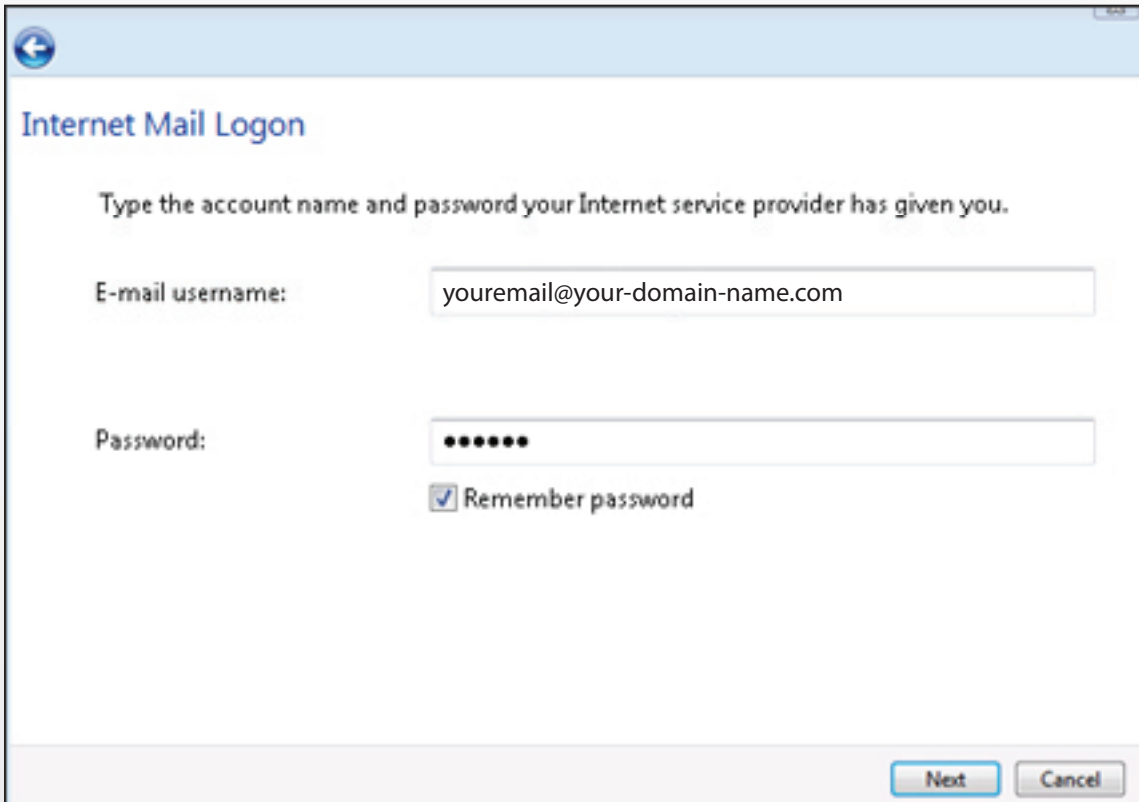
- Incoming e-mail server type:** A dropdown menu with "IMAP" selected.
- Incoming mail (POP3 or IMAP) server:** A text input field containing "mail.your-domain-name.com".
- Outgoing e-mail server (SMTP) name:** A text input field containing "mail.your-domain-name.com".
- Outgoing server requires authentication:** A checked checkbox.
- Where can I find my e-mail server information?:** A blue hyperlink.
- Buttons:** "Next" and "Cancel" buttons at the bottom right.

# STEP 8

Click “Next”.

# STEP 9

In the "Internet Mail Logon" window, type your entire email address and password in the appropriate fields.



