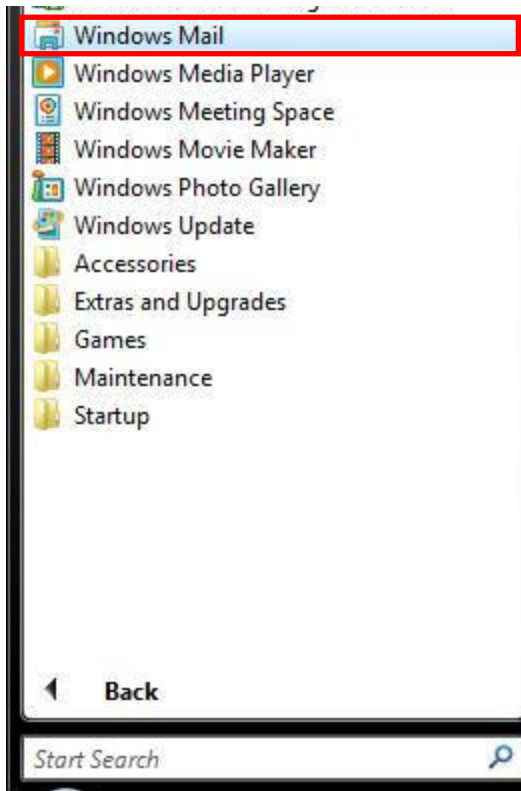


# Configuring Windows Mail

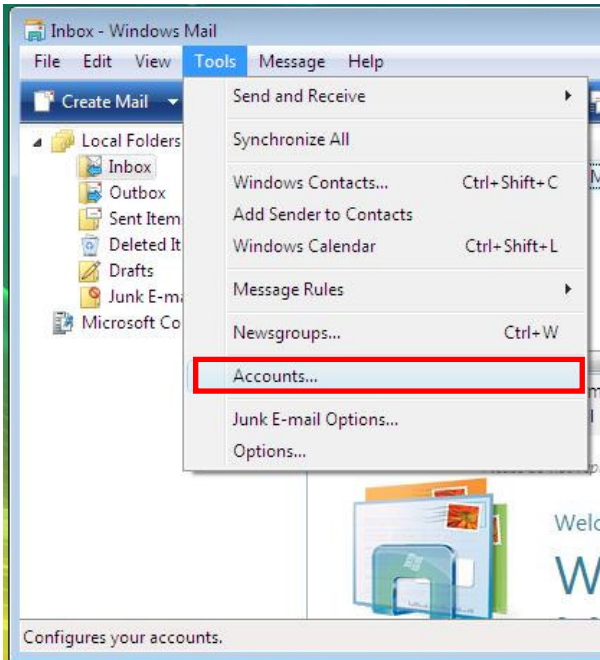
## *Windows Mail – Windows Vista*

### Setting up Windows Mail

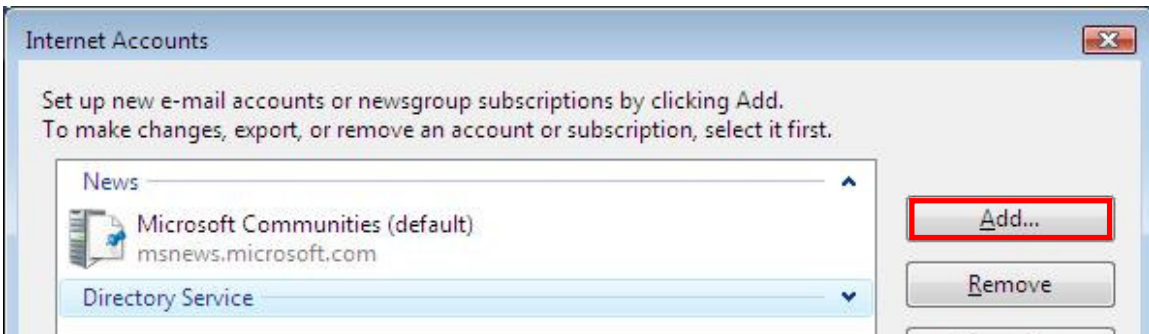
1. Click on ***START – All programs – Windows Mail***



