

# Windows Live Mail 2009

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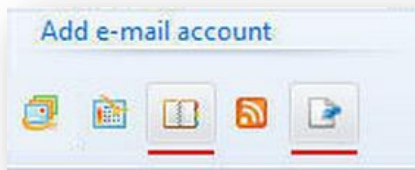
## **What to have ready:**

Before you begin, ensure that you have the following items ready:

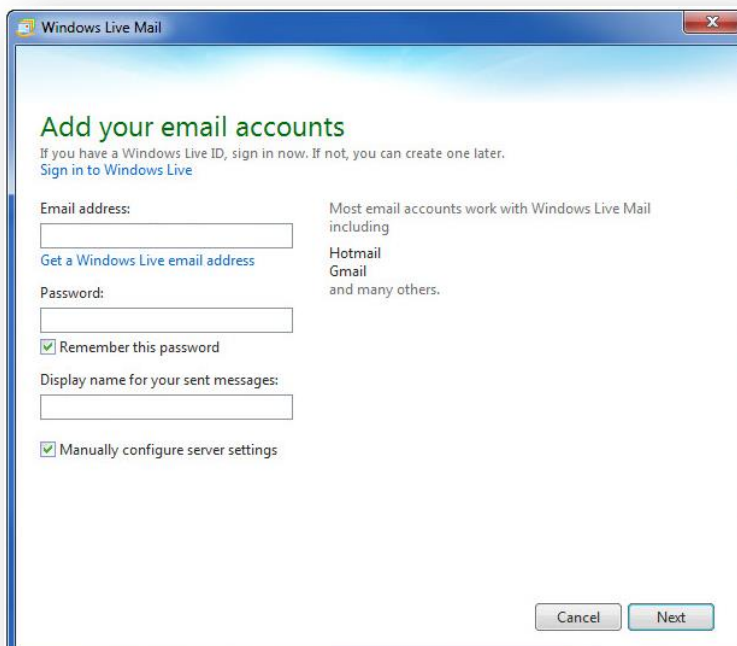
- Email username (your full email address) and password
- Server settings for your email - [we've created a separate article here with these settings for your reference](#)

## **Setting up Windows Live Mail 2009 and adding a new email account:**

1. Open Windows Live Mail
2. On the bottom left, click on **Add e-mail Account**



3. Enter your full email address
4. Enter your email password. If this is a personal computer, we recommend checking off **Remember Password** so that you don't need to sign in each time you open Windows Live Mail
5. Enter your display name as you wish for it to appear in the "From" section when sending email
6. Place a checkmark in **Manually configure server settings for email account** box
7. Click **Next**

A screenshot of the 'Add your email accounts' dialog box in Windows Live Mail. The dialog box has a blue title bar and a light blue background. It contains the following fields and options:

- Email address:** A text input field with a placeholder for a Windows Live email address and a link to 'Get a Windows Live email address'.
- Password:** A text input field with a 'Remember this password' checkbox checked.
- Display name for your sent messages:** A text input field.
- Manually configure server settings:** A checkbox checked.

On the right side, there is text: 'Most email accounts work with Windows Live Mail including Hotmail Gmail and many others.' At the bottom, there are 'Cancel' and 'Next' buttons.

8. Choose **POP** or **IMAP** for your server type
9. Enter your incoming mail server information
10. Enter your incoming server port
11. Authenticate using Clear Text
12. Your Login ID is your full email address, including the portion after the @ symbol. Ex. example@xplornet.ca
13. Enter your outgoing mail server information
14. Enter your outgoing server port. If required by the server settings for your email address, this is where you will select SSL. If not required, proceed to Step 14 after entering your outgoing server port
15. Place a check mark in **My outgoing server (SMTP) requires authentication**
16. Click **Next**

The screenshot shows a window titled "Add an E-mail Account" with a back arrow icon on the left and a close button (X) on the right. Below the title bar is a link: "Where can I find my e-mail server information?". The window is divided into two sections: "Incoming Server Information" and "Outgoing Server Information".

**Incoming Server Information**

- My incoming mail server is a **IMAP** server.
- Incoming server:  Port:
- This server requires a secure connection (SSL)
- Log on using: **Clear text authentication**
- Login ID (if different from e-mail address):

**Outgoing Server Information**

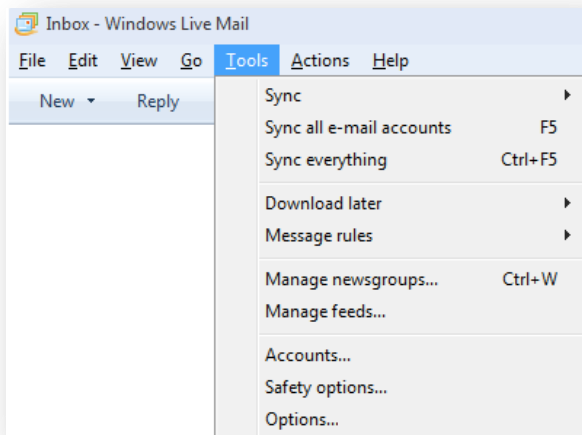
- Outgoing server:  Port:
- This server requires a secure connection (SSL)
- My outgoing server requires authentication

At the bottom right, there are two buttons: "Next" (highlighted in blue) and "Cancel".

