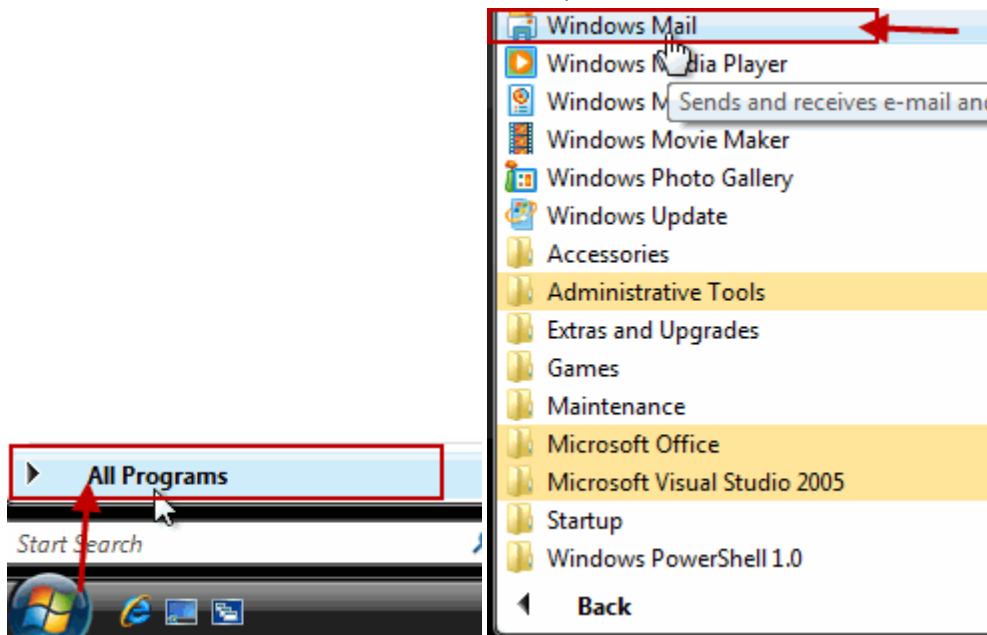
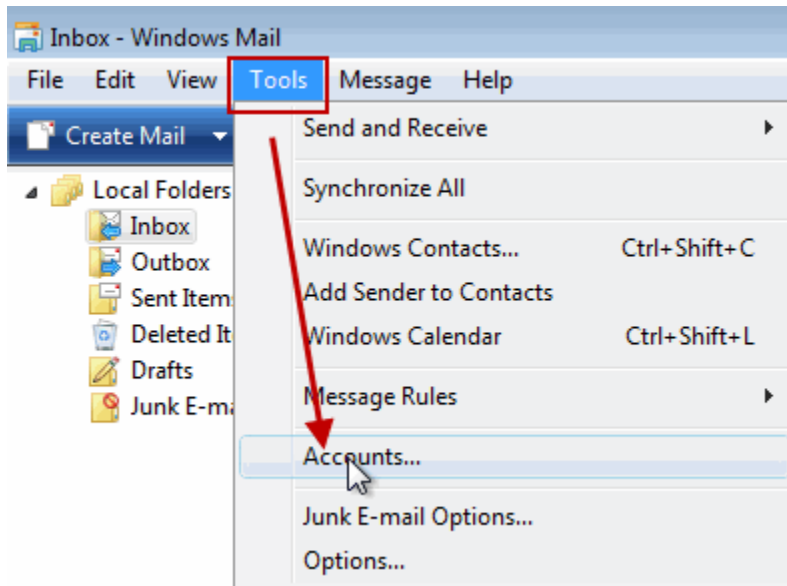


