

WINDOWS XP, VISTA, 7, AND 8:

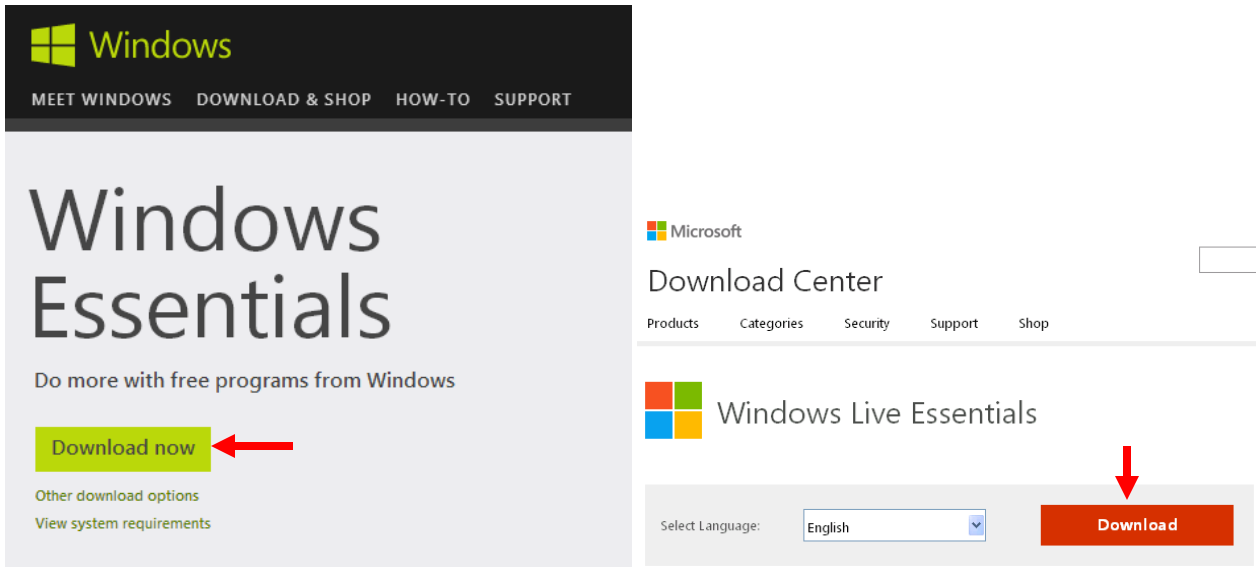
Step 1: Download Windows Live Mail

If you don't already have Windows Live Mail installed on your computer, you'll need to download it.

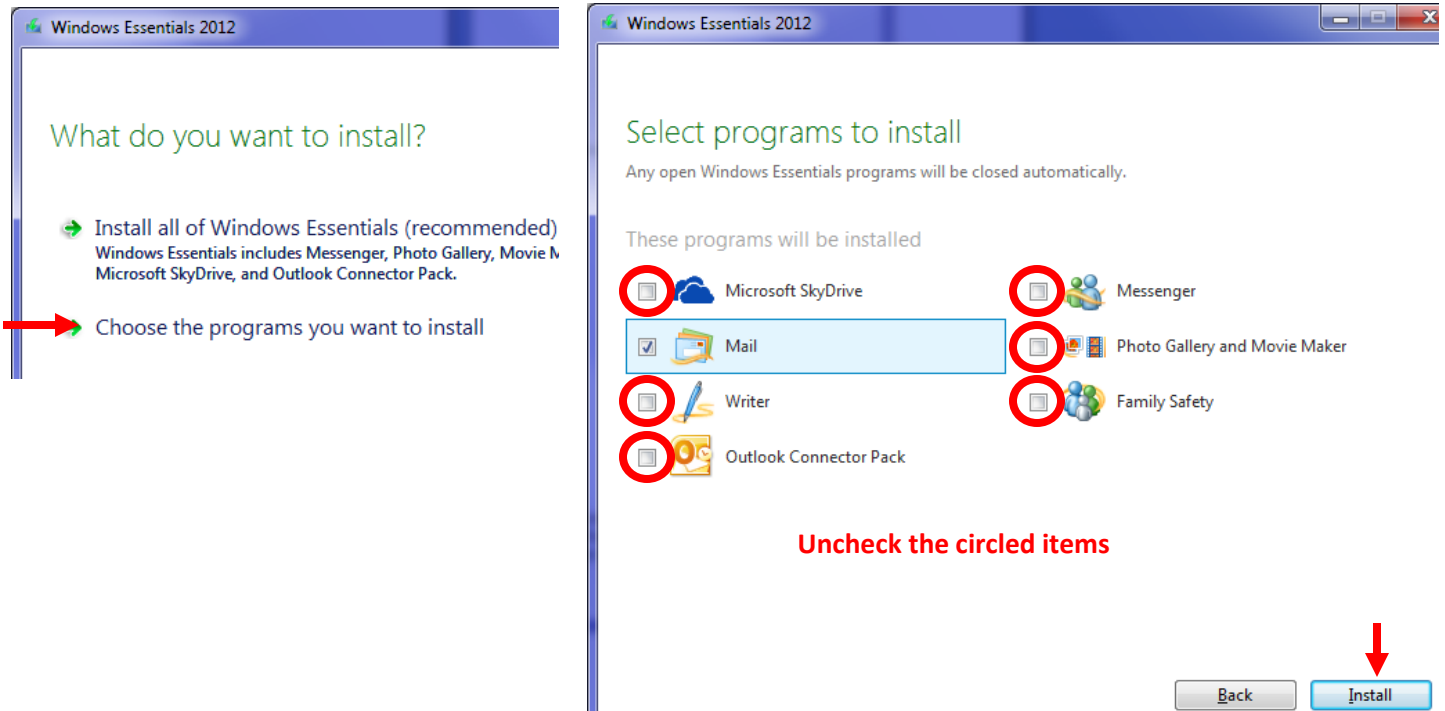
For Windows 7 and 8, visit <http://get.live.com>

