

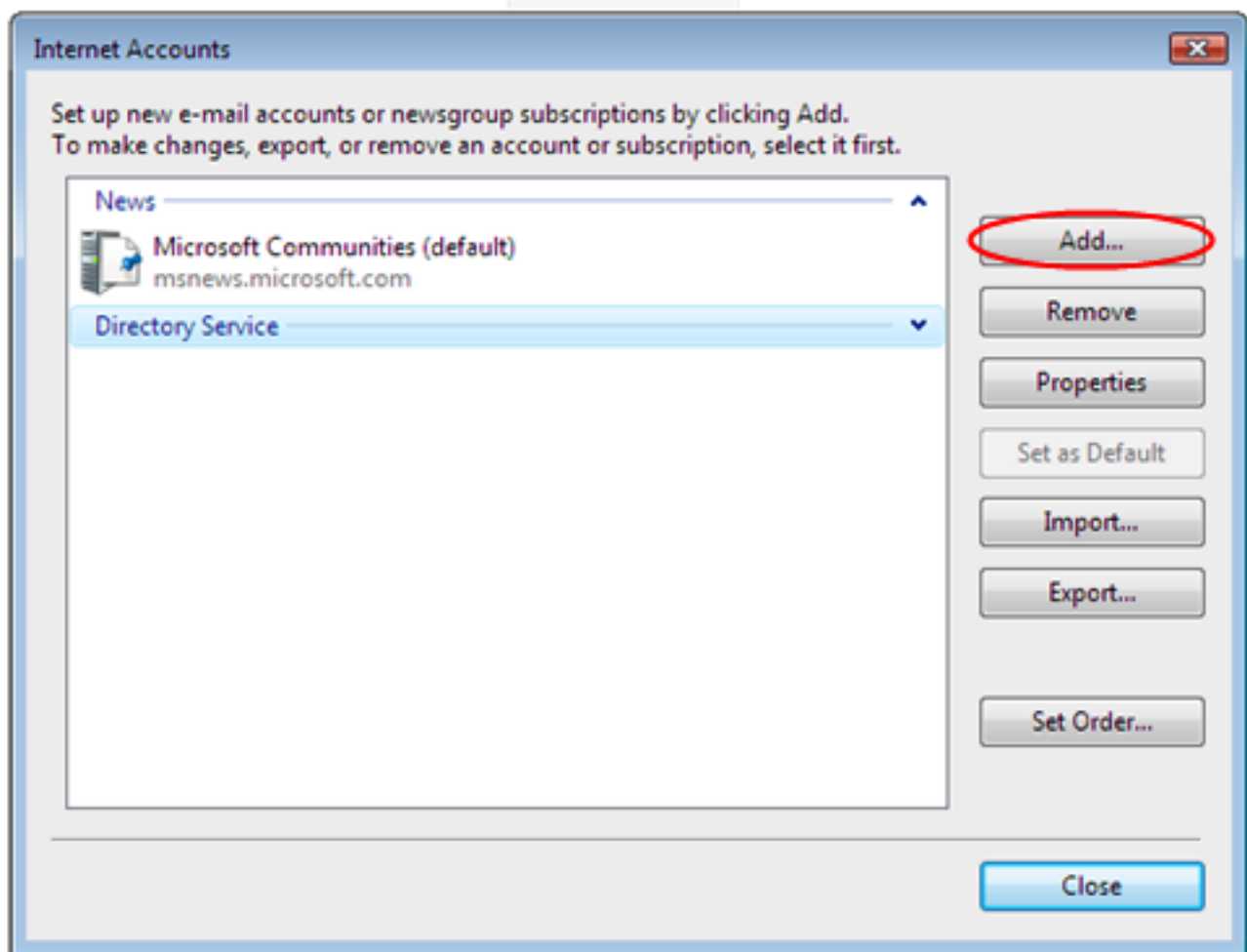
Setup New Mailbox in Windows Mail

How to setup a new Mailbox in Windows Mail (Windows Vista)

Step 1: Click the Windows logo in the bottom left-hand corner of your screen, then click **Windows Mail**.

