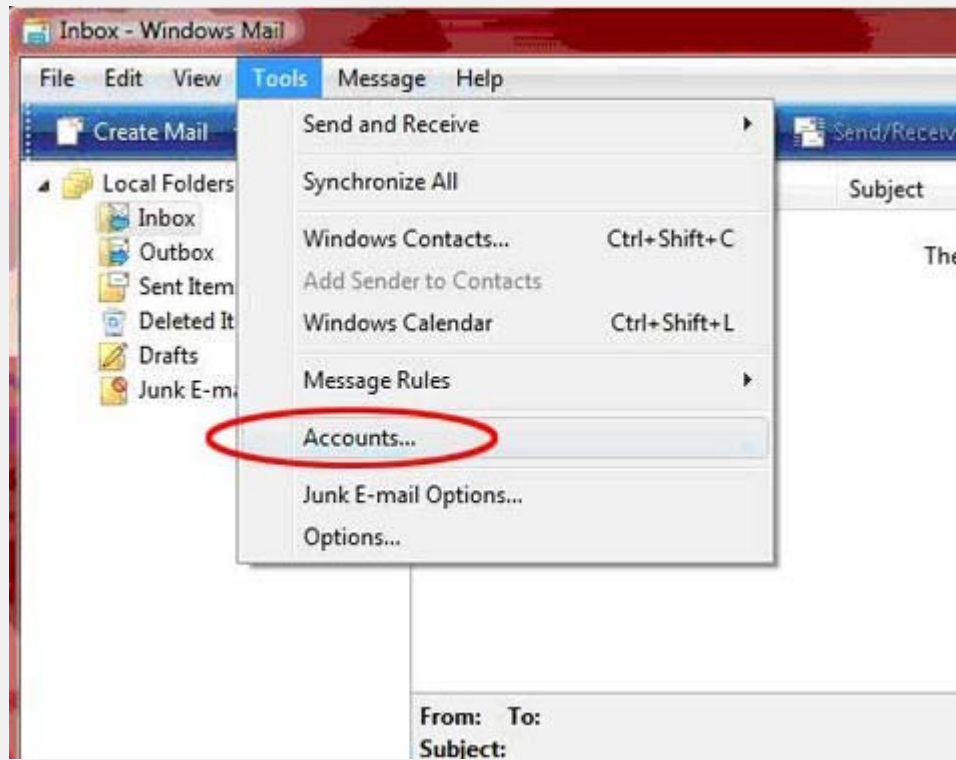
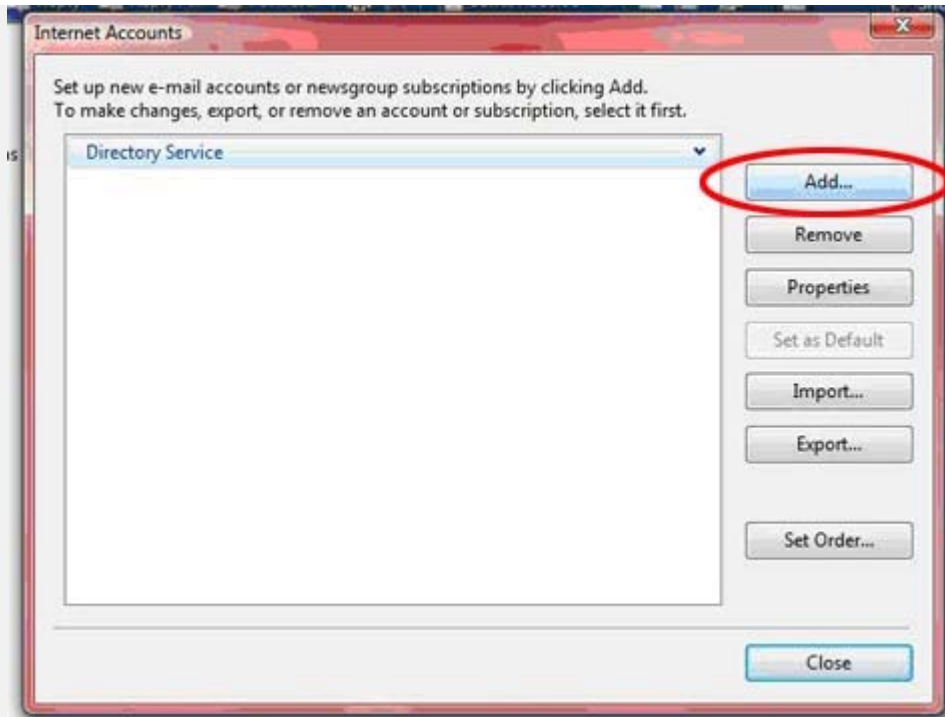