For Windows XP and Vista, visit <http://www.microsoft.com/en-us/download/details.aspx?id=3945>

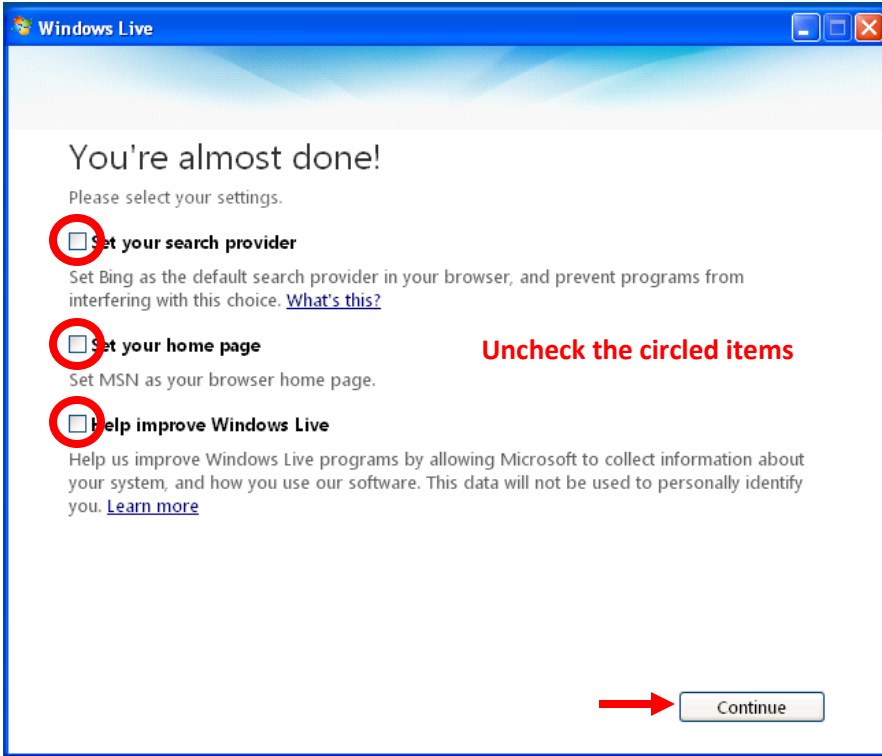
Click "Download" or "Download Now" and run the file when it is finished downloading.



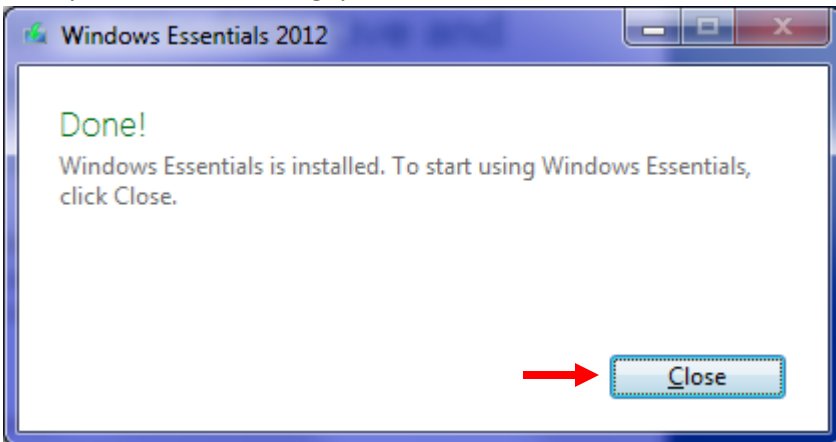
Choose the Programs you want to install. Uncheck everything except for Mail. Then click Install.