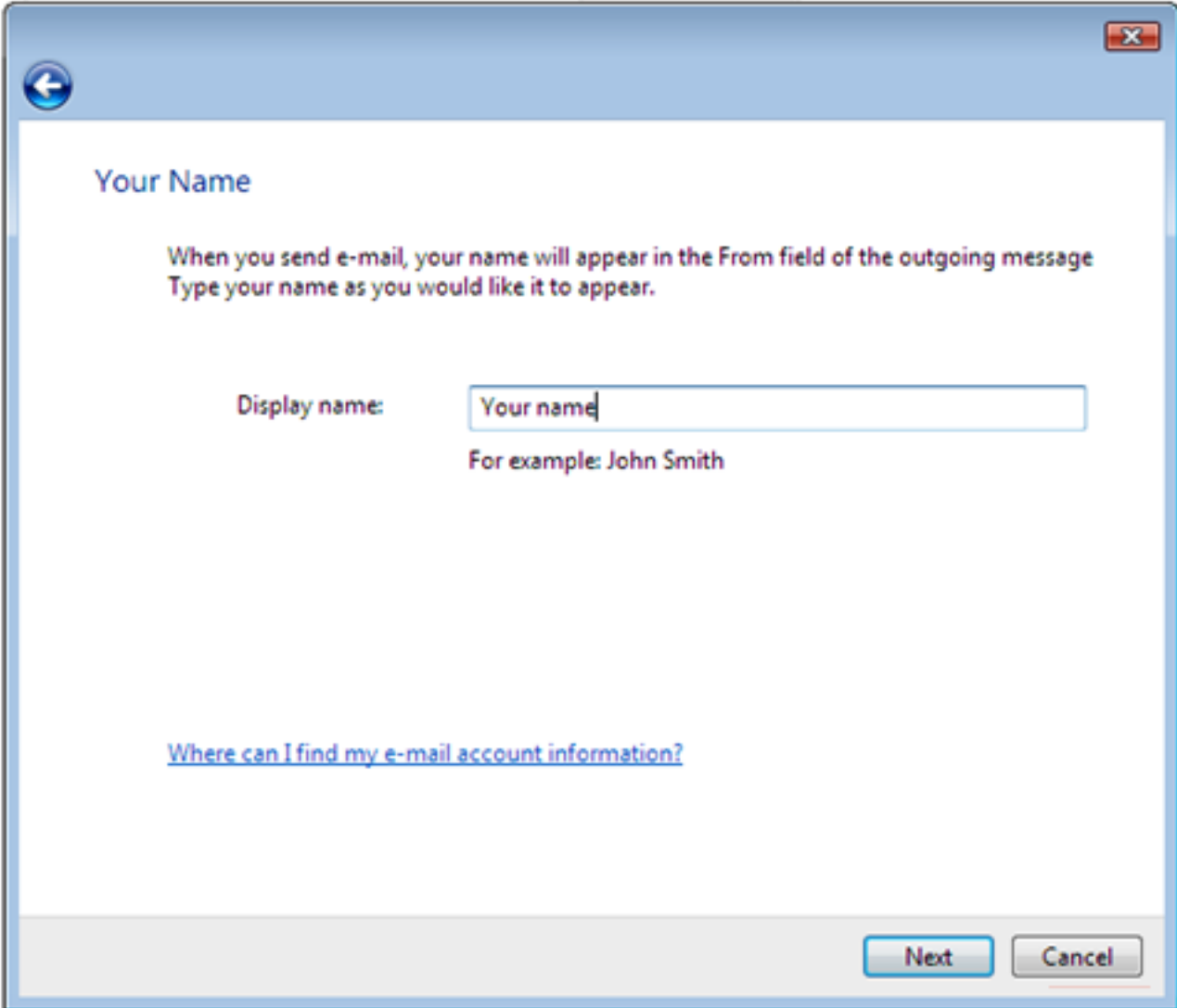
Step 2: Windows Mail will open. Click the **Tools** menu, then click **Accounts**.

Add New Account



Step 3: The *Internet Accounts* window will open. Click **Add** in the top right corner. Click **Mail** in the menu that appears. This will open the *Internet Connection Wizard*.

