

Email Email Clients

Setting Up Your Email in Windows (Vista) Mail

Print this Article

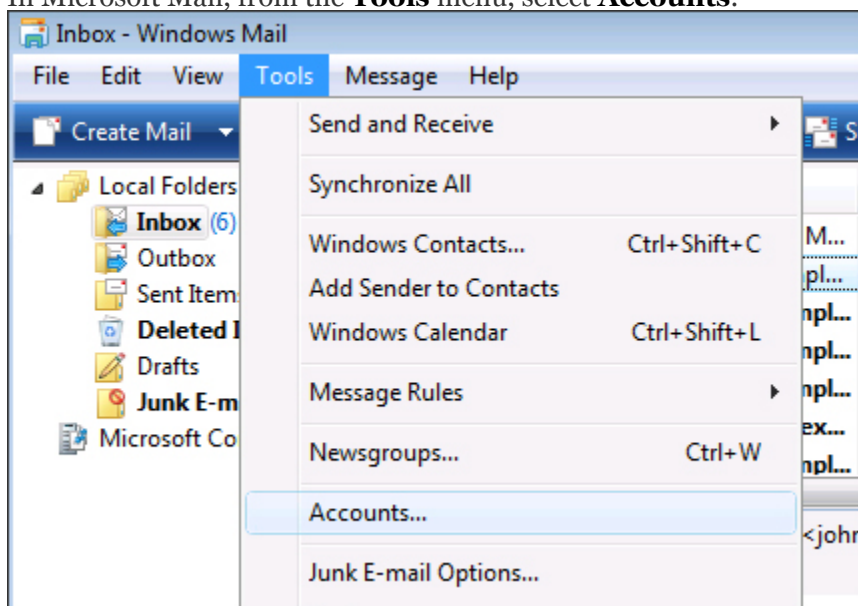
Comment on this Article

Last Updated: September 14, 2007 4:33 PM

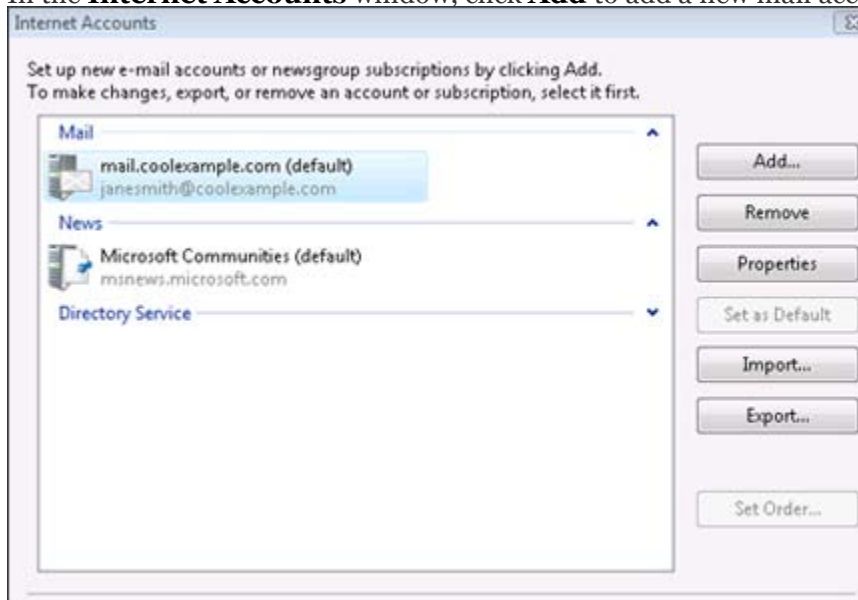
You can set up Windows (Vista) Mail to work with your email account.

