

Basic Email Setup Instructions – Vista Mail on a PC

Checklist

Ensure you have the following details with you that are required to complete the process:

- Your full email address (eg. yourname@yourdomain.com)
- Your email password
- Your domain name. This is used as both your incoming and outgoing mail server.

Overview

Please Note: If after following these instructions you find that you can receive but not send emails; you must contact your ISP's technical support and use their outgoing mail (SMTP) server.

Windows Vista Mail: Setting up Email for the First Time

1. Open Windows Vista Mail
2. In the 'Tools' menu select 'Accounts...'
3. Click on the 'Add...' button.
4. Make sure "E-mail Account" is selected, and then click on 'Next...'
5. Enter your Name, and then click on 'Next...'
6. Enter your full email address, then click 'Next ...'
7. Make sure the 'Incoming e-mail server type' should be "POP3".
8. Enter your "Incoming mail server" (pop.yourdomain.com) and "Outgoing e-mail server" (smtp.yourdomain.com) addresses.
9. If you are using your domain (yourdomain.com) to send emails (as opposed to your ISP's outgoing mail server) you should click on the check box "Outgoing server requires authentication".
10. Click on the "Next..." button.
11. Enter your email settings. The important points to remember are:
 - a. E-mail username: If your email address was youremail@yourdomain.com your username would be "youremail@yourdomain.com"
 - b. Password: Make sure this has your password entered.
12. Click on the "Next..." button.
13. Congratulations: simply click on the "Finish" button.

Windows Vista Mail: Checking Existing Email Settings

1. Open Windows Vista Mail
2. In the 'Tools' menu select 'Accounts...'
3. Make sure "youremail@yourdomain.com" is selected, then click the 'Properties...'
4. Click on the "Servers" tab.
5. Make sure your email settings are correct. The important points to remember are:
 - a. E-mail username: If your email address was youremail@yourdomain.com your User name would be "youremail@yourdomain.com"
 - b. Password: Make sure this has your password entered correctly.
 - c. Incoming mail server (POP3): Make sure this has your correct server settings. Eg: pop.yourdomain.com

- d. Outgoing mail server (SMTP): This should have the same settings as your incoming mail server Eg: smtp.yourdomain.com (unless you are using your ISP's outgoing mail server).
- 6. If you are using your domain (yourdomain.com) to send emails (as opposed to your ISP's outgoing mail server) you should click the 'My server requires authentication' checkbox.