

## Setup New Mailbox in Windows Live Mail

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How to setup a new e-mail address in Windows Live Mail (Windows 7)

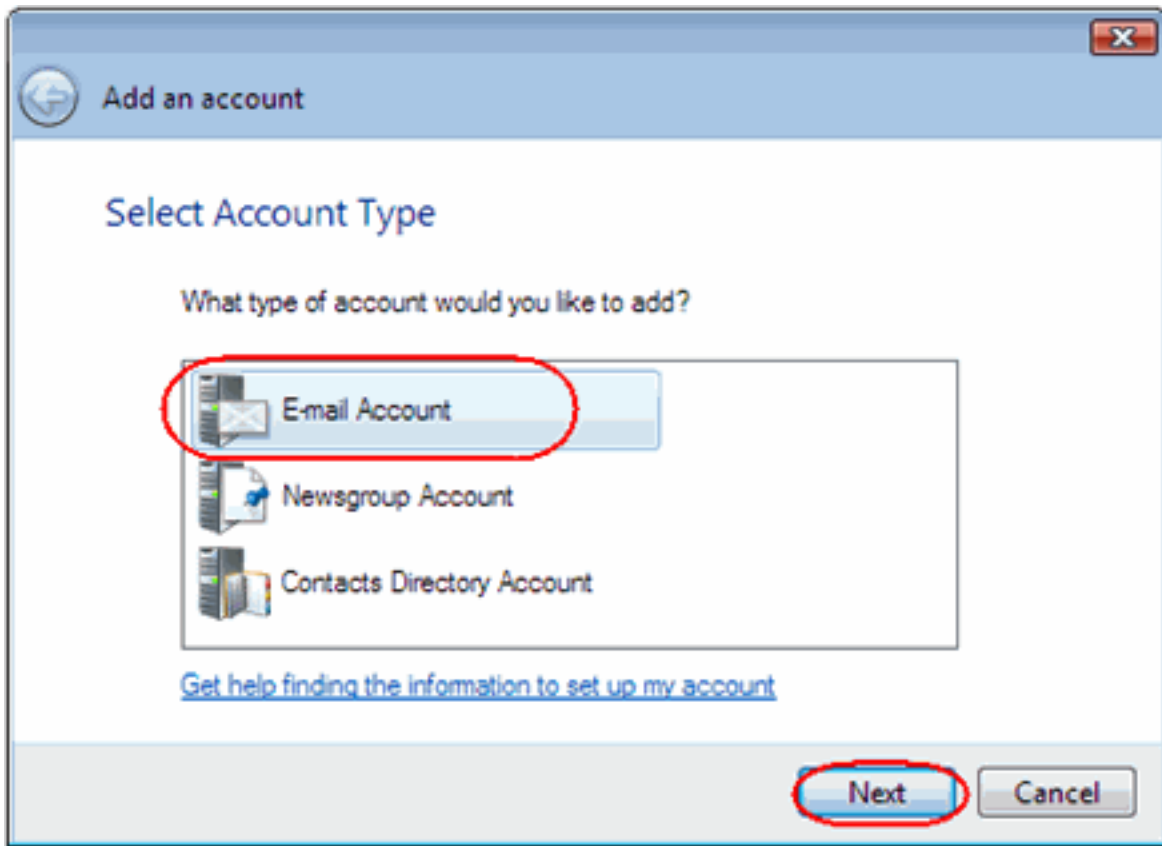
**Step 1:** Open Windows Live Mail. Click **Tools**, then **Accounts** in the drop down menu.

### Accounts



**Step 2:** The *Accounts* window will open. Click **Add** in the top right corner.

## Select Account Type



**Step 3:** Select **E-mail account** and click **Next**.

## Add an E-mail Account

Please enter your e-mail account information below:

E-mail address:  [example555@hotmail.com](#) [Get a free e-mail account](#)

Password:

Remember password

How should your name appear in e-mail sent from this account?

Display Name:   
For example: John Smith

Manually configure server settings for e-mail account.

### Step 4:

E-mail address: Enter full email address (e.g. enquiries@yourdomain.co.uk)

Password: As supplied to you by Kingsbridge Websites

Remember password: Tick

Display Name: The name you want to show in recipient's mailboxes.

Manually configure server settings for e-mail accounts: Tick

**Step 5:** Select the box marked *Manually configure server settings for e-mail account*. And click **Next**

## Server Settings

Where can I find my e-mail server information?

Incoming Server Information

My incoming mail server is a **POP3** server.

Incoming server: mail.bobsdomain.co.uk Port: 110

This server requires a secure connection (SSL)

Log on using: Clear text authentication

Login ID (if different from e-mail address):  
bob@bobsdomain.co.uk

Outgoing Server Information

Outgoing server: smtp.bobsdomain.co.uk Port: 25

This server requires a secure connection (SSL)

My outgoing server requires authentication

Next Cancel

### Step 6:

My incoming mail server is: POP3

Incoming server: mail.yourdomain.co.uk

Port: 110 (default)

This server requires a secure connection (SSL): **NOT** Ticked (default)

Log on using: 'Clear text authentication'

Login ID: full email address (e.g. enquiries@yourdomain.co.uk)

Outgoing server: mail.yourdomain.co.uk

Port: 25 (default)

This server requires a secure connection (SSL): **NOT** Ticked (default)

My outgoing server requires authentication: Tick

**Step 7:** Check the details again, then click **Next**, then **Finish** to set up your account and close the new account wizard.