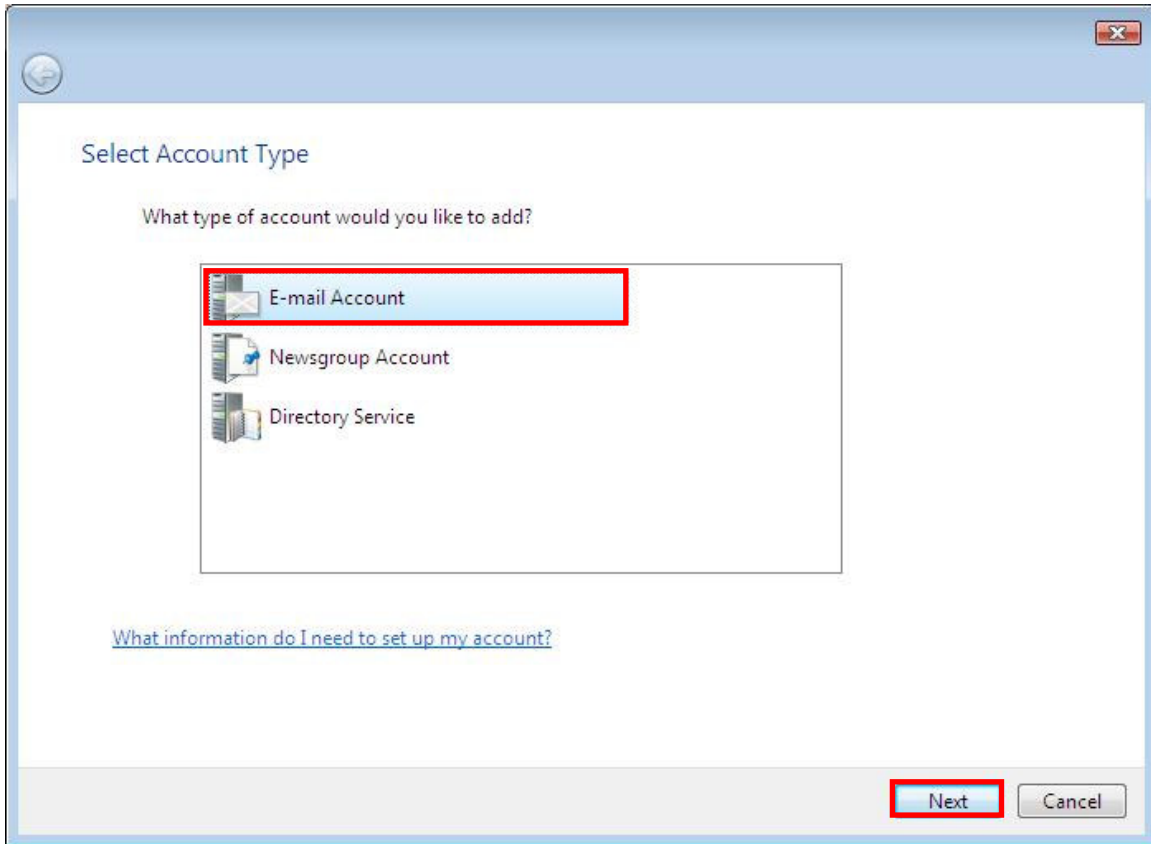
2. The following screen may or may not appear. Click **Tools – Accounts**