To Set Up Your Email Account in Windows (Vista) Mail

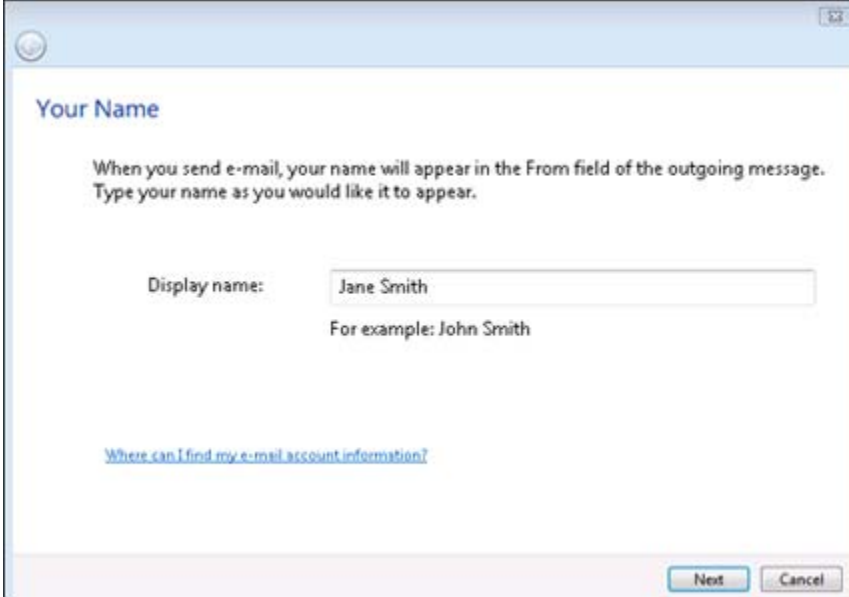
1. In Microsoft Mail, from the **Tools** menu, select **Accounts**.



2. In the **Internet Accounts** window, click **Add** to add a new mail account.

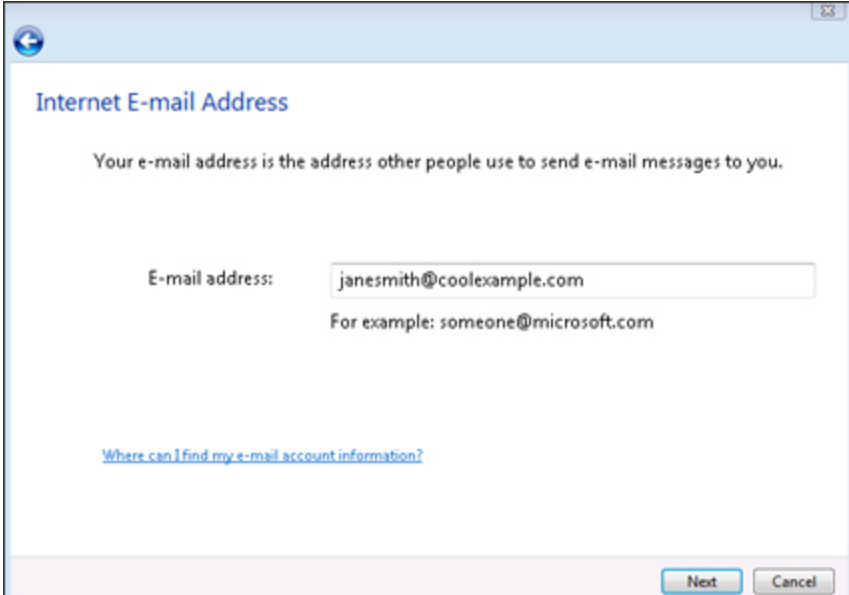


3. On the **Your Name** page, in the **Display Name** field, enter your full name and then click **Next**.



The screenshot shows the 'Your Name' setup window. The title bar is light blue with a globe icon on the left and a close button on the right. The main content area has a white background. At the top left, the title 'Your Name' is displayed in blue. Below it, a message reads: '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.' A text input field labeled 'Display name:' contains the text 'Jane Smith'. Below the field, an example is provided: 'For example: John Smith'. At the bottom left, there is a blue hyperlink: 'Where can I find my e-mail account information?'. At the bottom right, there are two buttons: 'Next' and 'Cancel'.

4. On the **Internet Email Address** page, in the **Email address** field, enter your email address and then click **Next**.

