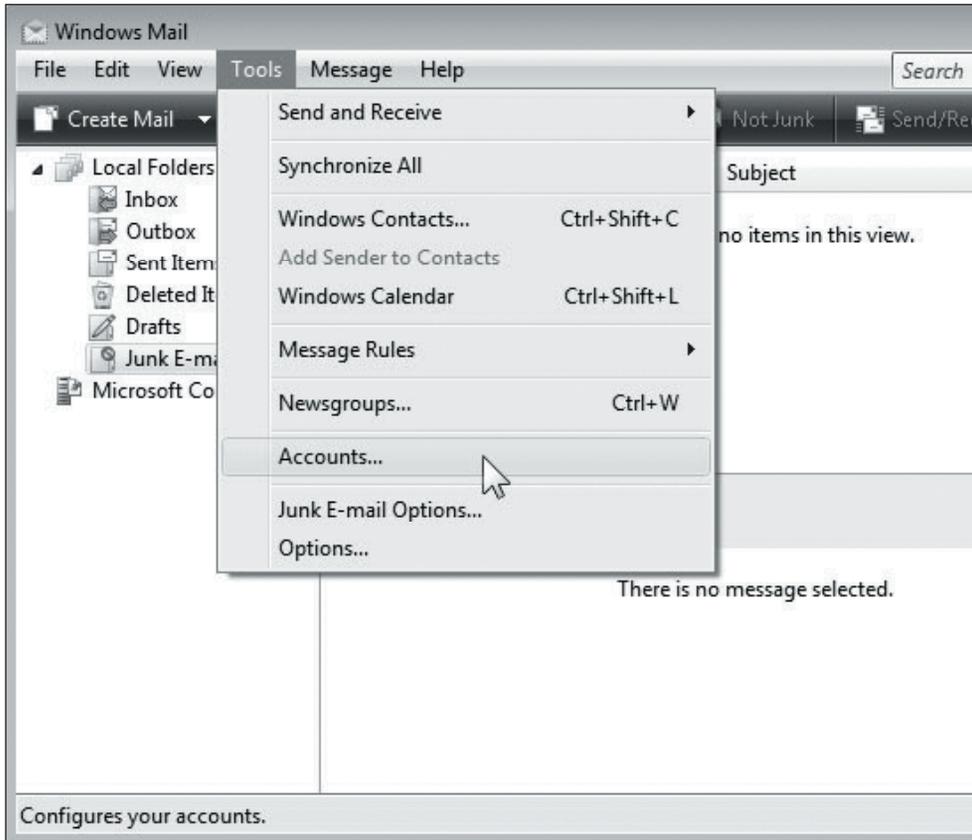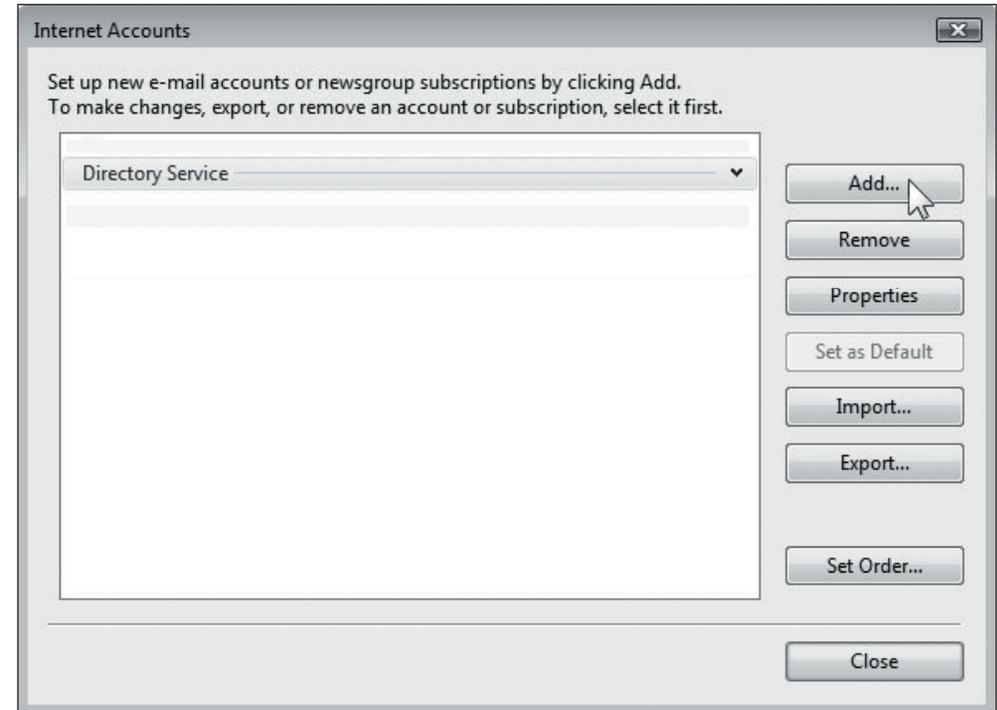# Setting Up **Windows Mail**

