


HOME & BUSINESS

# Setting up email

How to setup email on  
Live Mail

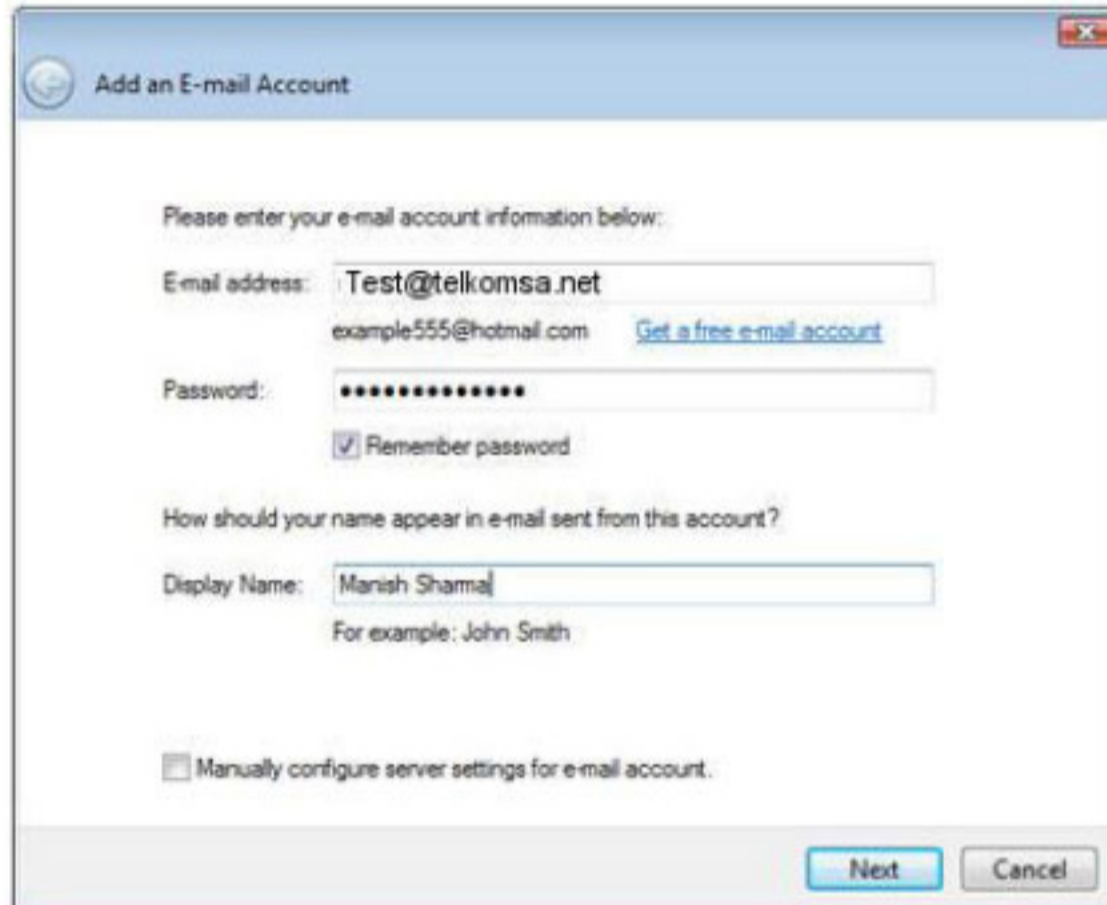
**Telkom**

 Add an e-mail account

Click on the "Add an e-mail account" button located on the left (refer image above), or go to "Tools" -> "Accounts" and hit the "Add" button. Now choose "E-mail Account".

Whichever path you take, you should get the **Add an E-mail Account** window similar to one below.

Enter your email address, your password and display name. Ensure the "Remember password" box is checked unless you are paranoid about security and want to enter the password every time you access your account. Hit the "Next" button to continue.



Please enter your e-mail account information below:

Email 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.

You now need to select your incoming mail server type and type in the address and port number (or leave it to the default 110). If your login ID is different from your email address, remember to put it in the corresponding text

field and feed in the Outgoing email server address. To continue, click on the "Next" button.