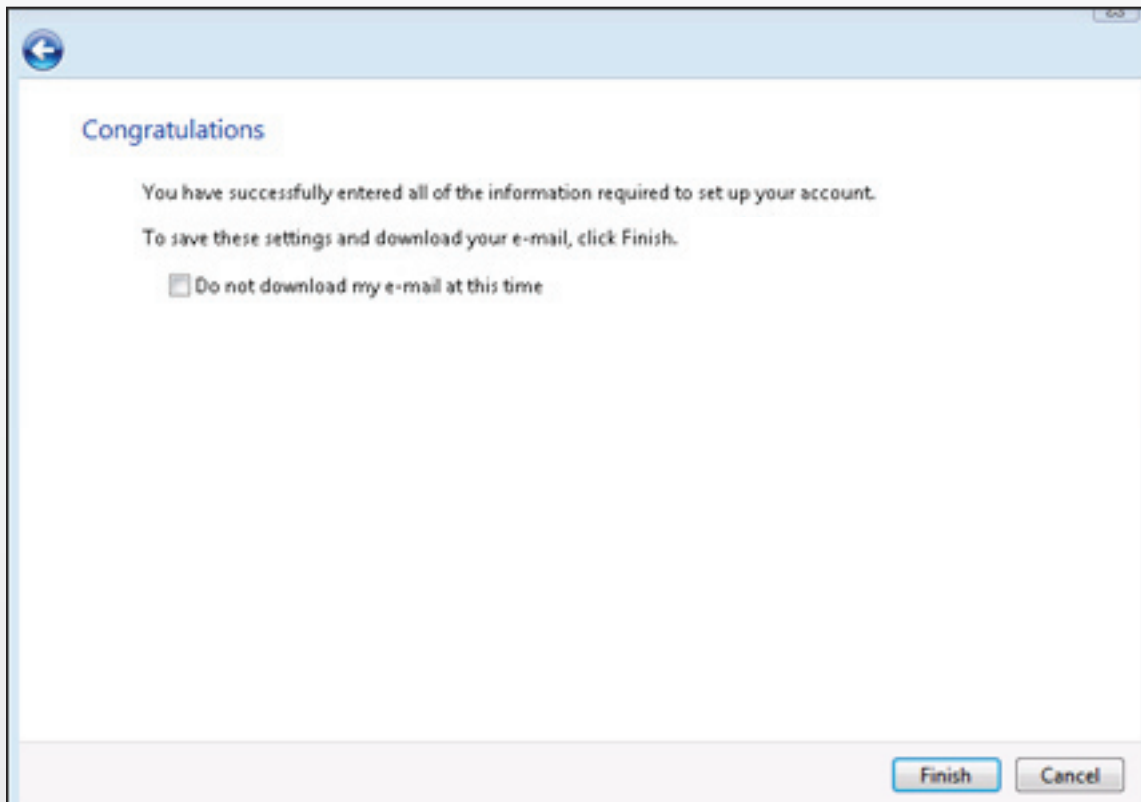
The screenshot shows a dialog box titled "Internet Mail Logon" with a blue header bar containing a back arrow icon. Below the title, there is a blue heading "Internet Mail Logon" and a line of text: "Type the account name and password your Internet service provider has given you." The form contains two input fields: "E-mail username:" with the text "youremail@your-domain-name.com" and "Password:" with a masked password of seven dots. Below the password field is a checked checkbox labeled "Remember password". At the bottom right, there are two buttons: "Next" (highlighted in blue) and "Cancel".

# STEP 10

Click "Next".