EMAILHOSTING®

↘ **IMAP EMAIL ACCOUNT SETUP**

1. Open Windows Mail and select **Tools** -> **Accounts**.

2. Click on the **Add** button to set up a new e-mail account.

↘ **IMAP EMAIL ACCOUNT SETUP (cont.)**
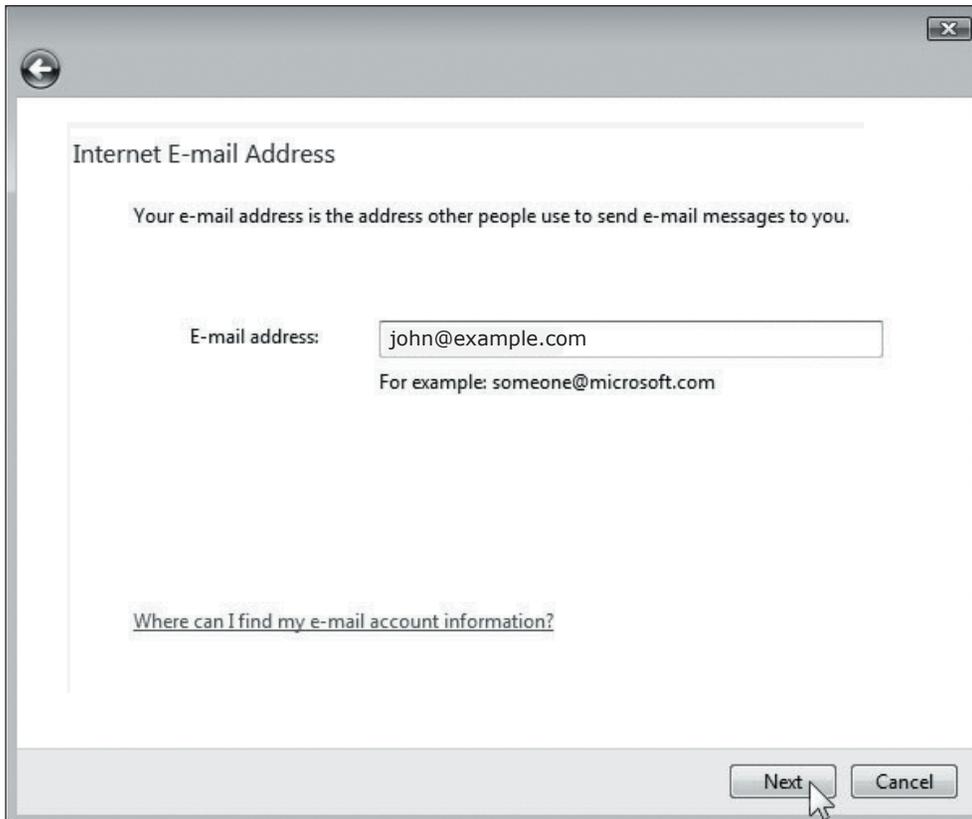
3. Select **E-mail Account** and click **Next**.

