

Setting up E-Mail Accounts in Microsoft “Windows Mail Live” with Windows 7

If Windows Live is not currently installed on your computer, the following link will take you to the download page:

<http://download.live.com/wlmail?wa=wsignin1.0>

Follow the instructions.

(The menu lists do not automatically appear in Windows Live Mail on Windows 7 – you must hit the ALT key to display the menu lists, such as File, Edit, View, Etc.)

With Windows Mail installed on your computer (you may have to look under the All Programs & Windows Live to find Windows Mail the first time):

Open Windows Mail

On the left side of the mail window you should see a link: [Add e-mail account](#). Click on the link to start the Add email Account Wizard.

The screenshot shows the 'Add an E-mail Account' wizard. The title bar reads 'Add an E-mail Account'. The main content area has a heading 'Please enter your e-mail account information below:'. Below this are four numbered steps: 1. E-mail address: A text box containing 'example555@hotmail.com' and a link 'Get a free e-mail account'. 2. Password: A text box and a checked checkbox 'Remember password'. 3. Display Name: A text box with the example 'John Smith'. 4. A 'Next' button and a 'Cancel' button. At the bottom left, there is a checkbox 'Manually configure server settings for e-mail account' which is unchecked.

1. Enter your e-mail address, all lower case
2. Enter your password, all lower case
3. Enter your Display name – this goes along with your e-mail address.
4. Click NEXT

5. My Income mail server is a **POP3** server.
6. Your incoming server is: **mail.gtmc.net**
7. Login ID: Should automatically fill in from your e-mail account entry.
8. Your outgoing mail is: **smtp.gtmc.net**

Do NOT check any of the security check boxes.
Click on NEXT.

9. Click on FINISH.

If you have more than one account, you can enter them all the same. On the Finish screen there is an option to set the account as default (main account). The default account is the account used to send mail.