## Mail Set-up Instructions for Windows Mail in Windows Vista

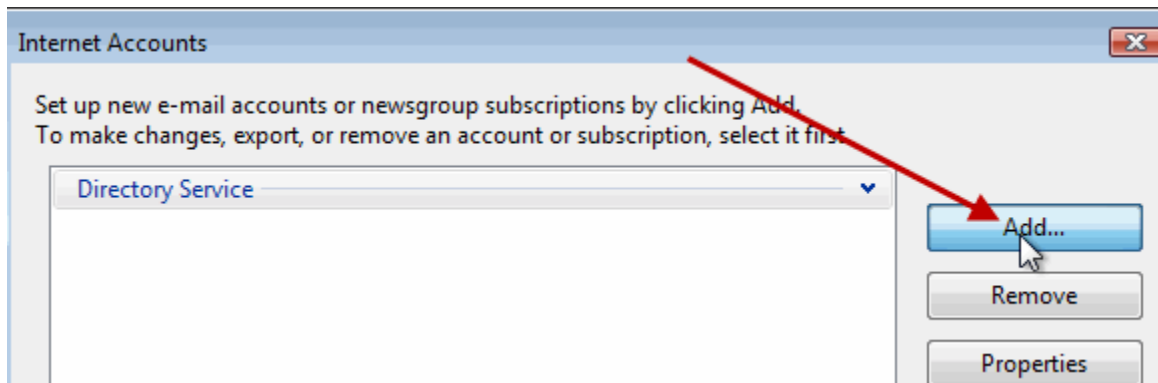
1. Click on the multi-colored round Windows icon in the lower left corner of your screen.
2. In the list of choices that appears, roll your pointer over **All Programs**, then on the words "**Windows Mail**" and click once to select that option.



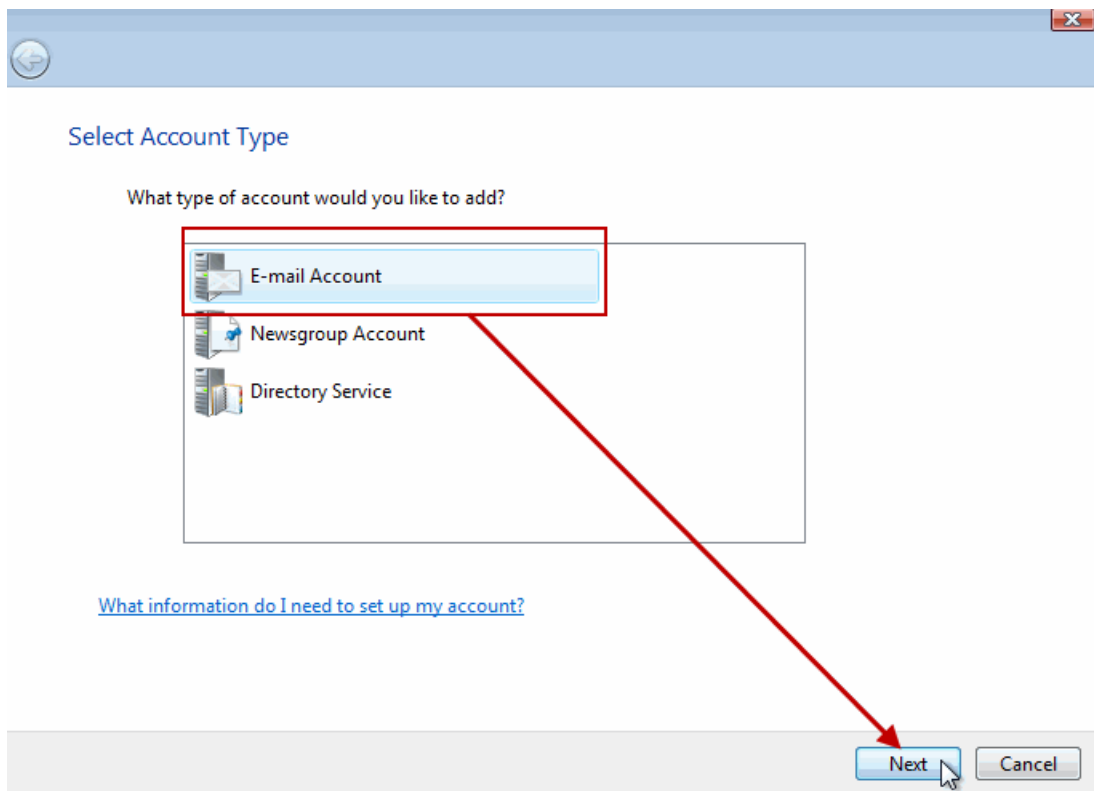
3. When Windows Mail opens, go to the **Tools** menu and select "**Accounts**".



4. In the Internet Accounts window, click on the “Add” button.



5. In the Select Account Type window, click on “E-mail Account”, then click on the Next button.



6. In the Your Name window, type in your name as you would like it to appear in the From field of any outgoing email messages that you send; then click on **Next**.