4. Type in your name as you want it to appear on outgoing messages and then click **Next**.

⬎ IMAP EMAIL ACCOUNT SETUP (cont.)

5. Type your email address and then click **Next**.

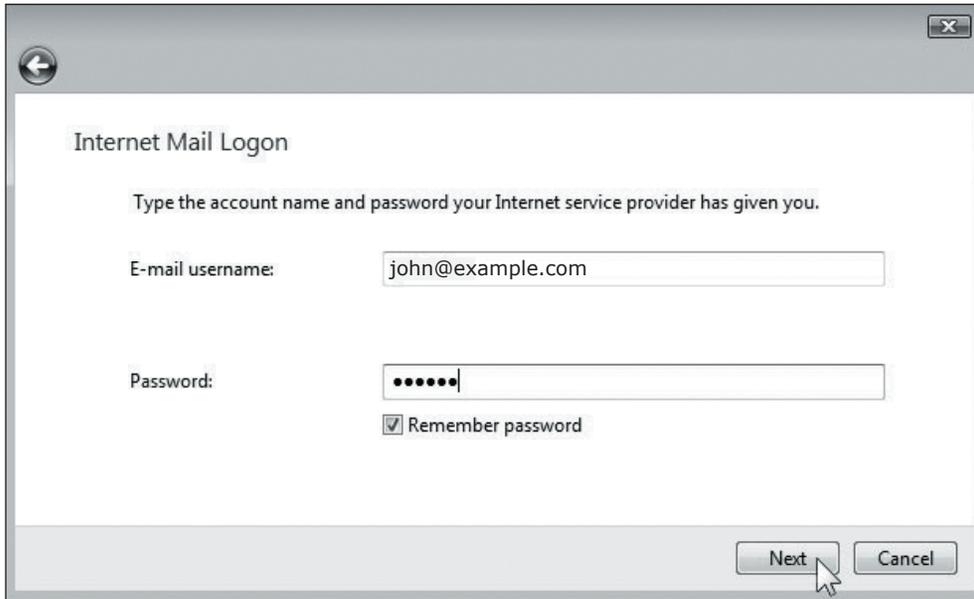**6.** Enter Emailhosting's server information.
  - Incoming e-mail server type: **IMAP**
  - **Incoming mail (POP3 or IMAP) server:** imap.emailhosting.com
  - **Outgoing e-mail server (SMTP) name:** smtp.emailhosting.com
  - **Check** the box next to "**Outgoing server requires authentication**" and then click **Next**.
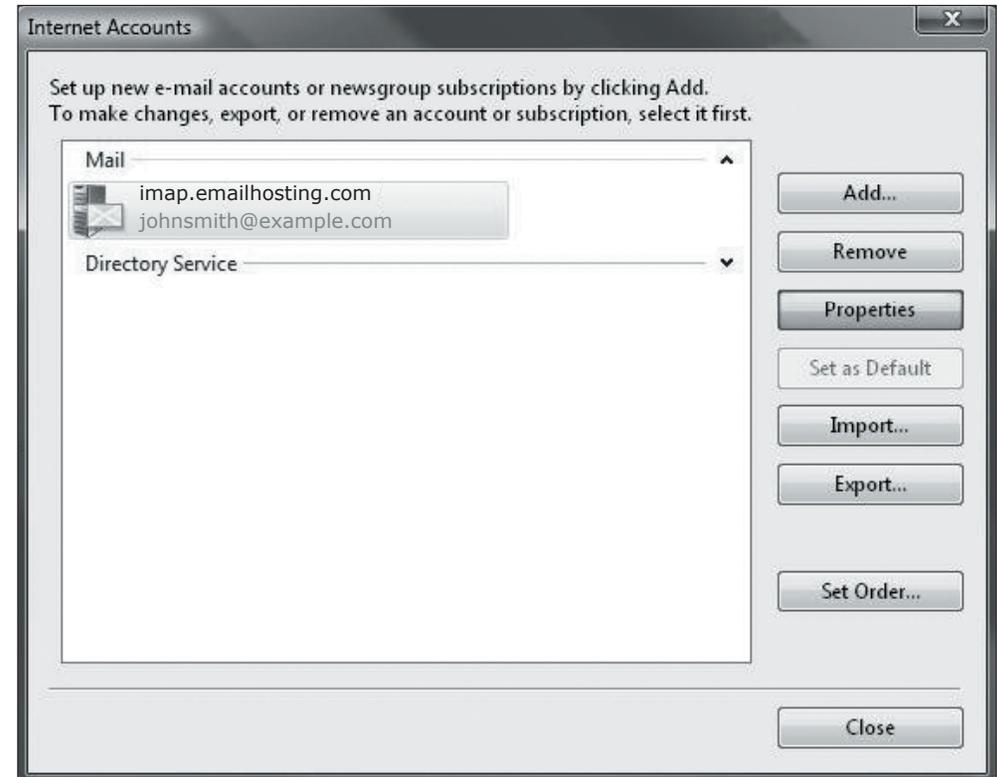
Setting Up **Windows Mail**