# Windows Mail

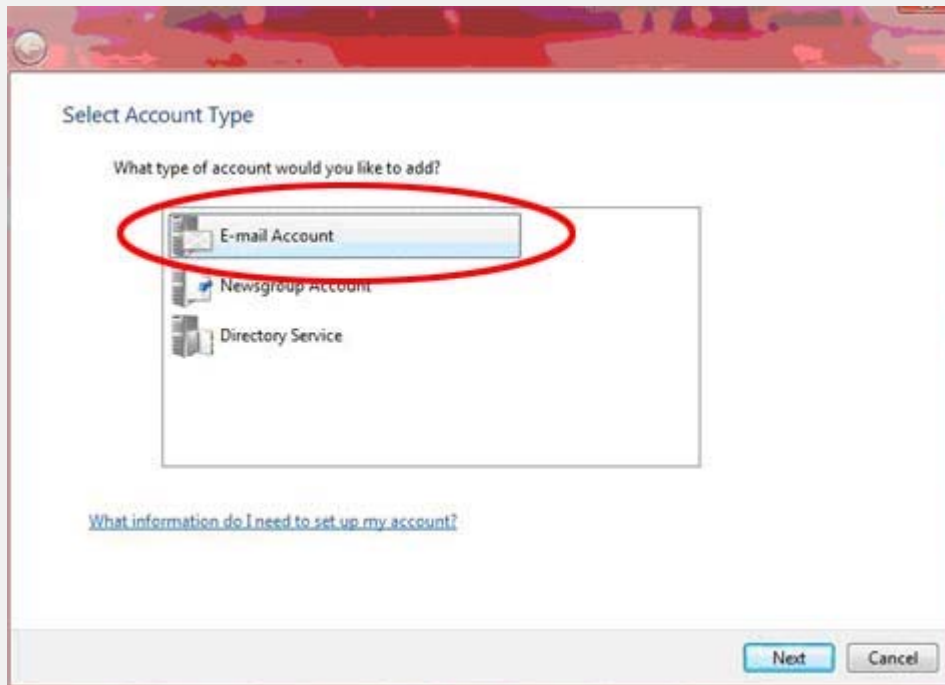
1) Open windows mail. Click **Tools** and then **Accounts**.



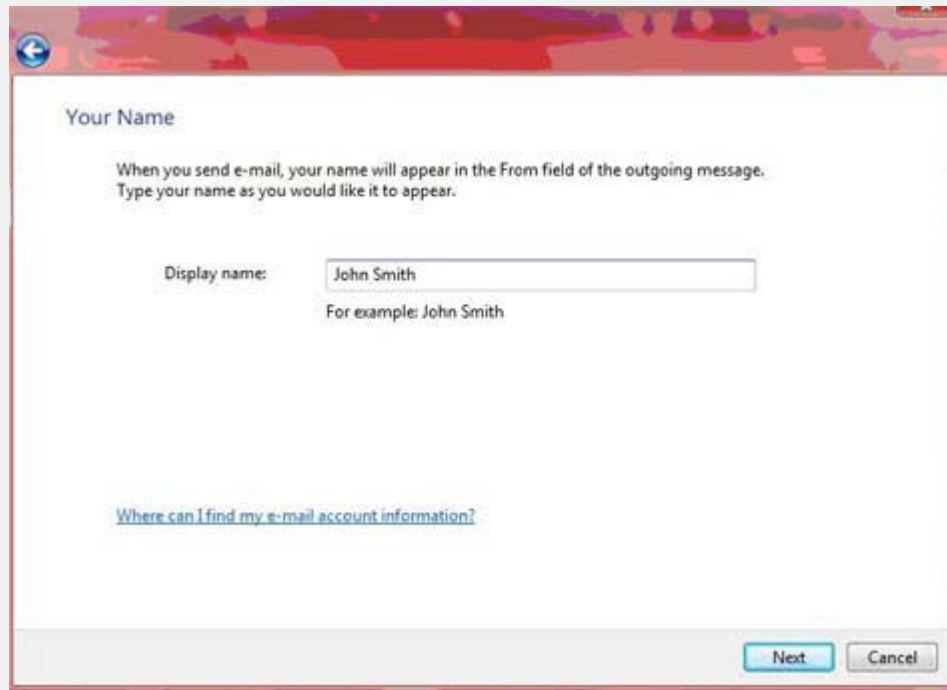
2) When the Internet Accounts window opens, click on **Add**.