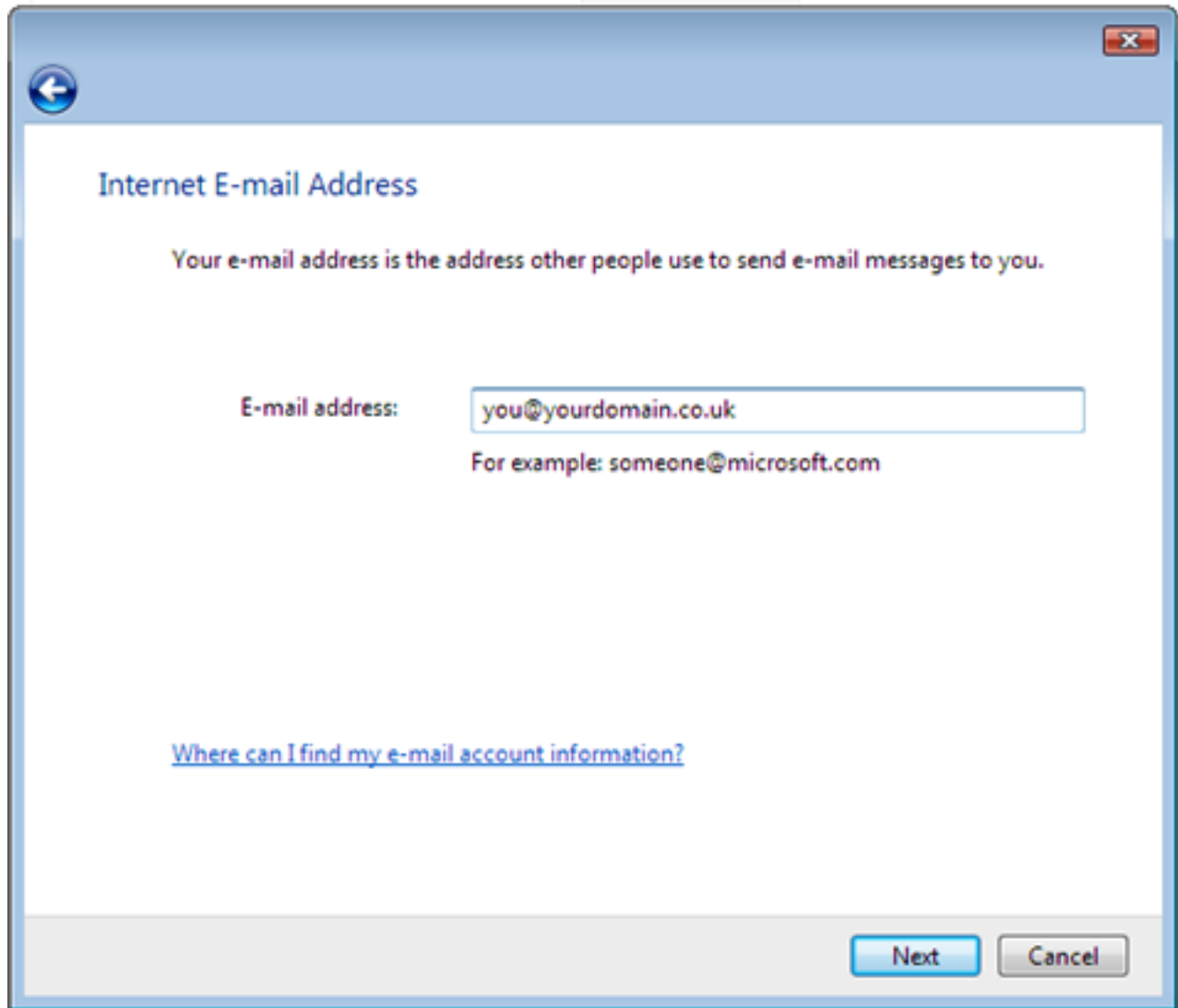
Give The Account A Name



The screenshot shows a dialog box titled "Your Name" with a blue header bar containing a back arrow and a close button. The main content area is white and contains the following text: "Your Name", "When you send e-mail, your name will appear in the From field of the outgoing message", and "Type your name as you would like it to appear." Below this is a "Display name:" label followed by a text input field containing "Your name". Underneath the input field is the text "For example: John Smith". At the bottom of the dialog, there is a blue underlined link that says "Where can I find my e-mail account information?". In the bottom right corner, there are two buttons: "Next" and "Cancel".

Step 4: On the first screen of the *Internet Connection Wizard*, you'll be asked to enter a display name. This is what most email users will see in the inboxes instead of your email address. Enter your name, then click **Next**.