↘ **IMAP EMAIL ACCOUNT SETUP (cont.)**

---

7. Enter your Emailhosting account information.
- **Email username:** your full email address
- **Password:** your password
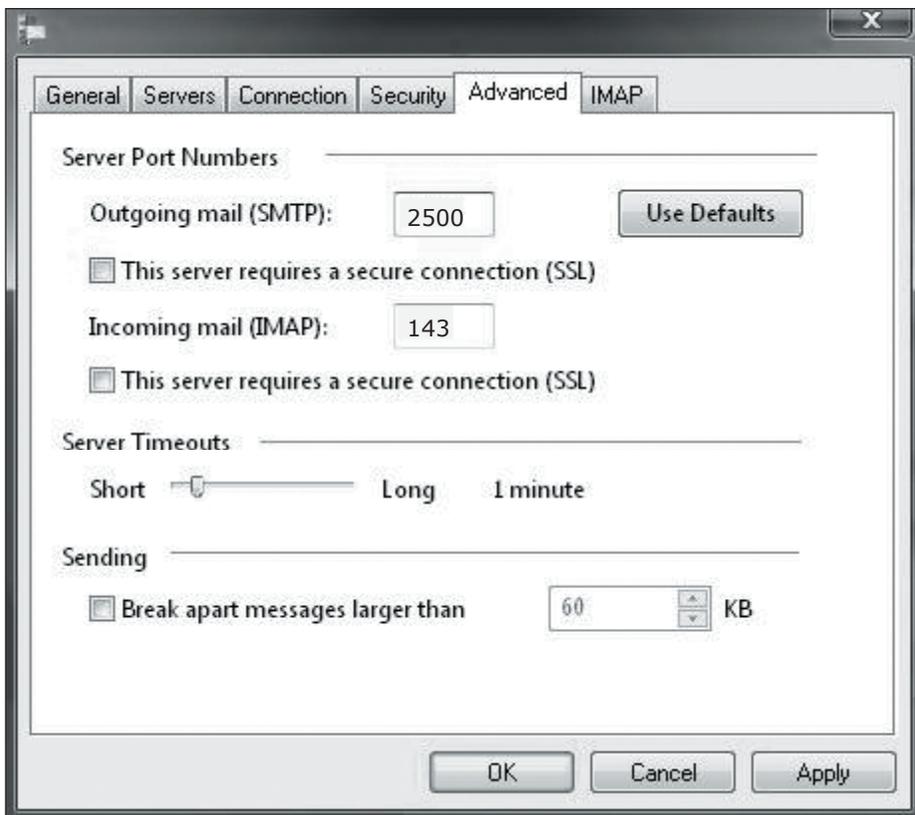
8. Click **Next** and **Finish**.