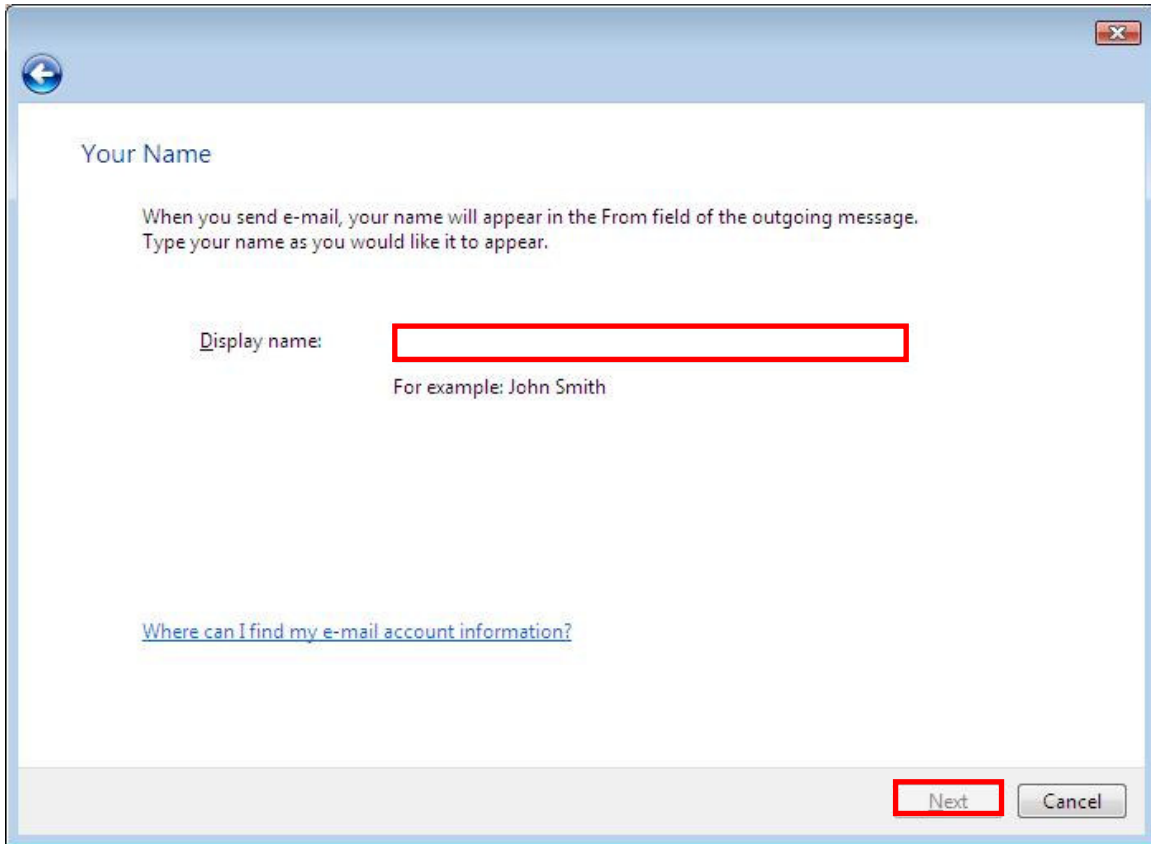
3. The following screen may or may not appear. Click **add**



