Windows 8 *Mail* setup for Standard, Advanced, Starter or StarterPlus mailboxes

How do I set up a Standard, Advanced, Starter or StarterPlus mailbox in Windows 8 Mail?

Setting up your Standard, Advanced, Starter or StarterPlus mailbox in Windows 8 *Mail* should take just a few minutes.

Step 1

The first time you open *Mail* on Windows 8 you will be prompted for your Microsoft account details, enter them in the text boxes provided, once done you will be directed to the add new account wizard.

If you already have an email account set up click **Settings**, **Accounts**, **Add an Account**, then **Other Account** to start the wizard.
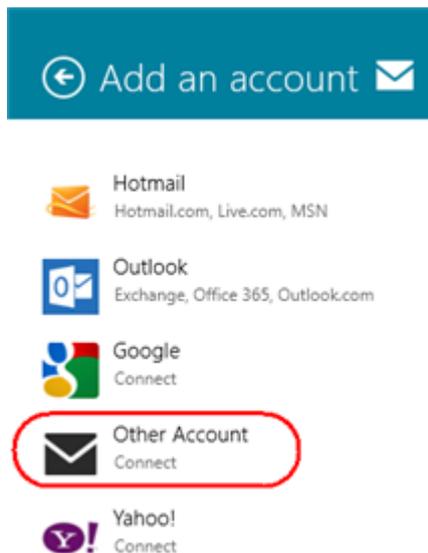
Step 2

Select **IMAP** then click **Connect**.

Step 3

Click **Show more details**.

Step 4

There is a lot of information to fill in on this next screen, let's look at each section bit by bit.

- **E-mail Address**: Enter your full email address. This is made up of the mailbox name you chose, an @ symbol and your domain name. *you@yourdomain.com* for example.
- **Username**: Enter your full email address again.
- **Password**: Enter the password you set up when you created the mailbox within your control panel.

Add your Other account

Enter the information below to connect to your Other account.

Email address

ralph@ralphsdomainname.com

Username

ralph@ralphsdomainname.com

Password

••••••••••••••••

Standard and Starter Mailboxes

- **Incoming email server**: Enter *mail.yourdomain.com* (replacing *yourdomain.com* with your domain name).
- **Port**: *143.*
- **Incoming Server requires SSL**: *Unchecked.*
- **Outgoing *mail* server (SMTP)**: Enter the SMTP server your ISP supplied you with.
- **Port**: Change to *587.*
- **Outgoing server requires SSL**: *Refer to your ISP for details.*
- **Outgoing server requires authentication**: Refer to your ISP for details.
- **Outgoing server requires authentication**: Refer to your ISP for details.

StarterPlus and Advanced Mailboxes

- **Incoming email server**: Enter *mail.yourdomain.com* (replacing *yourdomain.com* with your domain name).
- **Port**: *143.*
- **Incoming Server requires SSL**: *Unchecked.*
- **Outgoing *mail* server (SMTP)**: Enter *smtp.yourdomain.com* (replacing *yourdomain.com* with your own domain name) into the text box. If you're using external nameservers you can use **smtp.livemail.co.uk** instead.
- **Port**: Change to *587.*
- **Outgoing server requires SSL**: Unchecked.
- **Outgoing server requires authentication**: *Checked.*
- **Outgoing server requires authentication**: *Checked.*

Once completed, the screen should look similar to the following:

Incoming (IMAP) email server   Port

mail.ralphsdomainname.com   143

[ ] Incoming server requires SSL

Outgoing (SMTP) email server   Port

smtp.ralphsdomainname.com   587

[ ] Outgoing server requires SSL

[✓] Outgoing server requires authentication

[✓] Use the same username and password to send and receive email

Show fewer details

Connect   Cancel

Step 5

Click **Connect** to set up your account and start using Windows 8 *Mail*.

Windows 8 *Mail* is now set up to send and receive emails from your mailbox.