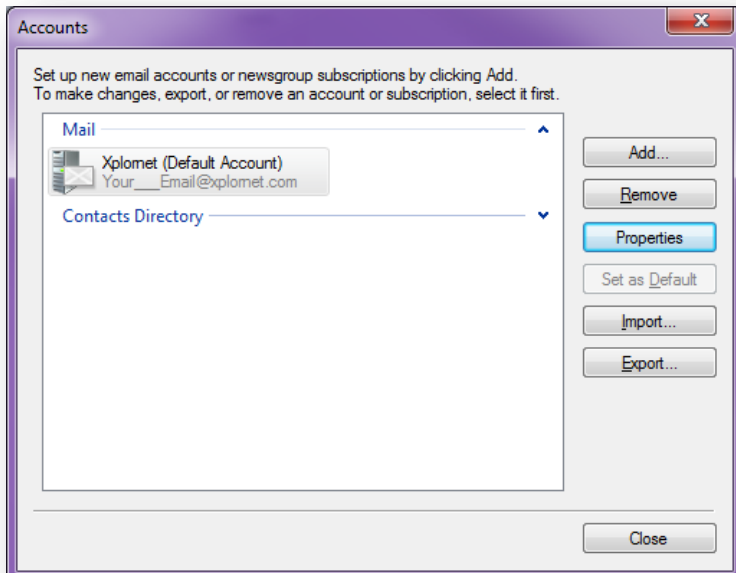
17. Check off **Make this default email account**
18. Click on **Finish**
19. We suggest you send yourself a test email to make sure your settings are working correctly. It may take a few minutes to appear.

**Making changes to an existing email address:**

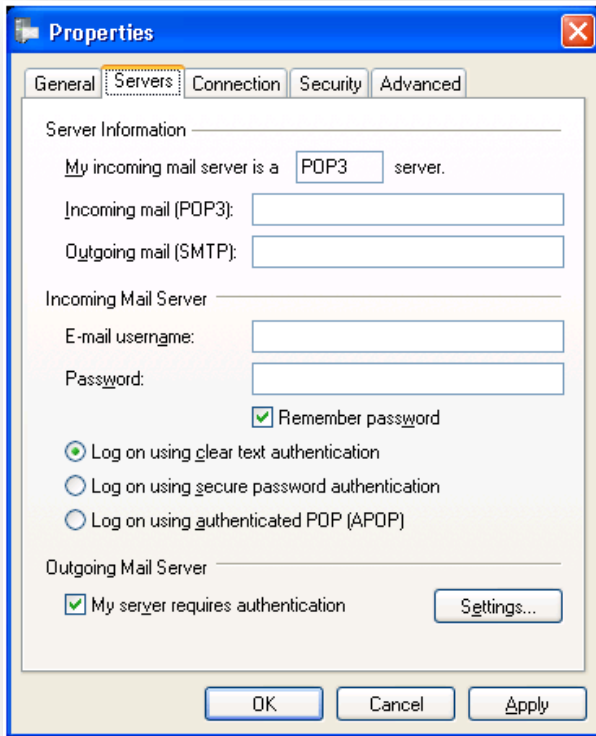
1. Open Windows Live Mail
2. Click **Tools**, then click on **Account**.



3. Highlight the email you wish to make changes to, then click to select it
4. Click on **Properties**



5. Click on the **Servers** tab
6. Verify your account type is set to your choice of either POP or IMAP
7. Verify or change your incoming mail server information
8. Verify or change your outgoing mail server information
9. Verify your username is your full email address, including the portion after the @ symbol. Ex. example@xplornet.ca
10. Re-enter your email password to ensure it is typed correctly
11. Ensure you are logging on using **Clear Text authentication**
12. Ensure there is a checkmark in **My server requires authentication**

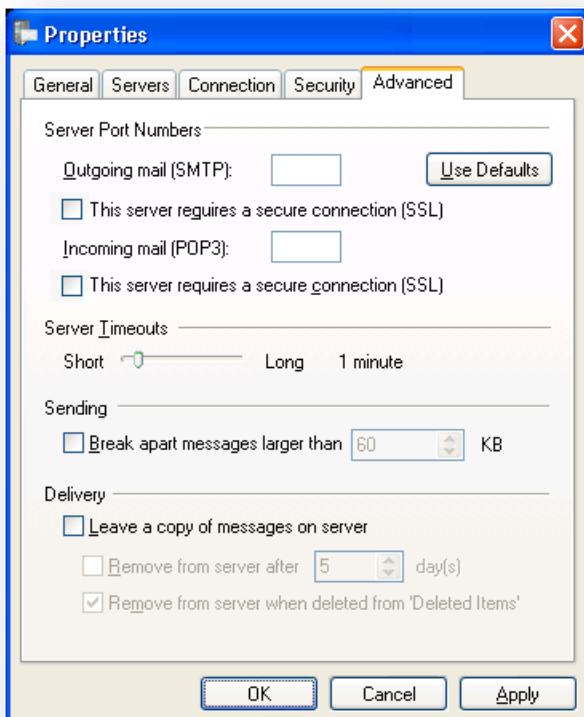


13. Click on the **Advanced** tab

14. Verify or change your incoming server port

15. Verify or change your outgoing server port.

16. If required by the server settings for your email address, choose **SSL**. If not, ignore this step and proceed to Step 18



17. Click on **Apply**, then click on **OK**, then click on **Close**

18. We suggest you send yourself a test email to make sure your settings are working correctly. It may take a few minutes to appear.