Your E-mail Address



Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

[Where can I find my e-mail account information?](#)

Next Cancel

Step 5: Enter your full email address: (e.g. enquiries@yourdomain.co.uk) then click **Next**

Setup E-mail Servers

Set up e-mail servers

Incoming e-mail server type:
POP3

Incoming mail (POP3 or IMAP) server:
mail.yourdomain.co.uk

Outgoing e-mail server (SMTP) name:
smtp.yourdomain.co.uk

Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

Next Cancel

Step 6:

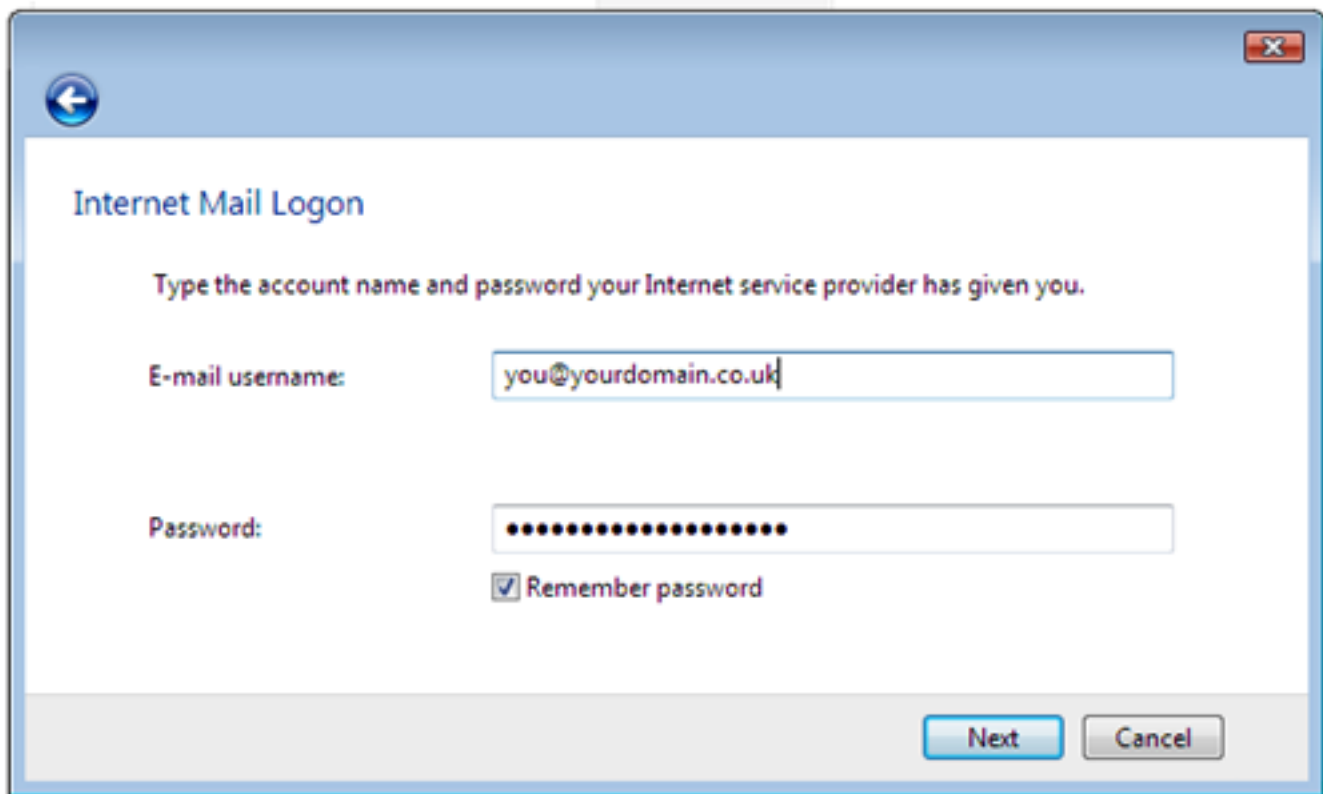
Incoming e-mail server type: POP3

Incoming mail (POP3 or IMAP) server: mail.yourdomain.co.uk

Outgoing mail (POP3 or IMAP) server: mail.yourdomain.co.uk

Tick the Outgoing server requires authentication box, then click **Next**

Mail Logon



The screenshot shows a dialog box titled "Internet Mail Logon" with a blue header bar. Below the title, there is a blue arrow icon and a close button (X). The main content area is white and contains the following text and fields:

Type the account name and password your Internet service provider has given you.

E-mail username:

Password:

Remember password

At the bottom right, there are two buttons: "Next" (highlighted in blue) and "Cancel" (disabled).

Step 7:

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

Password: as supplied to you by Kingsbridge Websites

Tick the Remember password box, then click **Next**

Step 8: Click **Finish** and the mailbox will be added to Windows Mail.