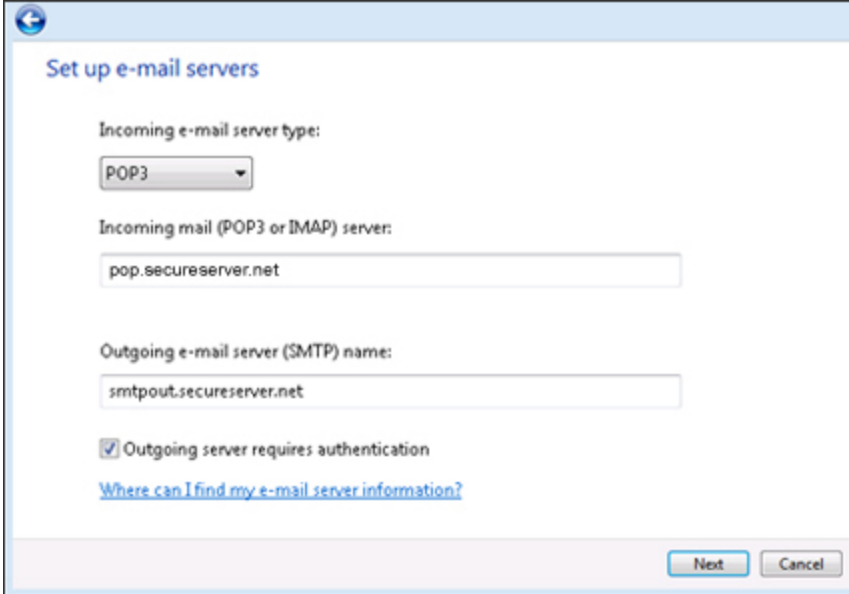


The screenshot shows the 'Internet E-mail Address' setup window. The title bar is light blue with a globe icon on the left and a close button on the right. The main content area has a white background. At the top left, the title 'Internet E-mail Address' is displayed in blue. Below it, a message reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' A text input field labeled 'E-mail address:' contains the text 'janesmith@coolexample.com'. Below the field, an example is provided: 'For example: someone@microsoft.com'. At the bottom left, there is a blue hyperlink: 'Where can I find my e-mail account information?'. At the bottom right, there are two buttons: 'Next' and 'Cancel'.

5. On the **Set up Email Servers** page, enter your information as follows and then click **Next**.
Incoming email server type
Select **POP3** from the drop down list.

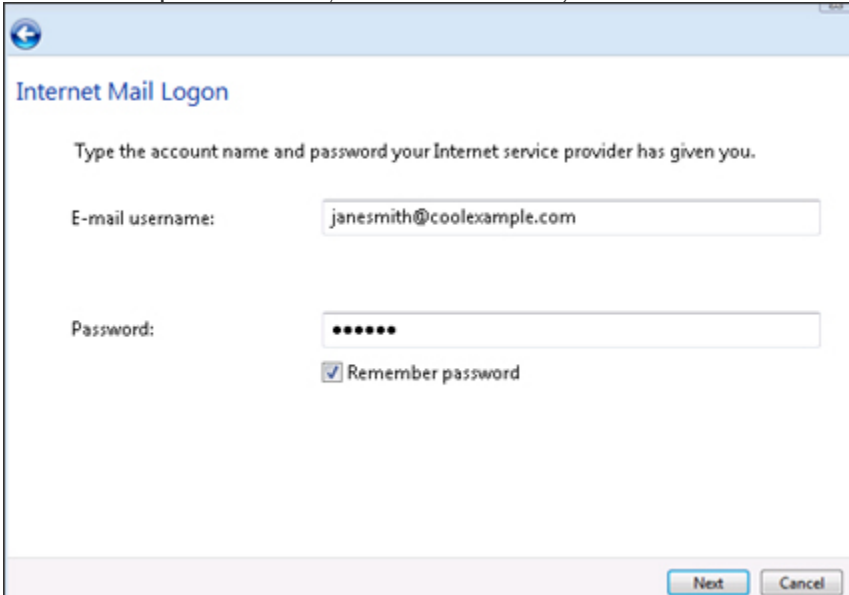
Incoming mail (POP3 or IMAP) server
Type **pop.secureserver.net**.

Outgoing email server (SMTP) name
Type **smtpout.secureserver.net** and select **Outgoing server requires authentication**.