3) Highlight **Email Account** by clicking once on it. Then click **Next**.

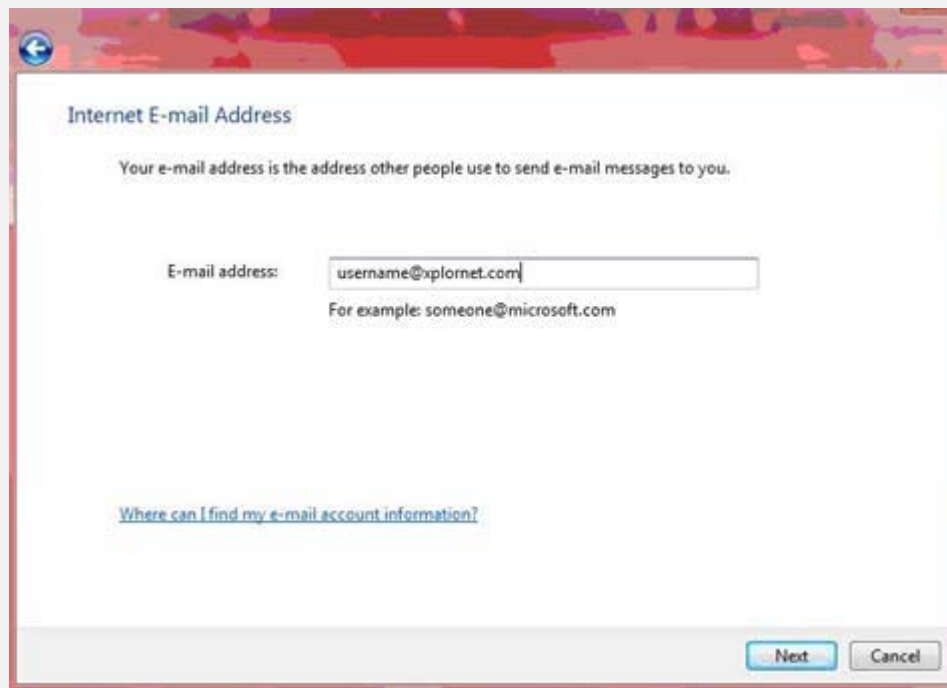


4) In the **Display name** field, enter the name that you would like to appear when sending emails. Then click **Next**.



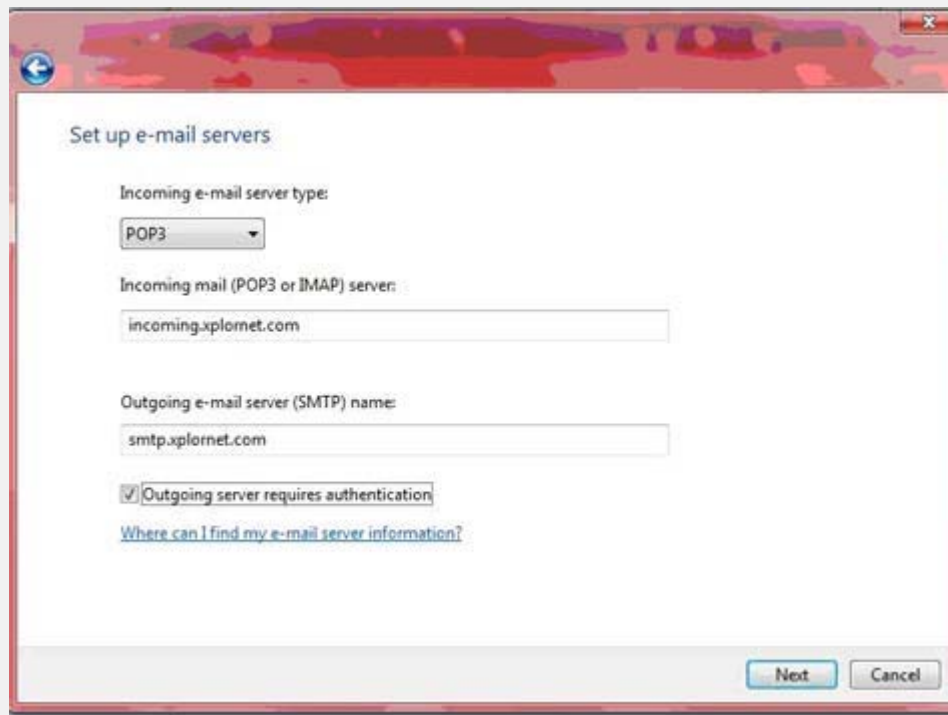
The screenshot shows a window titled "Your Name" with a back arrow in the top-left corner. The main text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this is a text input field labeled "Display name:" containing the text "John Smith". Underneath the field is the text "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" (highlighted in blue) and "Cancel".