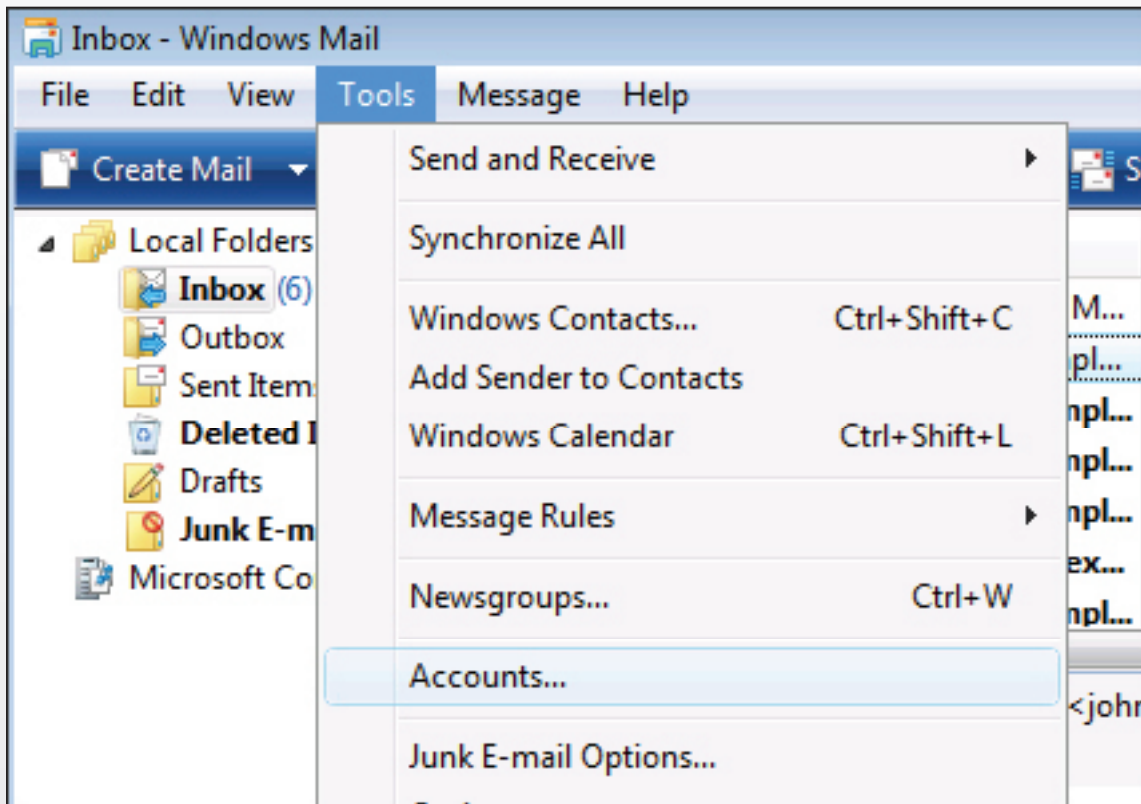
# STEP 11

Click "Finish".



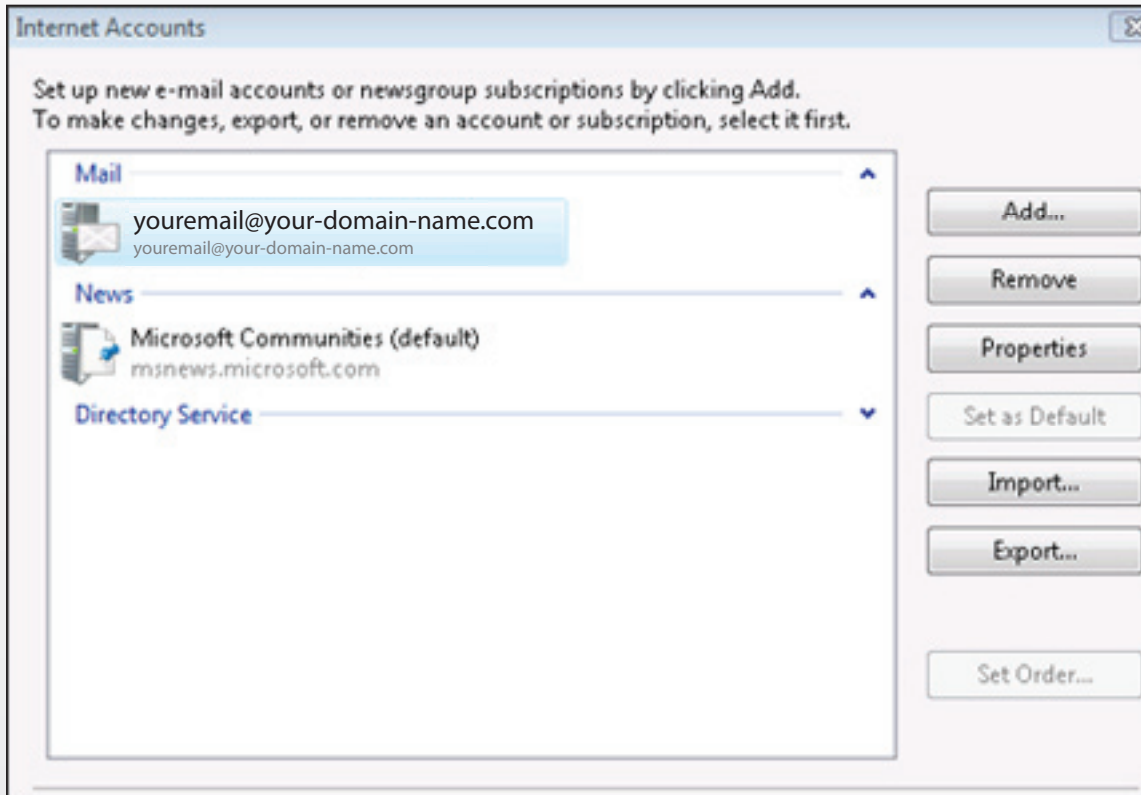
# STEP 12

Return to the Windows Mail main menu. Select "Tools", then "Accounts".