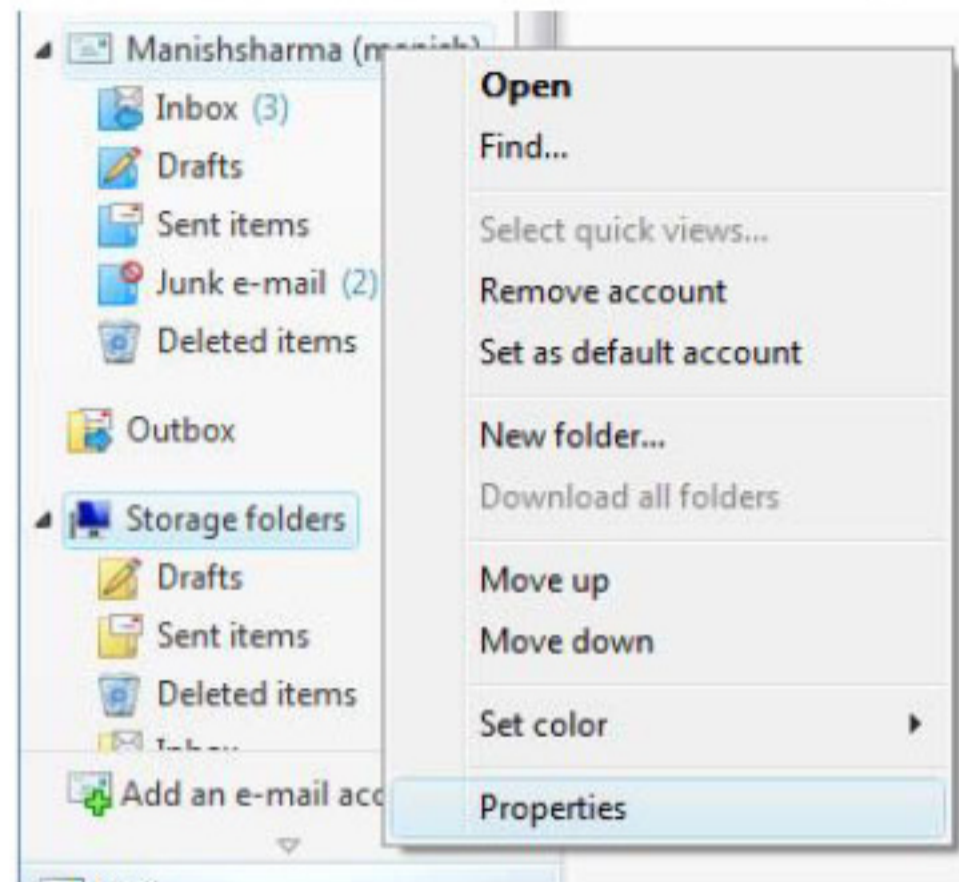
The screenshot shows a window titled "Add an E-mail Account". At the top, there is a link: "Where can I find my e-mail server information?". Below this, the "Incoming Server Information" section includes a dropdown menu set to "POP3" with the text "My incoming mail server is a POP3 server.", an "Incoming server" field containing "mail.manishahama.com", and a "Port" field containing "110". There is an unchecked checkbox for "This server requires a secure connection (SSL)". The "Log on using:" dropdown is set to "Clear text authentication". The "Login ID (if different from e-mail address):" field contains "manish@manishahama.com". The "Outgoing Server Information" section includes an "Outgoing server" field containing "smtp.dsl.telkomsa.net" and a "Port" field containing "25". There are two unchecked checkboxes: "This server requires a secure connection (SSL)" and "My outgoing server requires authentication". At the bottom right, there are "Next" and "Cancel" buttons. The "Next" button is highlighted with a blue border.

Windows Live Mail setup process is now complete. You have a choice of setting the new account as the default by checking the box.

The 1

The screenshot shows the same "Add an E-mail Account" window. The main area now contains the text: "You have successfully entered in the information required to set up your account." Below this text is an unchecked checkbox labeled "Set this account as the default mail account.". At the bottom right, there are "Finish" and "Cancel" buttons.

When a new email account is added on Windows Live Mail, the program creates 5 new folders - The *Inbox*, *Drafts*, *Sent items*, *Junk e-mail* and *Deleted items* - refer image below.



For all you Outlook Express users - The Junk e-mail folder was an included in Windows Mail Vista as a part of the automated junk email filter utility and carried forward to Windows Live Mail email client.

### Step 3 - Modifying the properties of the email account

The last step is to modify the properties of the newly set up email account. Right-click on the account in the left panel and select "*Properties*". Under the *generals* tab, enter the reply email address and then shift your attention to the *Advanced* tab. Uncheck the "*Leave a copy of messages on server*" unless you really want to store your emails online too.