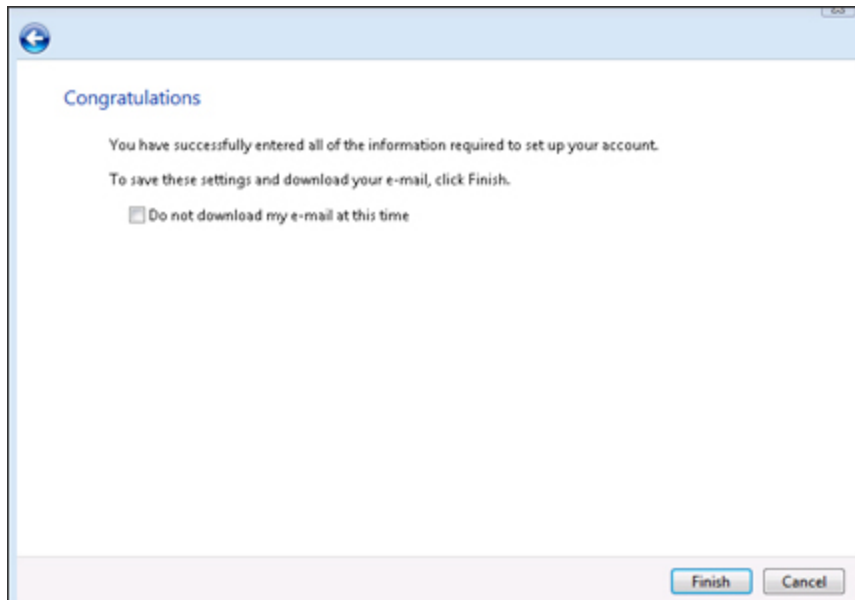
The screenshot shows the 'Set up e-mail servers' dialog box. It has a title bar with a globe icon and a blue header. The main area is white with blue text. The title 'Set up e-mail servers' is in blue. Below it, 'Incoming e-mail server type:' is followed by a dropdown menu showing 'POP3'. 'Incoming mail (POP3 or IMAP) server:' is followed by a text box containing 'pop.secureserver.net'. 'Outgoing e-mail server (SMTP) name:' is followed by a text box containing 'smtpout.secureserver.net'. There is a checked checkbox for 'Outgoing server requires authentication' and a blue hyperlink 'Where can I find my e-mail server information?'. At the bottom right are 'Next' and 'Cancel' buttons.

6. On the **Internet Mail Logon** page, in the **Email Username** and **Password** fields, enter your email address and password for your email account, and then click **Next**.

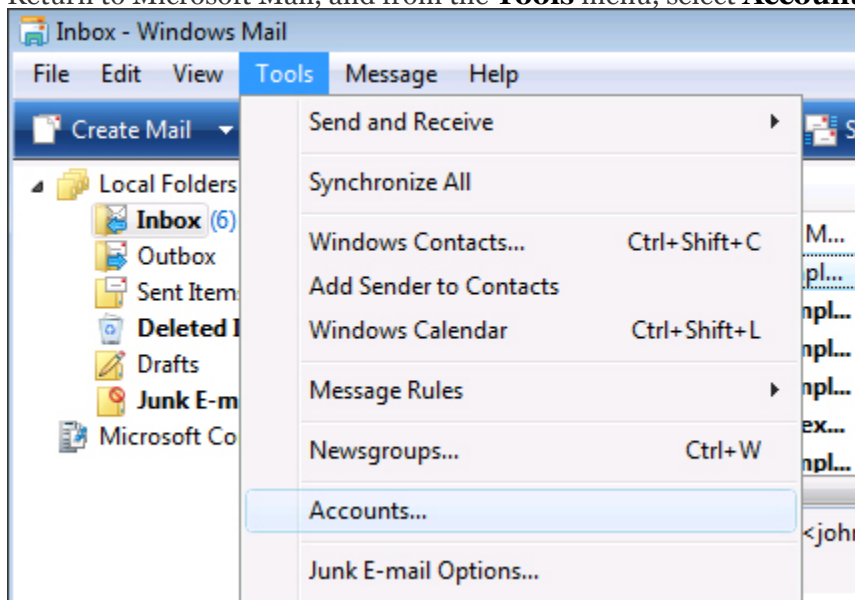


The screenshot shows the 'Internet Mail Logon' dialog box. It has a title bar with a globe icon and a blue header. The main area is white with blue text. The title 'Internet Mail Logon' is in blue. Below it, the instruction 'Type the account name and password your Internet service provider has given you.' is in blue. 'E-mail username:' is followed by a text box containing 'janesmith@coolexample.com'. 'Password:' is followed by a text box with seven black dots. There is a checked checkbox for 'Remember password'. At the bottom right are 'Next' and 'Cancel' buttons.