**Your Name**

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

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

7. In the Internet E-mail Address window, type in your whole email address, including the portion after the “@” sign. Ex: [jane.smith@microsoft.com](mailto:jane.smith@microsoft.com). Then click on **Next**.

**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?](#)

8. In the Set Up E-Mail Servers window, select “**IMAP**” as the Incoming e-mail server type.

Set up e-mail servers

Incoming e-mail server type:  
IMAP

Incoming mail (POP3 or IMAP) server:  
mail.uwex.uwc.edu

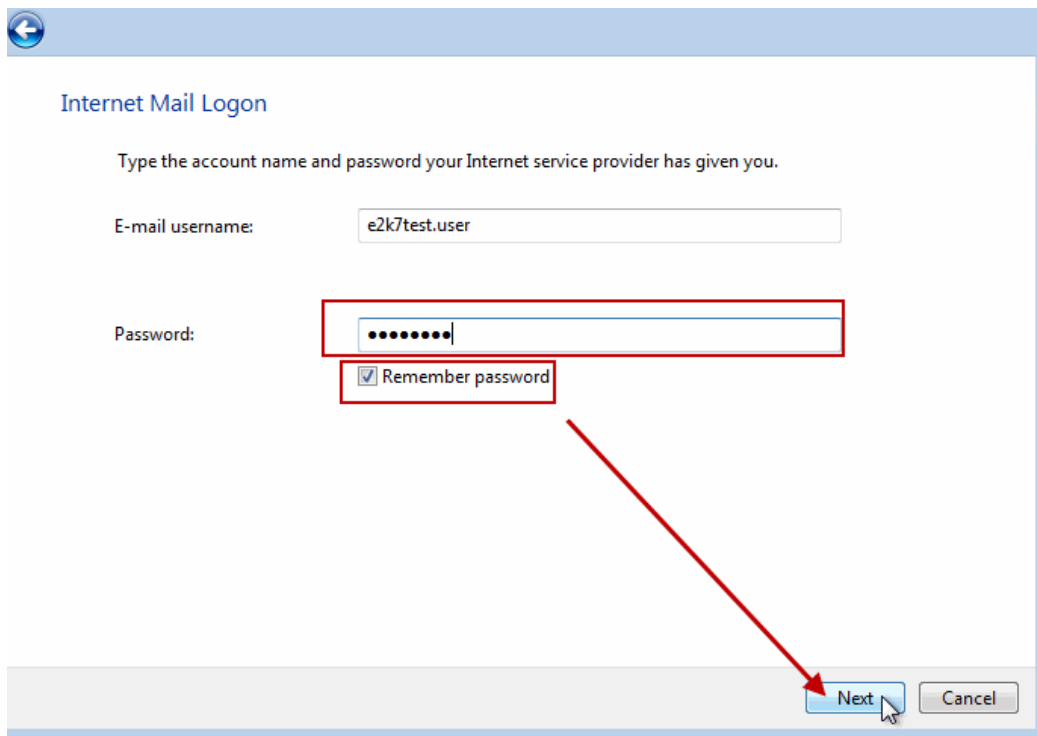
Outgoing e-mail server (SMTP) name:  
smtp.uwex.uwc.edu

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

Next Cancel

9. Next, type in the Incoming mail server text which should read: **mail.uwex.uwc.edu** and then the outgoing mail server text, which should read: **smtp.uwex.uwc.edu**  
Last, click to place a checkmark next to “**Outgoing server requires authentication**” and click on **Next**.

10. On the Internet Mail Logon page, type in your email account password and click to place a checkmark next to the words “Remember password”, then click on the **Next** button.



