

Windows Vista

How to set up a Windows Mail

- * Click the **start button** (round button on bottom left side of your screen)
- * Click **All Programs**
- * Go up and select **Windows Mail**

*** If 1st time in the Windows Mail Program it will bring up a Wizard, Skip to **Step 3**

- * Click **Tools**
- * Go down and select *Accounts*

1. Internet Accounts

- * On the right side click on **Add**

2. Select Account Type

- * Click on **Email Account**
- * Click **Next**

3. Your Name

- * Display name: **Enter your name**
- * Click **Next**

4. Internet Email Address

- * Email: Enter your email address **<username>@netlinkcom.com**
- * Click **Next**

5. Set up E-mail Servers

- * Incoming email server type: **POP3**
- * Incoming mail (POP3 or IMAP) Server: **pop.netlinkcom.com**
- * Outgoing email server (SMTP) name: **smtp.netlinkcom.com**
- * Select **Outgoing Server Requires Authentication**
- * Click **Next**

6. Internet Mail Logon

- * Email username: Type in your **<username>@netlinkcom.com**
- * Password: Type in your **password**
- * Click **Next**
- * Click **Finish**

*** When you get back to the Internet Accounts Window

- * Select the mail account that you just made and click on **Properties**
- * Click on the **Advanced tab**
- * Change the Outgoing Mail SMTP from 25 to **587**
- * Click **Ok**
- * Click **Close**