5) In the **Email address** field, enter your entire email address. For example, if your email address is username@xplornet.com enter username@xplornet.com. Click **Next**.



The screenshot shows a window titled "Internet E-mail Address" with a back arrow in the top-left corner. The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a text input field labeled "E-mail address:" containing the text "username@xplornet.com". Underneath the field is the text "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" (highlighted in blue) and "Cancel".

- 6) In the **incoming mail server**, enter **incoming.xplornet.com**. In the **Outgoing email server** enter **smtp.xplornet.com**. Check **Outgoing Server Requires Authentication**. Click **Next**.



Set up e-mail servers

Incoming e-mail server type:  
POP3

Incoming mail (POP3 or IMAP) server:  
incoming.xplornet.com

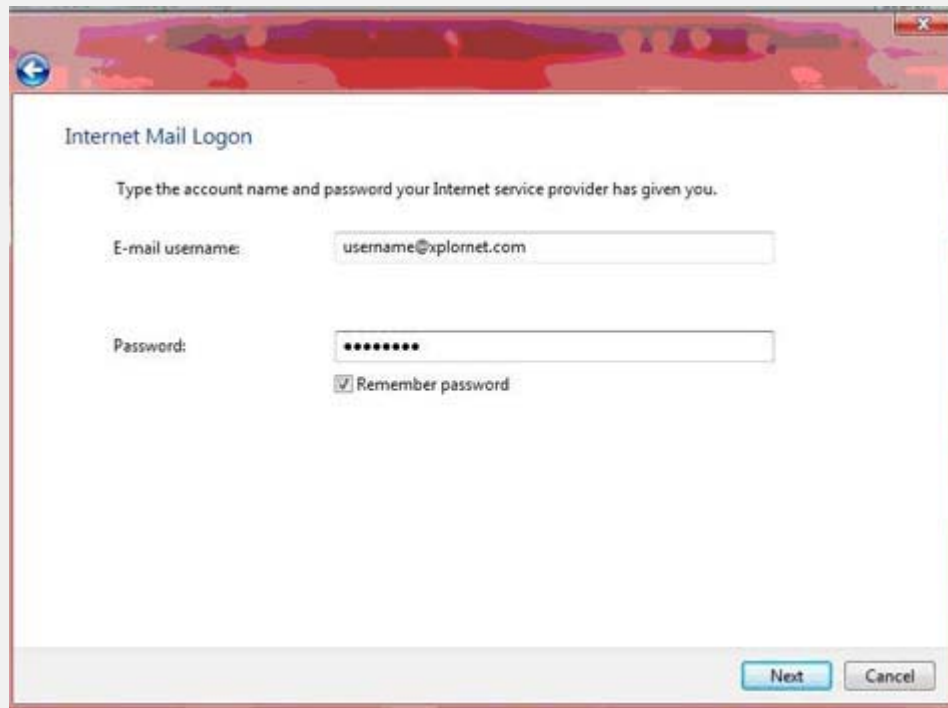
Outgoing e-mail server (SMTP) name:  
smtp.xplornet.com

Outgoing server requires authentication

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

Next Cancel

- 7) In the **Email username** field, enter your entire email address, including **@xplornet.com**. In the **Password** field, enter your email password. Click **Next**.



Internet Mail Logon

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

E-mail username: username@xplornet.com

Password: ●●●●●●●

Remember password

Next Cancel

8) Now that you have entered all of the required information, click **Finish**. You are now ready to send and receive email from your Xplornet account.