Internet Mail Logon

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

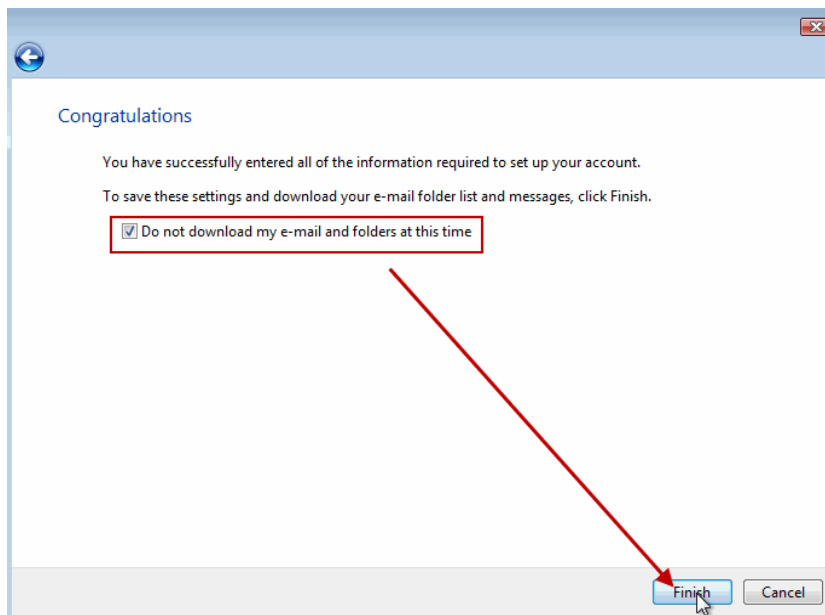
E-mail username: e2k7test.user

Password: [Redacted]

Remember password

Next Cancel

11. On the Congratulations screen, click to place a checkmark next to “Do not download my e-mail and folders at this time”, then click on the **Finish** button.



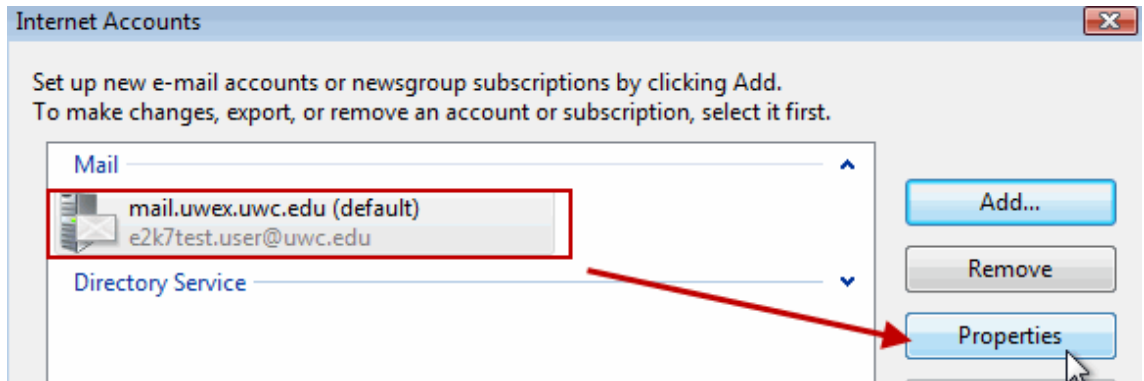
Congratulations

You have successfully entered all of the information required to set up your account.  
To save these settings and download your e-mail folder list and messages, click Finish.

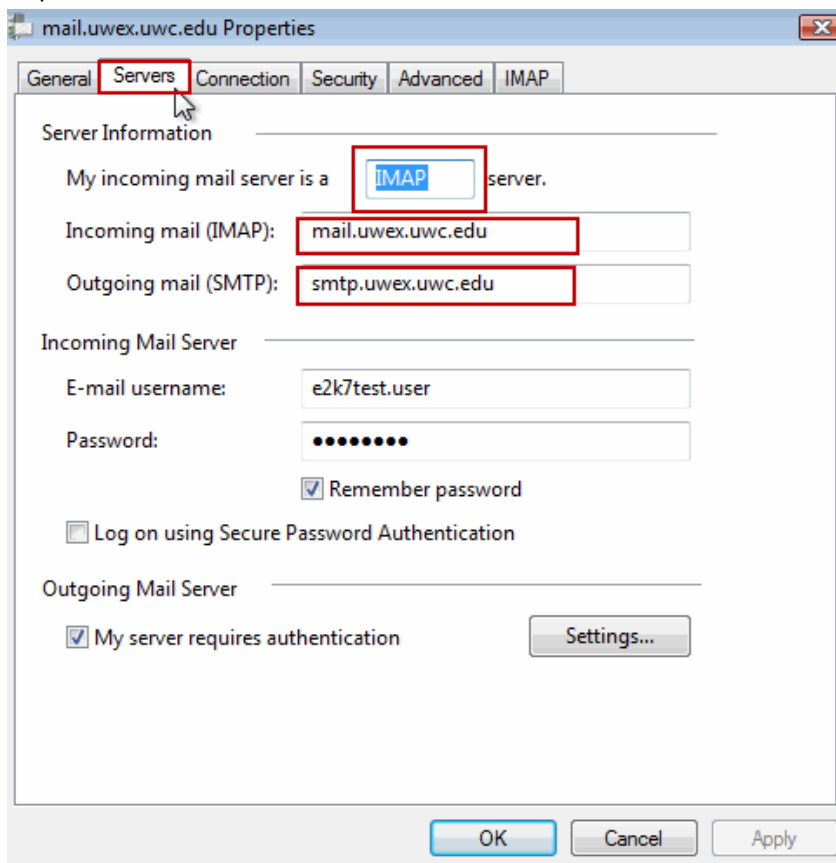
Do not download my e-mail and folders at this time

