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NetSource E-mail Setup - Microsoft Windows Live Mail

If you are setting up Windows Live Mail for the first time, skip to Step 3.

1. Click the **Accounts** tab at the top of the Windows Live Mail screen.
2. Click the **Email** button on the toolbar that displays.
3. Enter your information into the fields as follows: (See red letters in graphic below.)
 - A. Your full email address
 - B. Password for the email account.
 - C. Your name as you would like it displayed to message recipients.
 - D. Check to **Manually configure server settings.**
4. Click **Next**.

A screenshot of the Windows Live Mail "Add your email accounts" dialog box. The window title is "Windows Live Mail". The main heading is "Add your email accounts" in green. Below it, there is a sub-heading "If you have a Windows Live ID, sign in now. If not, you can create one later." and a link "Sign in to Windows Live". The form contains several fields and checkboxes:

- "Email address:" field with the text "someone@example.com" and a red letter "A" to its right.
- "Password:" field with a red letter "B" to its right.
- A checked checkbox "Remember this password".
- "Display name for your sent messages:" field with the text "Example: John Doe" and a red letter "C" to its right.
- A checked checkbox "Manually configure server settings" with a red letter "D" to its right.

To the right of the form, there is text: "Most email accounts work with Windows Live Mail including Hotmail Gmail and many others." At the bottom right, there are "Cancel" and "Next" buttons. A red circle with the number "4" and a red arrow points to the "Next" button.

- Match the same settings illustrated in the below graphic with the options shown in your **Configure Server Settings** window.
- Enter your full email address into the **Logon User Name** box.
- Click **Next** and **Finish** on the screen that follows.

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: pop.nsource.com Port: 995

Requires a secure connection (SSL)

Authenticate using: Clear text

Logon user name:

Outgoing server information

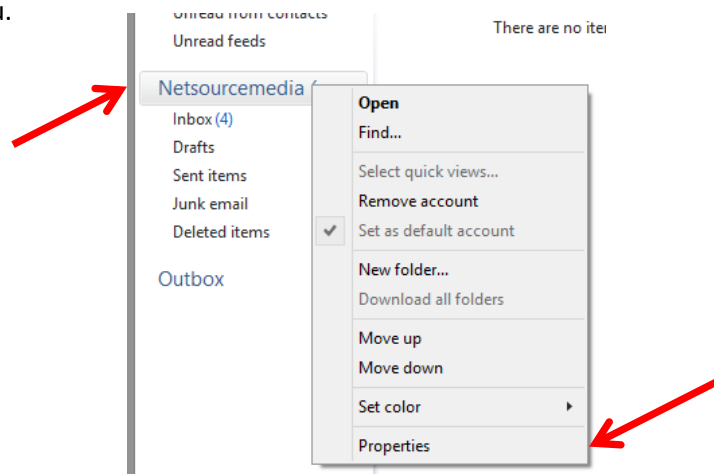
Server address: smtp.nsource.com Port: 587

Requires a secure connection (SSL)

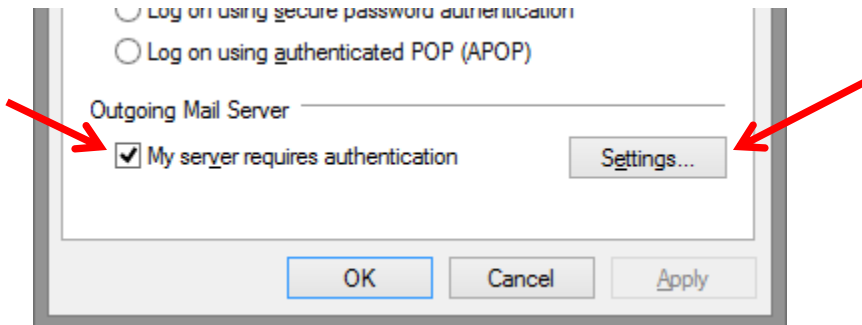
Requires authentication

Cancel Back Next

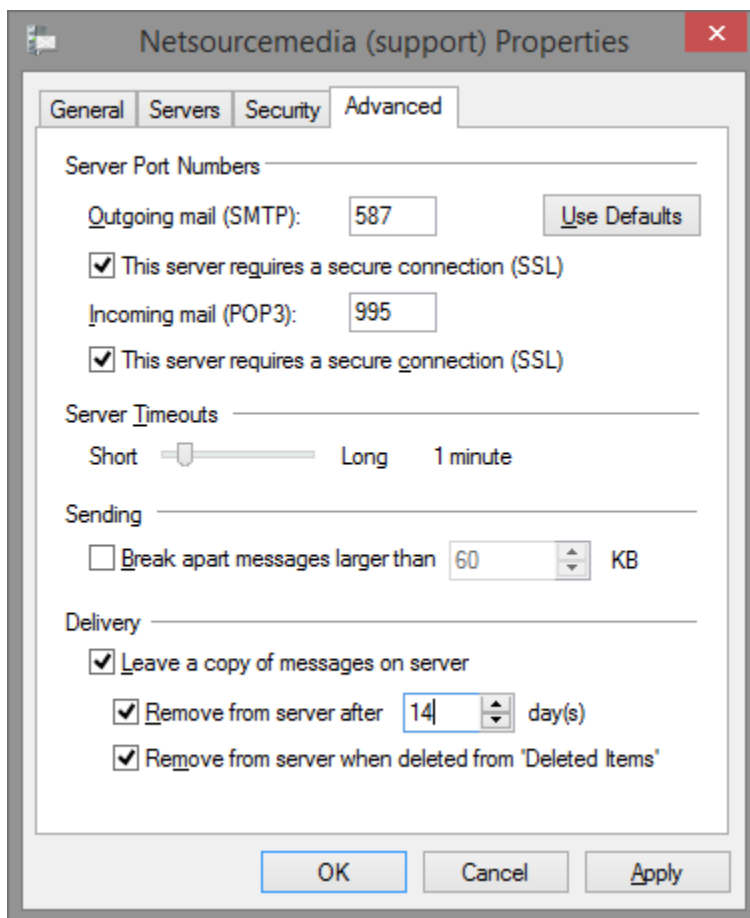
- Right click on the name of the newly created account in the left pane. Select **Properties** from the proceeding dropdown menu.



9. Click the Servers tab.
10. Place a check mark in the box next to **My server requires authentication**.
11. Click on **Settings**.



12. Make sure there is a dot filled in next to **Use same settings as my incoming mail server**.
13. Press **OK**.
14. Click the **Advanced** tab.
15. Match the same settings illustrated in the below graphic with the options shown in your **Advanced** tab. Click **OK** when finished.



Your account is now setup and ready for use.