

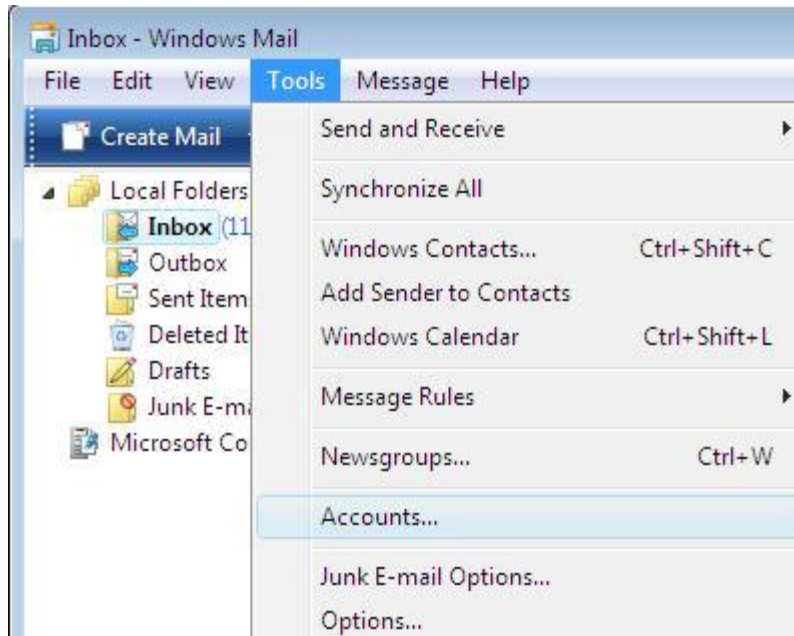


Setting Up Windows Mail

Windows Mail is a Microsoft email program available with Windows Vista. This document explains how to set up Windows Mail.

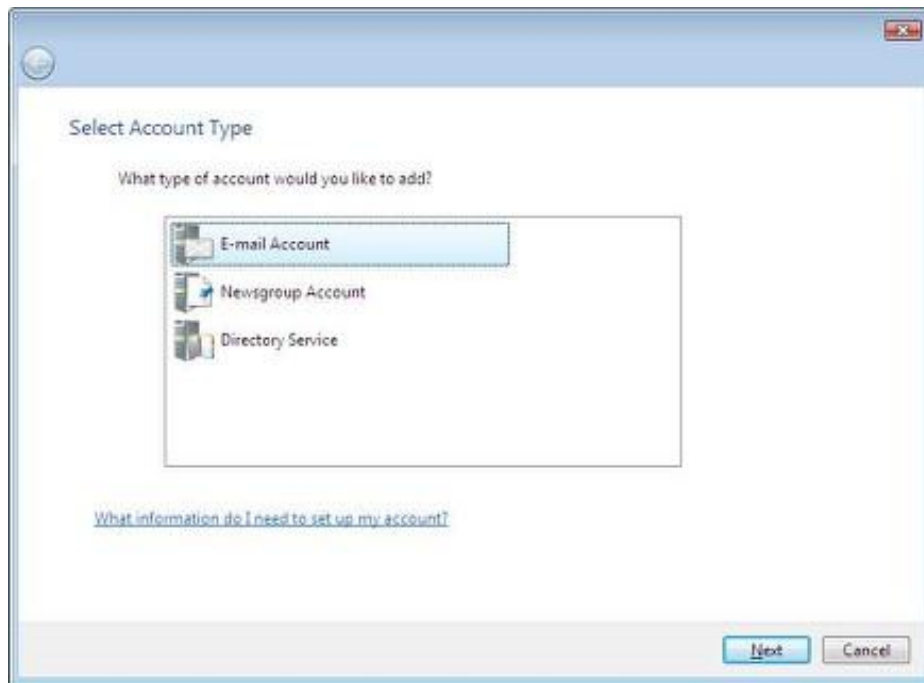
Entering your email settings

1. Start **Windows Mail** by selecting it from the **Start Menu**. If you do not see Windows Mail on the Start Menu, select **Default Programs** and then select **Set your default programs**. Under **Programs** select **Windows Mail**. Click **Set this program as default**, then click **OK**. Close the Default Programs box. Windows Mail should now appear on the Start Menu.
2. If this is the first time you have started Windows Mail, the setup wizard will automatically open. If it does, skip ahead to step 4. If the wizard does not start, click the **Tools** menu at the top of the window, then click **Accounts**.



3. Click the **Add...** button at the upper right of the **Internet Accounts** window. Select **E-mail Account** and click **Next**.





4. Enter your **real name** as you would like it to be displayed on outbound email (e.g., Jane Doe), and click **Next**.

5. Enter your **email address** (e.g., janedoe@lobo.net), and click **Next**.

6. On the "Set up e-mail servers" window: in the **Incoming e-mail server type** box, choose either **POP3** or **IMAP** depending on which type of mailbox you use. If you are not sure, choose **POP3**. Enter **mail.lobo.net** in the **Incoming mail (POP3 or IMAP) server** box. Enter **mail.lobo.net** in the **Outgoing e-mail server (SMTP) name** box. Put a check in the box **Outgoing server requires authentication**. Click **Next**.