Finish Cancel

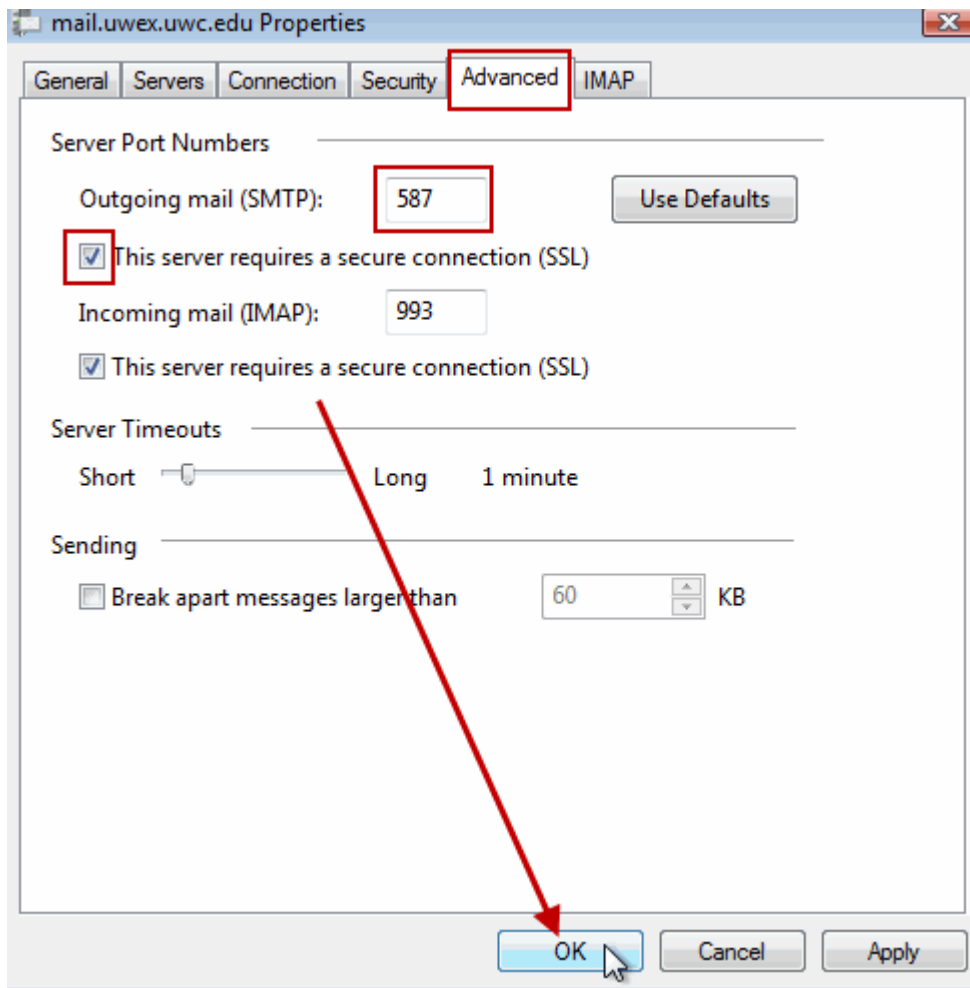
12. In the Internet Accounts window click to select “mail.uwex.uwc.edu (default)”, then click on the **Properties** button.



