Windows Live

This document is to show how to configure the email client Windows Live Mail.

Make sure you have the correct credentials (these can be found in Katana).

- 1. Open Windows Live Mail
- 2. Click on the top left drop down menu
- 3. Scroll over Options and then click on Email Accounts...



4. Select the appropriate mail account and click on Properties.

| Accounts | a surray former | | X |
|---|---|--|----------------|
| Set up new email accou To make changes, expo | ints or newsgroup subscription ort, or remove an account or su | s by clicking Add. Ibscription, select it fir | st. |
| Mail | (Default | ^ | Add |
| Account) | | | Remove |
| | | | Properties |
| | | | Set as Default |
| | | | Export |
| News | | ^ [| |
| Account) | tt.com (Default | | - |
| | | | |
| | | | Close |

This will open the properties dialog box.

- 5. Click on the Servers Tab
- 6. This is the server settings page.
- 7. Please use the following settings

My incoming mail server is a **IMAP** server.

- Incoming Mail (IMAP): mail.cheqnet.net
- Outgoing mail (SMTP): mail.cheqnet.net

Incoming Mail Server

Email Username: username@cheqnet.net Password: Your mailbox password

Remember Password: Selected

Log on using clear text authentication

Outgoing Mail Server

Ensure that 'My Server requires authentication' is selected.

| Email Properties | | | |
|--|--|--|--|
| General Servers Security Advanced | | | |
| Server Information | | | |
| My incoming mail server is a IMAP server. | | | |
| Incoming mail (IMAP); mail.cheqnet.net | | | |
| Outgoing mail (SMTP): mail.cheqnet.net | | | |
| Incoming Mail Server | | | |
| Email usemame: | | | |
| Password: | | | |
| Remember password | | | |
| Log on using clear text authentication | | | |
| Log on using secure password authentication | | | |
| Log on using authenticated POP (APOP) | | | |
| Outgoing Mail Server | | | |
| My server requires authentication Settings | | | |
| | | | |
| OK Cancel Apply | | | |

- 8. Under Outgoing Mail Server. Click on Settings
- 9. Confirm that use same settings as my incoming mail server is selected.

| Outgoing Mail Server | × | |
|---|------------------------------|--|
| Logon Information | | |
| Use same setting | s as my incoming mail server | |
| Log on using | | |
| Account name: | | |
| Password: | | |
| | Remember password | |
| Log on using Secure Password Authentication | | |
| | OK Cancel | |

Simply click **OK** then **OK** again to save your settings.