

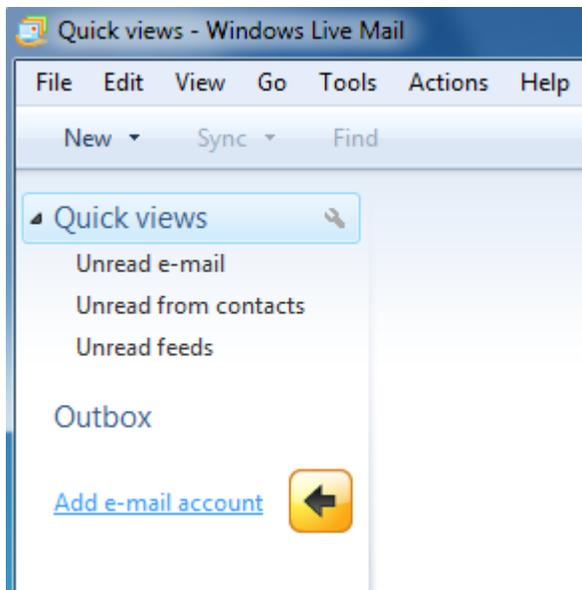
Creating an Email Account – Live Mail

The following guide contains steps to creating a new Email Account in Windows Live Mail. Before you begin you will need 4 pieces of information:

- 1 – Username. Your username is the email address provided to you by Uniserve.
- 2 – Password. This is the password associated with your Username.
- 3 – Incoming Server (POP3). This will depend on your domain; refer to the Email Server Settings by Domain (link here) to find this.
- 4 – Outgoing Server (SMTP). This will always be mail.uniserve.com for all Uniserve customers.

Once you have those pieces of information we are ready to begin.

With Windows Live Mail open, you will see the link “Add e-mail account” on the left side. Click this to open the “Add an E-mail Account” window.



Where can I find my e-mail server information?

Incoming Server Information

1 My incoming mail server is a POP3 server.

Incoming server: pop.domain.com Port: 110

This server requires a secure connection (SSL)

Log on using: Clear text authentication

Login ID (if different from e-mail address):

2 username@domain.com

Outgoing Server Information

3 Outgoing server: mail.uniserve.com Port: 465

This server requires a secure connection (SSL)

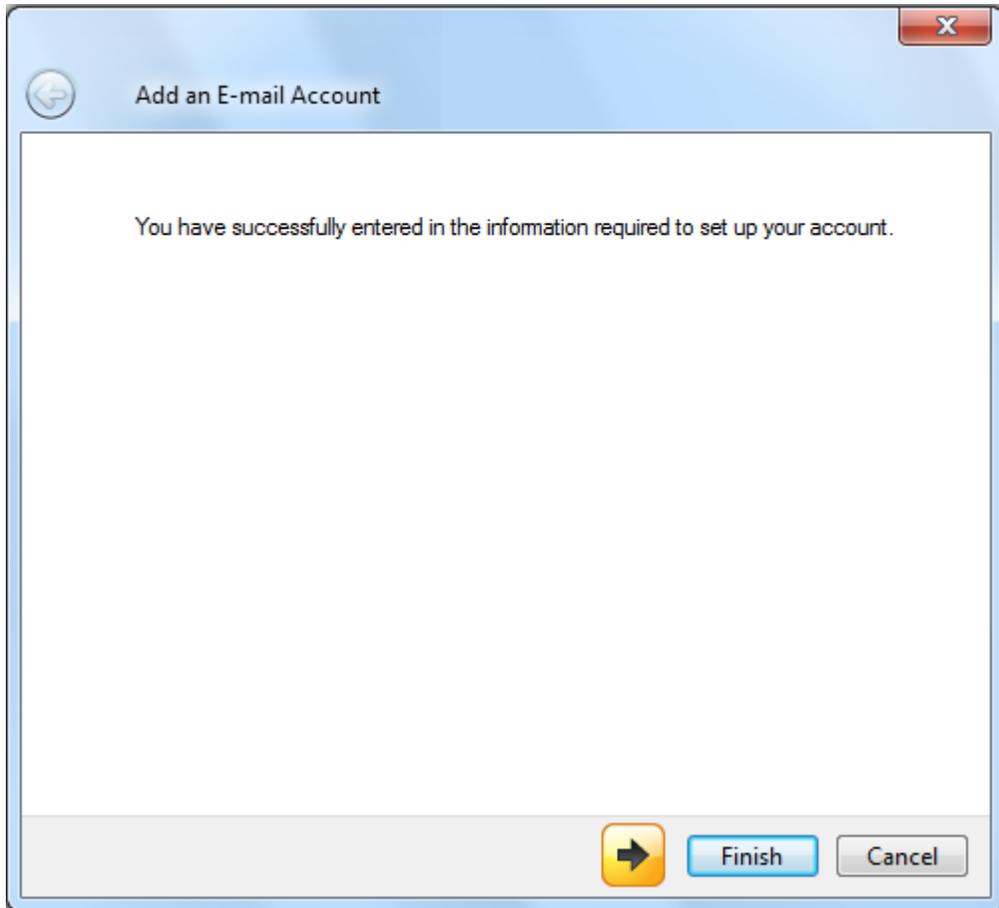
My outgoing server requires authentication

Next Cancel

Here we will need to enter the information we collected earlier.

- 1 – Select POP3 from the drop box for “My incoming mail server is a”. Enter the Incoming server into the field provide and make sure the port is set to 110.
- 2 – Make sure the Username entered into the “Login ID” field is a full email address.
- 3 – In the “Outgoing server” field enter mail.uniserve.com. Click the checkboxes for “The server requires a secure connection (SSL)” and “My outgoing server requires authentication”. Ensure the port is set to 465.

With the information completed, click next.



On the final page, you may click the Finish button and your account will be set up. You will be asked for the password the first time you attempt to send or receive email from this account.