<u>**Configure Windows Mail**</u>

How to setup POP3 in Windows Mail

This article describes how-to setup Microsoft Windows Mail to send & receive email using POP3 and your Clear Imaging Hosted email address.

Before you start checklist

Have the following details ready before you start:

- Your domain name
- Your email address
- Your email password

Configuring Windows Mail

1. Open Windows Mail.
2. Click **Add** and select **Mail**.
3. At the Internet Accounts page click **Add**.
4. Select **E-Mail Account** then click **Next**.
5. Enter your **Name**. Click **Next**.
6. Enter your full **E-mail Address**. Example: info@example.com. Click **Next**.
7. Select **POP3** for the incoming mail server and enter:
   o **Incoming Mail Server** as **mail.example.com**, replacing **example.com** with the domain of your hosting account.
   o **Outgoing Mail Server (SMTP)** as **mail.example.com**, replacing **example.com** with the domain of your hosting account.
8. Select **Outgoing server requires authentication** and click **Next**.
9. Enter your full **E-mail Address** for the E-mail username. Example: info@example.com and your E-mail **Password**. Click **Next**.
10. Click **Finish**.

Windows Mail is now configured to send and receive email using your Clear Imaging E-mail address.