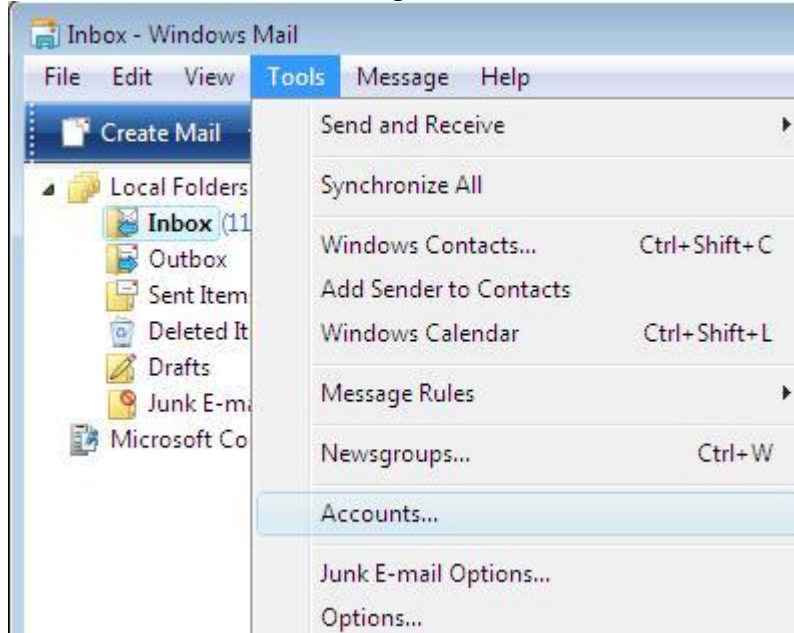
7. Enter your Lobo Net **email address** (e.g., janedoe@lobo.net) in the **E-mail username** box and your password in the **Password** box. Verify that the **Remember password** box is checked. Click **Next**.

8. On the last screen, click **Finish**.
9. If the **Internet Accounts** box appears, click the **Close** button. **Windows Mail** is ready to use.

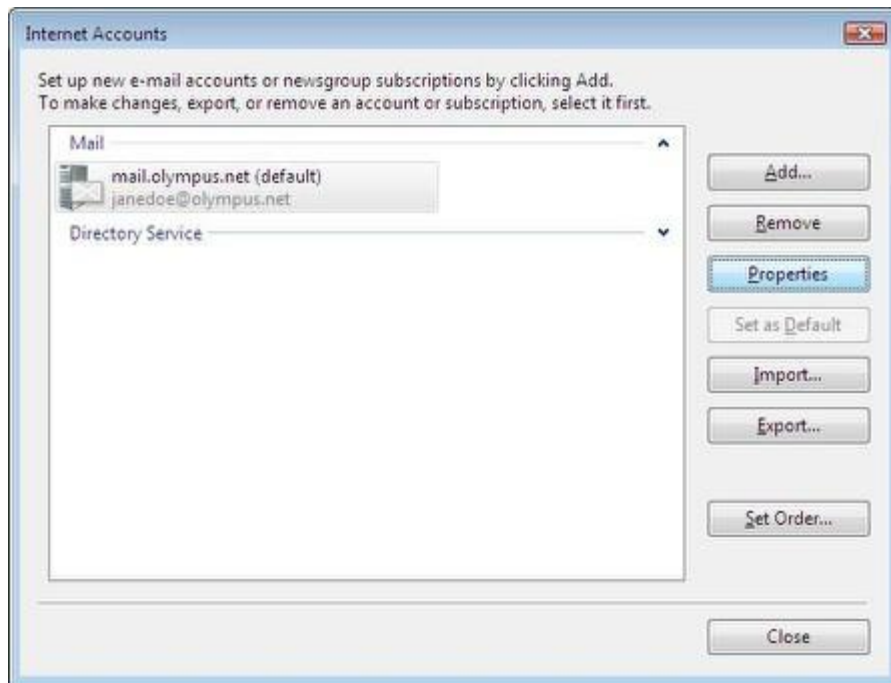
Making corrections to your email settings

You may need to make changes to your email settings, correct a typo, or remove an old email account. To access your email settings, follow these steps:

1. Click the **Tools** menu at the top of the window, then click **Accounts**.



2. Under the **Mail** heading, your account(s) will appear.



To remove an old account: click on the account you want to remove to highlight it, then click the **Remove** button on the right-hand side of the **Accounts** window. You will be asked if you really want to remove the account.

To make changes to an existing account: click on the account you want to edit, then click the **Properties** button on the right-hand side of the **Accounts** window. This will open the **Properties** window of the account.