13. In the “mail.uwex.uwc.edu Properties” window, click on the **Servers** tab and check to see that IMAP is selected and that the Incoming and outgoing mail server text matches what you typed in step 9 above.

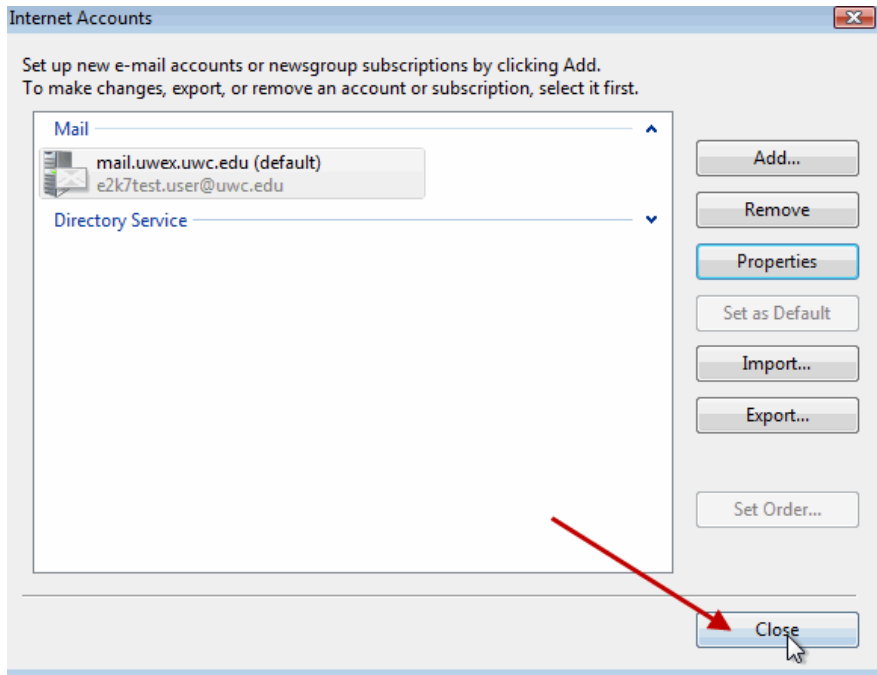


14. Next, click on the **Advanced** tab and next to “Outgoing mail (SMTP)” change the number in the box from 25 to 587.

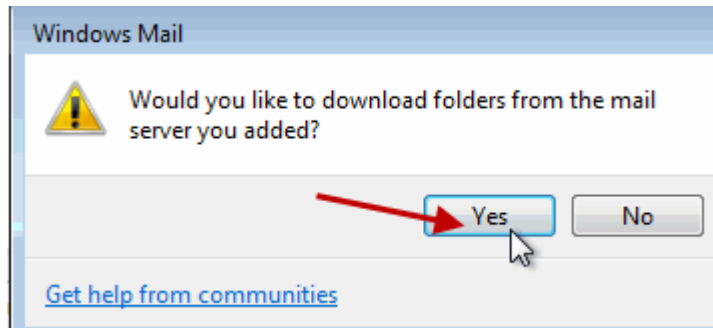


15. Next, under Incoming Mail (IMAP) click to place a checkmark next to: “**This server requires a secure connection (SSL)**”. Click **OK**.

