# Windows Live Mail 2011 / 2012

**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 2011 and 2012 and adding a new email account:**

1. Open Windows Live Mail
2. Click on the **Accounts** tab
3. Click on the **@+ Email** symbol



4. Enter your full email address
5. 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
6. Enter your display name as you want it to appear in the "From" section when sending email
7. Click on **Manually configure server settings**, then click on **Next**
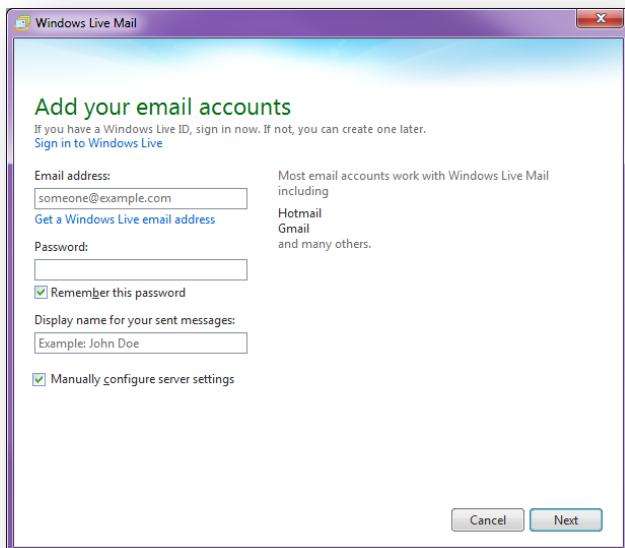
8. Choose **POP** or **IMAP** for your server type

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 15 after entering your outgoing server port

15. Check off **Requires Authentication**, then click on **Next**
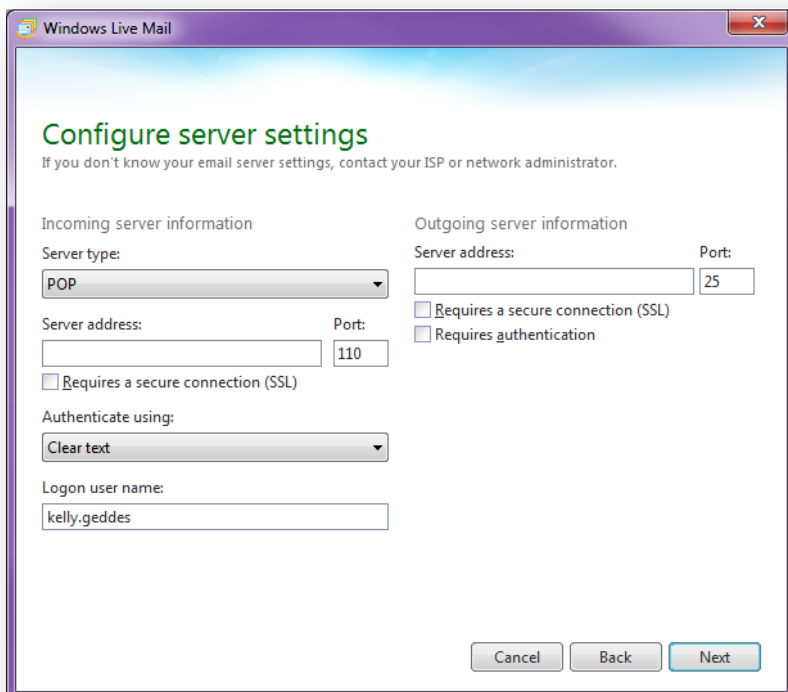


16. Click on **Finish**

17. 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. In the top left corner, click on the **blue envelope icon** to open a dropdown pick list menu

3. Choose **Options**, then choose **Email Accounts**
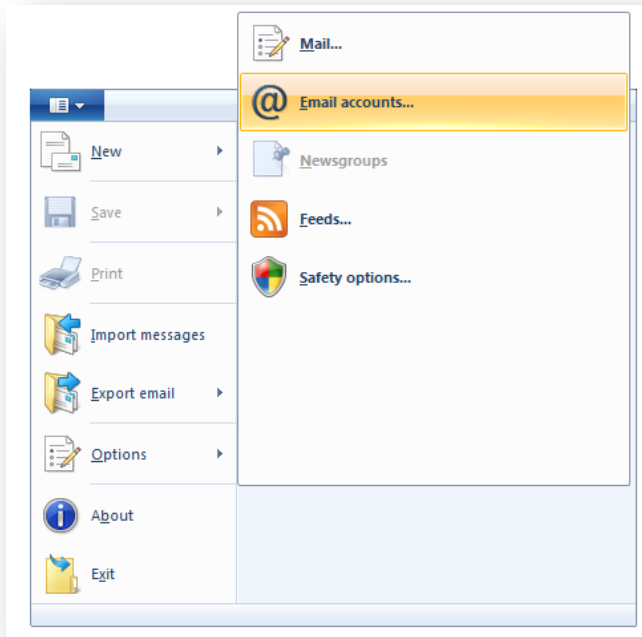
4. Highlight the email you wish to make changes to, then click to select it

