

# Setting Up Windows Mail®

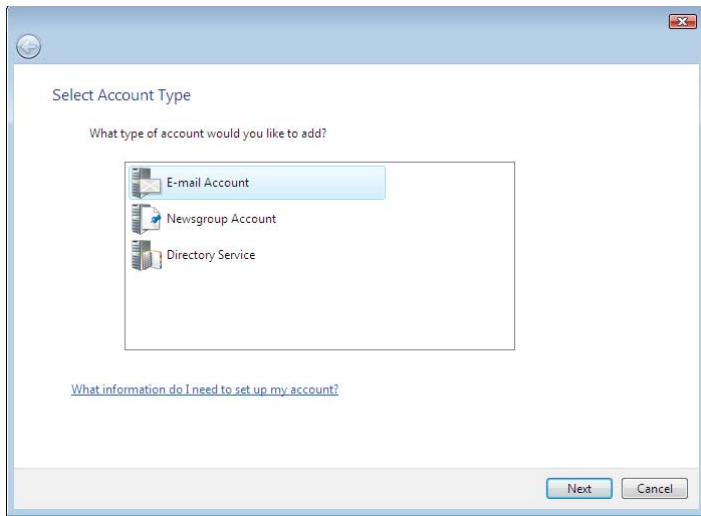
**Note:** Windows Mail is the successor to Outlook Express, and it ships with Windows Vista.

## Setting Up Windows Mail Email Accounts

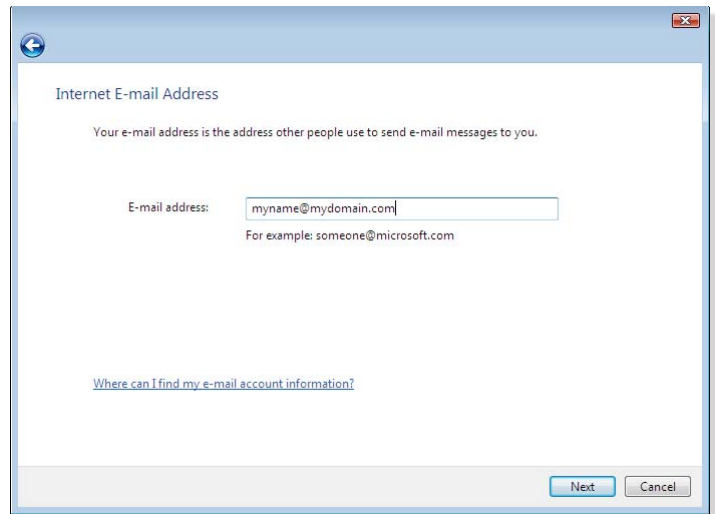
1. To set up your mail account, select **Tools / Accounts**.
2. Click **Add**, from the Internet Accounts window, which will open a setup wizard.

To continue the setup process, navigate through the following windows in the setup wizard:

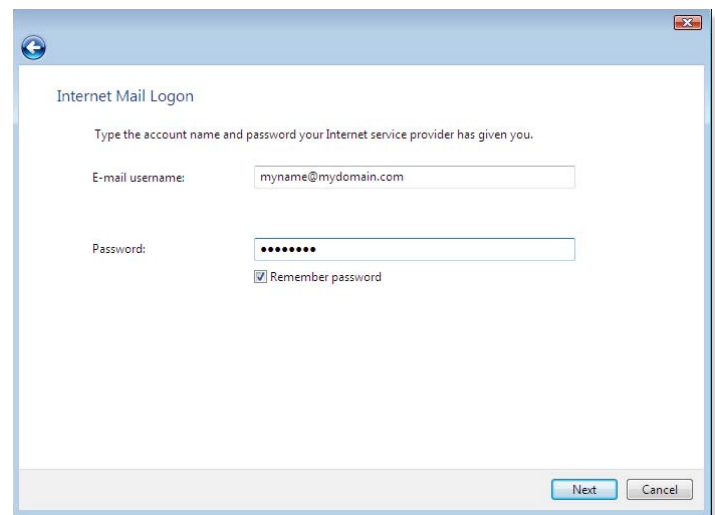
1. In the **Select Account Type** window, choose **Email Account** and click **Next** after completing each step of the process to continue to move through the wizard.



2. In the **Your Name** window, enter the name you want to display as sender, which may include your real name or company name.
3. In the **Internet E-mail Address** window, please specify your address in the **E-mail address** field.
4. In the next window, **Set up e-mail servers**, you'll enter the following information:
  - Incoming e-mail server type—Choose POP3 from the drop-down menu.
  - Incoming mail (POP3 or IMAP) server—Enter *pop3.ciaccess.com*.
  - Outgoing e-mail server (SMTP) name—Enter *smtp.ciaccess.com*.
  - Check the box labeled **Outgoing server requires authentication**.



5. In the next window, **Internet Logon**, enter your E-mail username, such as *username@ciaccess.com*.



6. Under **Password**, enter the user password to access your account and click **Remember password** to store this setting.

**Note:** If you do not choose Remember password, you will be prompted to manually enter a password whenever you access your mailbox via Windows Mail.

7. In the **Congratulations** window, if you don't want to download all your messages, check the box labeled **Do not download my e-mail at this time**. Otherwise, you can leave this setting unchecked.
8. Click **Finish** to store your settings.

**Note:** Repeat the above process for each additional account that you want to add.