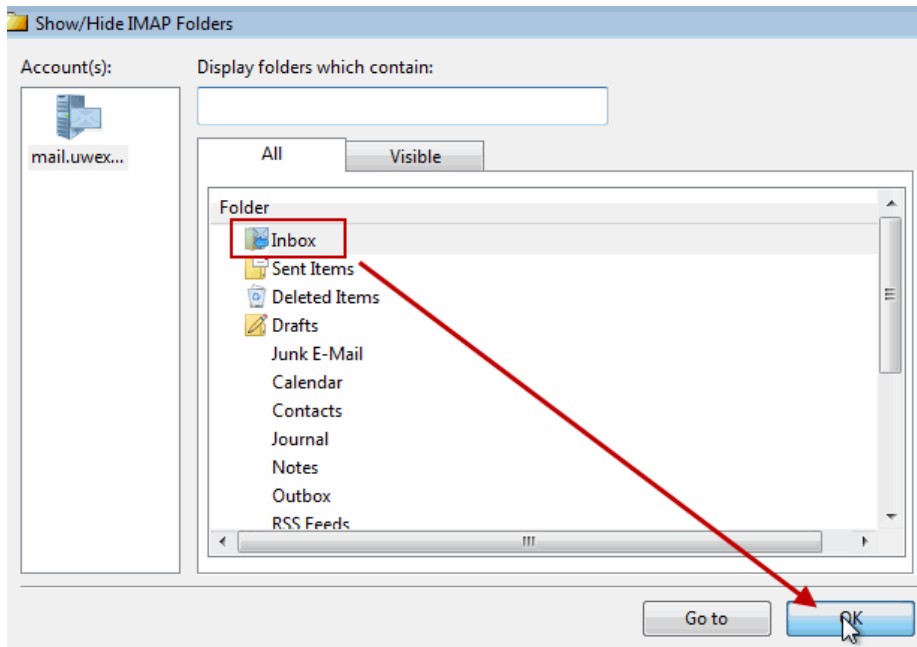
16. In the Internet Accounts window click on the **Close** button.



17. In the small Windows mail alert window, click on the **Yes** button. Your email folders will start to download.

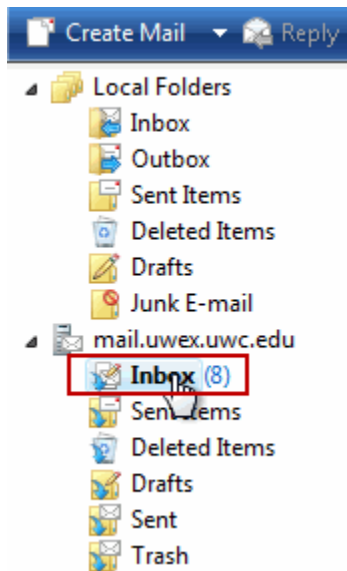


18. In the “Show/Hide IMAP Folders” window, click on **Inbox** and then on the OK button.

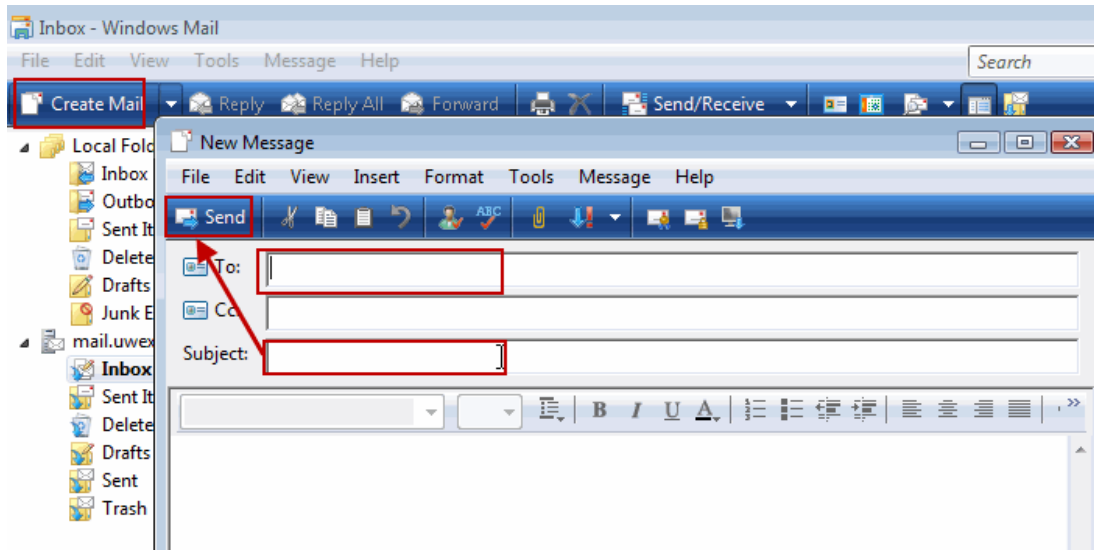


19. Your inbox will now begin to fill.

20. In the Inbox – Windows Mail window, click on the word **Inbox** below “mail.uwex.uwc.edu”



21. To test your email account, click on “**Create Mail**” in the upper left corner of the window and address a test email to yourself.



22. Click **Send** to send the text message. It should show up in your inbox within a few seconds to show you that your email account is working.