4. The following screen may or may not appear. Select **e-mail account**, click **next**.

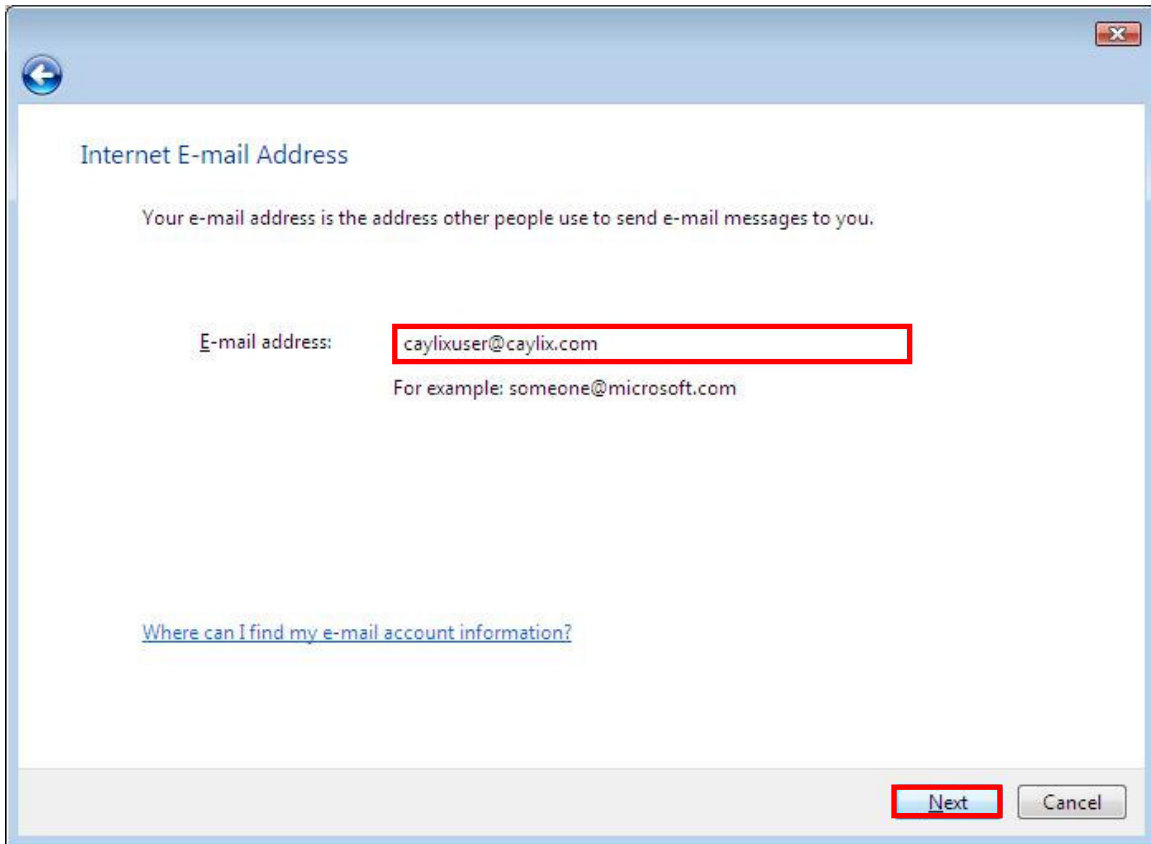


5. The following screen may or may not appear. Enter **your name**, click on **next**



The screenshot shows a dialog box titled "Your Name" with a blue header bar containing a back arrow icon on the left and a close button on the right. The main content area has the title "Your Name" and the following text: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this is a label "Display name:" followed by an empty text input field, which is highlighted with a red rectangular border. Underneath the input field is the text "For example: John Smith". At the bottom of the dialog, there is a blue hyperlink that reads "Where can I find my e-mail account information?". In the bottom right corner, there are two buttons: "Next" and "Cancel". The "Next" button is highlighted with a red rectangular border.

6. The following screen may or may not appear. Enter **your e-mail address**, click on **next**



The screenshot shows a dialog box titled "Internet E-mail Address" with a blue header bar containing a back arrow and a close button. The main content area has the title "Internet E-mail Address" and a descriptive sentence: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a label "E-mail address:" followed by a text input field containing "caylixuser@caylix.com". A red rectangular box highlights the input field. Underneath the input field is the text "For example: someone@microsoft.com". At the bottom of the dialog, there is a blue hyperlink that reads "Where can I find my e-mail account information?". In the bottom right corner, there are two buttons: "Next" and "Cancel". Both the "Next" button and the input field are highlighted with red rectangular boxes.

7. The following screen may or may not appear. Select incoming e-mail server type: **POP3**, enter incoming mail (pop3 or IMAP) server: **pop.caylix.com**, enter outgoing e-mail server (SMTP) name: **smtp.caylix.com**, click on **next**.

Set up e-mail servers

Incoming e-mail server type:  
POP3

Incoming mail (POP3 or IMAP) server:  
pop.caylix.com

Outgoing e-mail server (SMTP) name:  
smtp.caylix.com

Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

Next Cancel

8. The following screen may or may not appear. Enter your e-mail username: **your username**, enter your password: **your password**, click on **next**.

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

E-mail username: caylixuser@caylix.com

Password: ●●●●●●●●●●●●

Remember password

Next Cancel

9. The following screen may or may not appear. Click **finish**, your Windows mail is configured.