9. You should be in the **Internet Accounts** window now. Click on your account and then click on the **Properties** button.
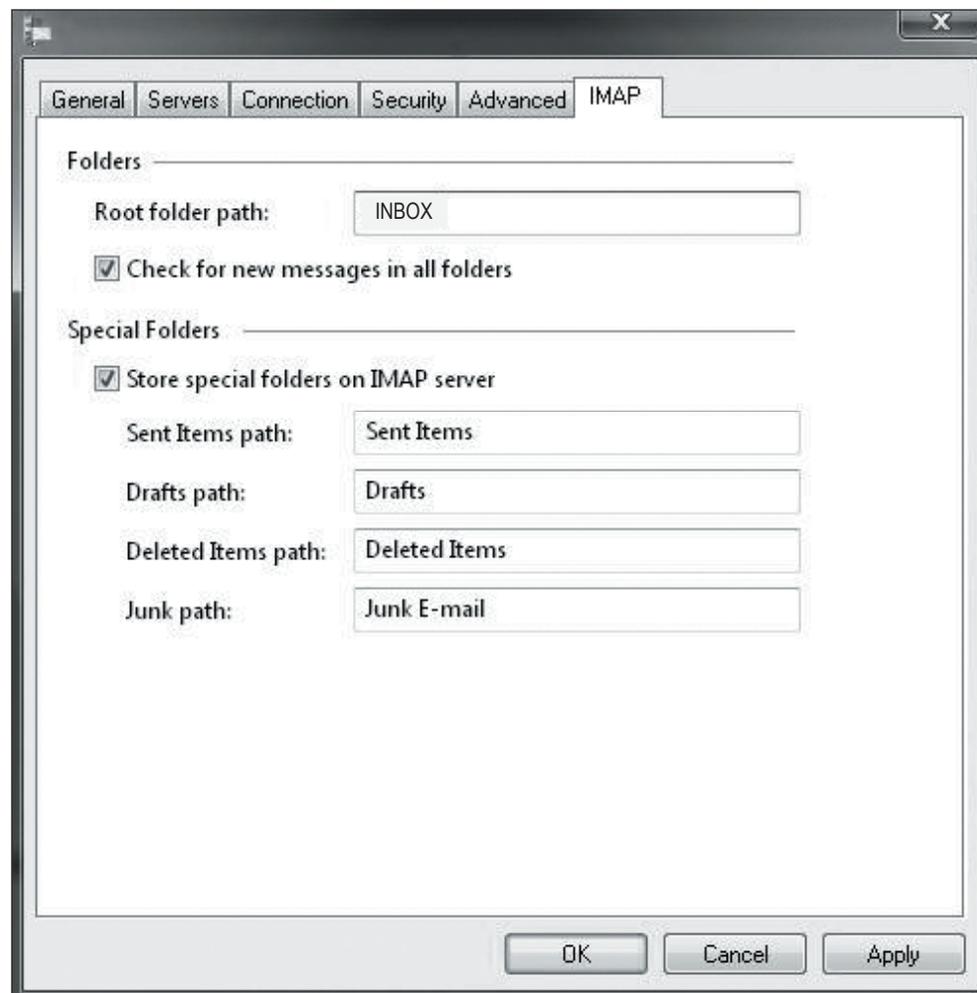
Setting Up **Windows Mail**

↘ **IMAP EMAIL ACCOUNT SETUP (cont.)**

10. Click on the **Advanced** tab. Change the **Outgoing mail (SMTP)** port number from 25 to **2500**.

11. Go to the **IMAP** tab. Enter the word **INBOX** for the "**Root folder path**".

12. Click **OK** and then **Close** to complete the setup. ⬙

NOTE: As a courtesy, we provide information about how to use certain third-party products but we do not endorse or directly support third-party products, and we are not responsible for the functions or reliability of such products. Windows Mail® is a registered trademark of Microsoft Corporation in the United States and/or other countries. All rights reserved.