5. Click on **Properties**
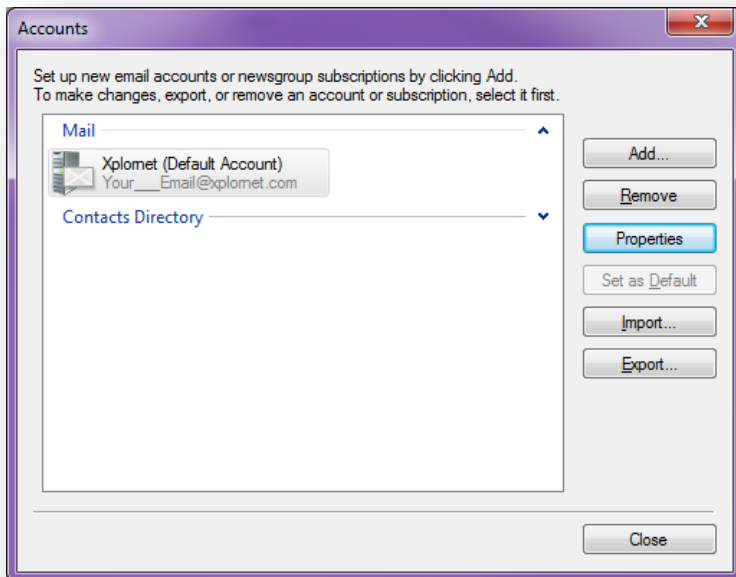


6. Click on the **Servers** tab

7. Verify your account type is set to your choice of either POP or IMAP

8. Verify or change your incoming mail server information

9. Verify or change your outgoing mail server information

10. Verify your username is your full email address, including the portion after the @ symbol. Ex. example@xplornet.ca

11. Re-enter your email password to ensure it is typed correctly

12. Ensure you are logging on using **Clear Text authentication**

13. Ensure there is a checkmark in **My server requires authentication**
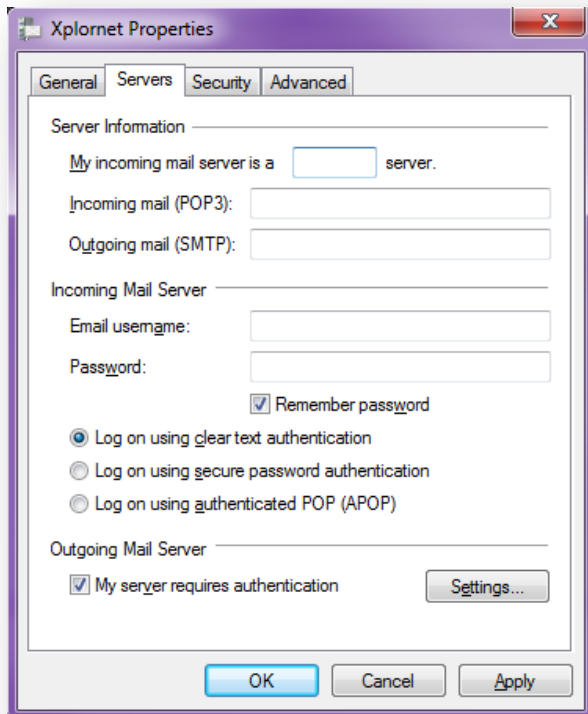


14. Click on the **Advanced** tab

15. Verify or change your incoming server port

16. Verify or change your outgoing server port.

17. If required by the server settings for your email address, choose **SSL**. If not, ignore this step and proceed to Step 18
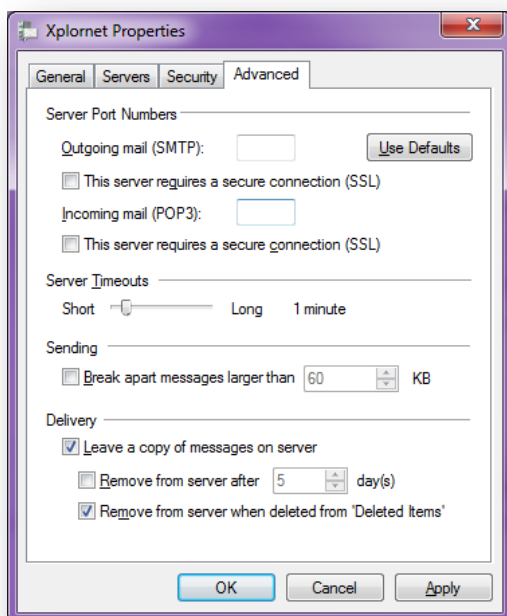
18. Click on **Apply**, then click on **OK**, then click on **Close**

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.