If you are given the option, uncheck the checkboxes in this window and click Continue.



Once you're done installing, you can click "Close".



Step 2: Add Your E-mail Account

Now you need to open Windows Live Mail. In Windows XP and Vista, it's usually located under Start, All Programs, Windows Live. In Windows 7, it's found under Start, All Programs, Windows Live Mail. In Windows 8, it's probably the last icon on the right side of the Start screen (you may have to scroll to the right to find it).

The first time you load Windows Mail, it will ask you for your information. If it doesn't, you might have to click on "Add e-mail account" or click on "Accounts", then "e-mail".

Fill in your e-mail address, password, and name. Check the box for manually configuring the server settings. Click Next.

Windows Live Mail

Add your email accounts

If you have a Windows Live ID, sign in now. If not, you can create one later.
[Sign in to Windows Live](#)

Email address: Most email accounts work with Windows Live Mail including Hotmail Gmail and many others.

[Get a Windows Live email address](#)

Password: Hotmail Gmail and many others.

Remember this password

Display name for your sent messages:

Manually configure server settings

Cancel Next

Fill in the following information:

- Server type: POP or POP3
- Incoming server: mail.havilandtelco.com
- Check both boxes that say "Requires a secure connection (SSL)"
- Login ID: your full e-mail address
- Outgoing server: mail.havilandtelco.com
- Outgoing port: 587
- Check the box that says "My outgoing server requires authentication"

The image shows two screenshots of the Windows Live Mail configuration process. The top screenshot is the 'Configure server settings' window, and the bottom is the 'Add an E-mail Account' window. Both windows have fields for incoming and outgoing server information, including server type, address, port, and security options. Red arrows and circles highlight specific fields and checkboxes.

Configure server settings window:

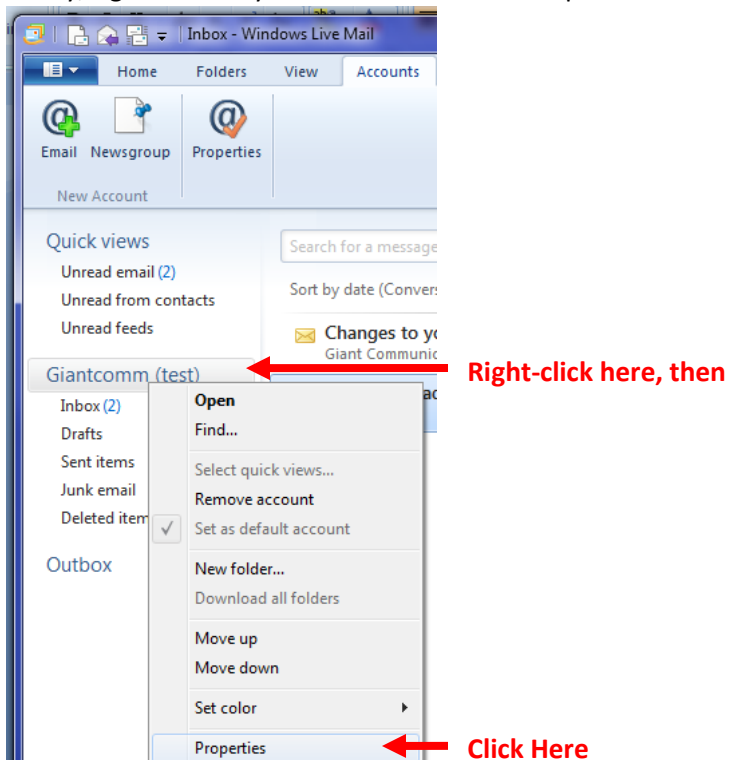
- Incoming server information:**
 - Server type: POP
 - Server address: mail.havilandtelco.com
 - Port: 995
 - Requires a secure connection (SSL)
 - Authenticate using: Clear text
 - Logon user name: you@email@havilandtelco.com
- Outgoing server information:**
 - Server address: mail.havilandtelco.com
 - Port: 587
 - Requires a secure connection (SSL)
 - Requires authentication

Add an E-mail Account window:

- Incoming Server Information:**
 - My incoming mail server is a POP3 server.
 - Incoming server: mail.havilandtelco.com
 - Port: 995
 - This server requires a secure connection (SSL)
 - Log on using: Clear text authentication
 - Login ID (if different from e-mail address): you@email@havilandtelco.com
- Outgoing Server Information:**
 - Outgoing server: mail.havilandtelco.com
 - Port: 587
 - This server requires a secure connection (SSL)
 - My outgoing server requires authentication

Double-check the port numbers, then click Next and Finish.

Finally, right-click on your account name in the panel on the left and choose properties.



Click the Advanced tab, then check the Box that says "Remove from server after __ days". Put 14 in the number of days box. Then click OK.