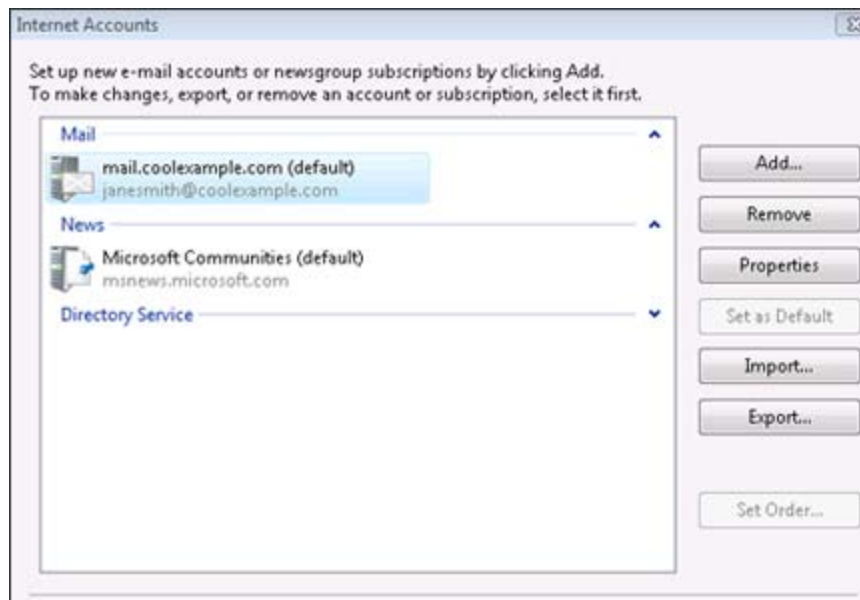
7. Click **Finish**.



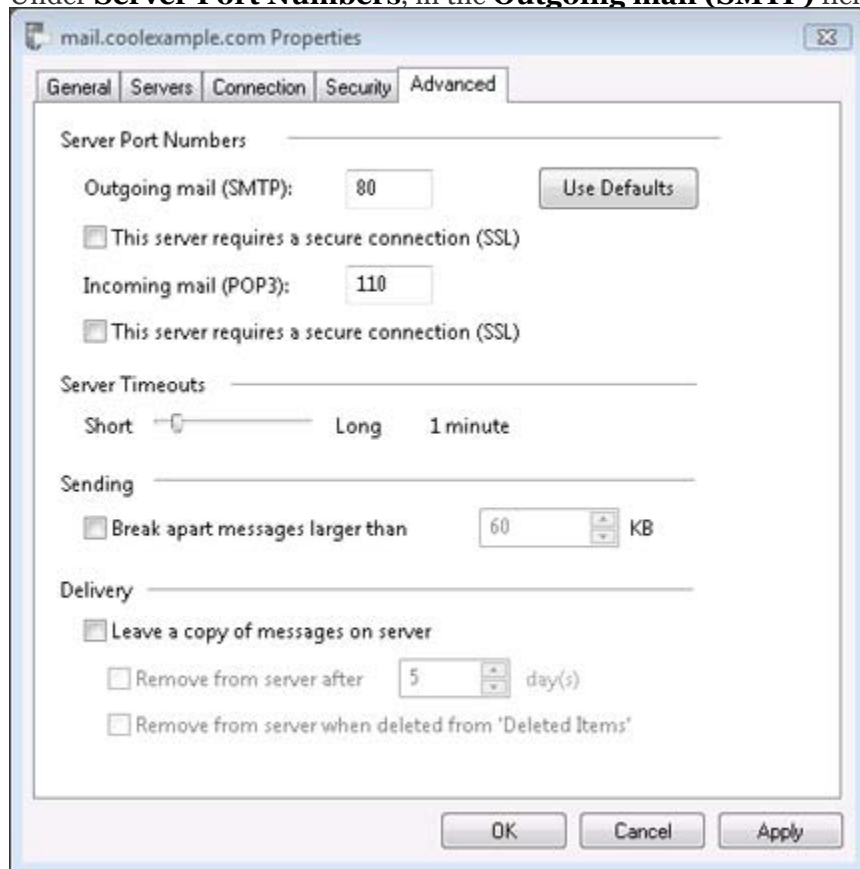
8. Return to Microsoft Mail, and from the **Tools** menu, select **Accounts**.



9. In the **Internet Accounts** window, under your list of Mail accounts, select the account you just set up and then click **Properties**.



10. In the **Properties** window, go to the **Advanced** tab.
11. Under **Server Port Numbers**, in the **Outgoing mail (SMTP)** field, type **80** and then click **OK**.



If you have trouble sending mail, try setting your Outgoing mail (SMTP) server port to 25 or 3535.