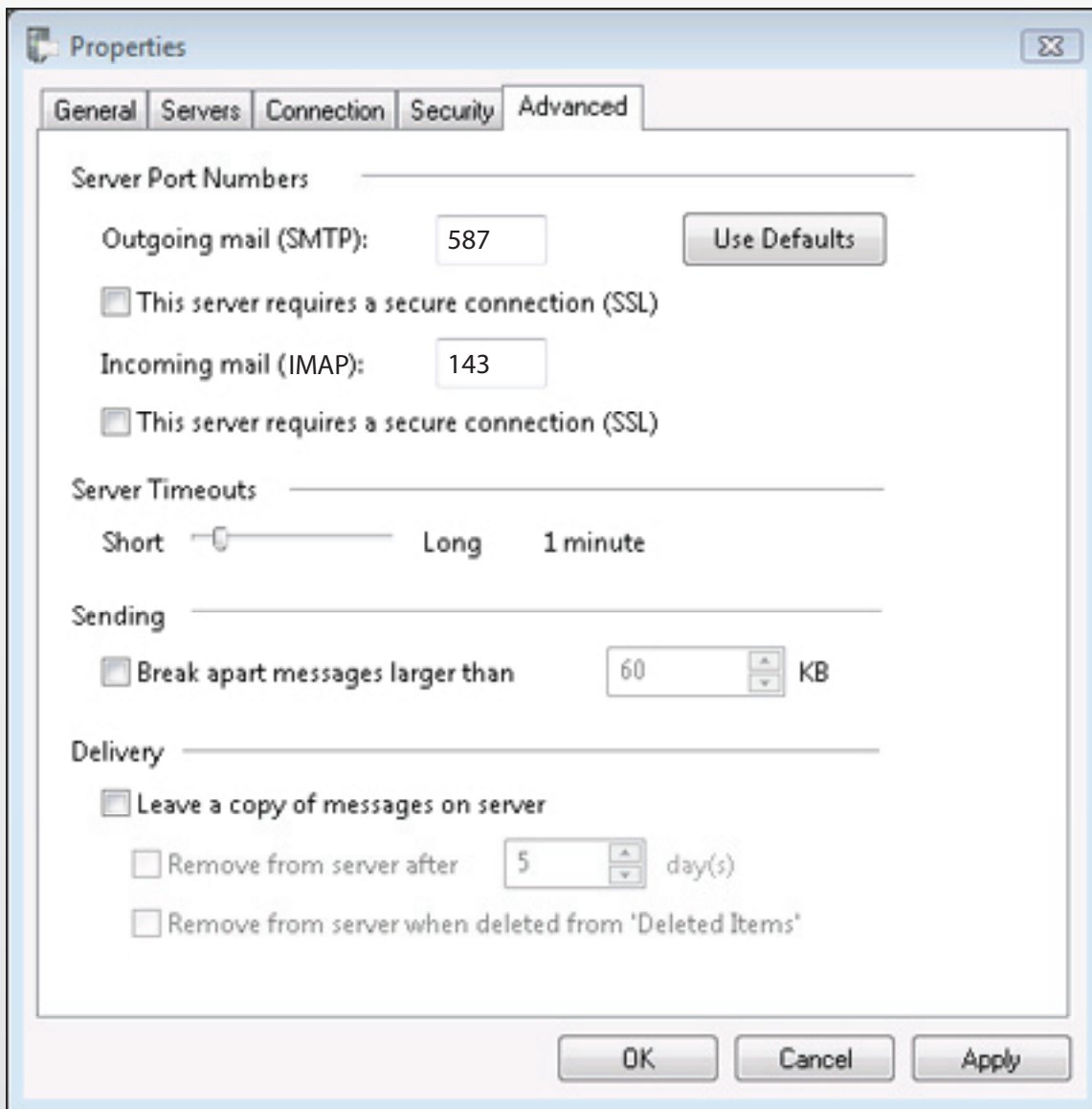
# STEP 13

In the "Internet Accounts" window, select the account you just created, then click "Properties".



# STEP 14

In the "Properties" window, enter 587 as the outgoing mail server port number and 143 as the incoming mail server port number.



# STEP 15

Click "OK".

# Setup Complete

Congratulations! You have successfully set up your email account in Windows Mail.

If you have any questions or need help with this or any other Macrobatix tutorial please send email to [support@macrobatix.com](mailto:support@macrobatix.com). Please visit [www.macrobatix.com/tutorials](http://www.macrobatix.com/tutorials) to see other information and tutorials.