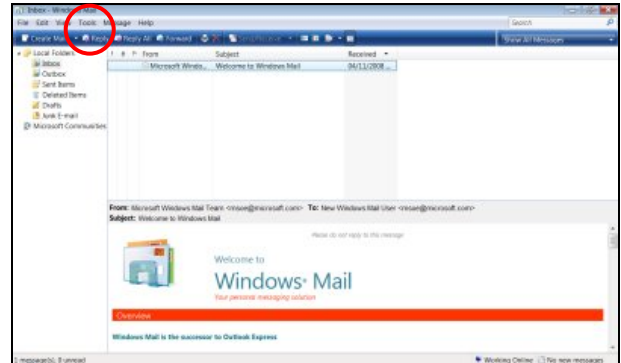


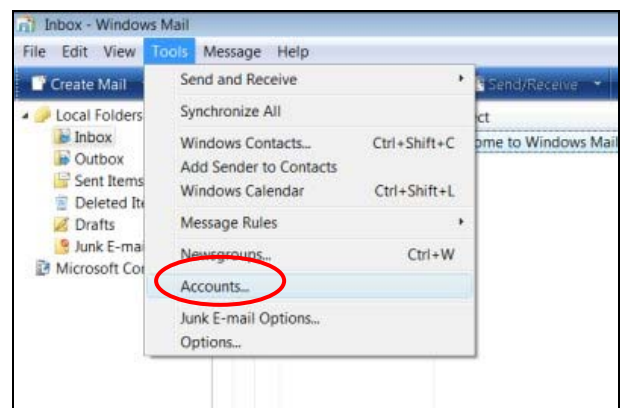
## Tutorial: Windows Mail – Create an E-mail Account

Open Windows Mail

Click on the **Tools** menu

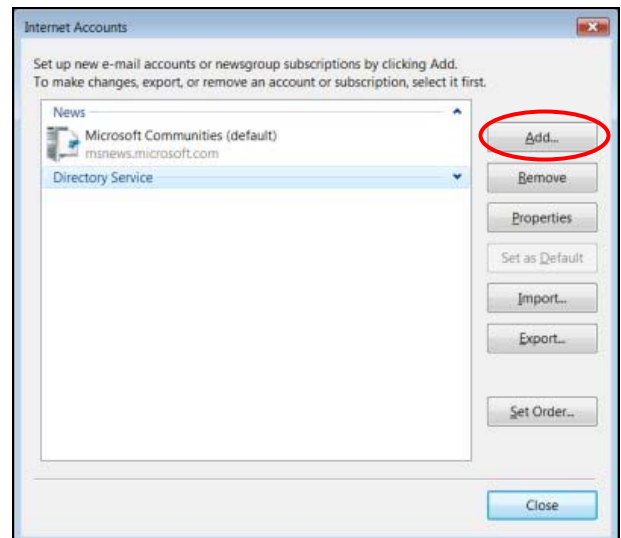


Select **Accounts**

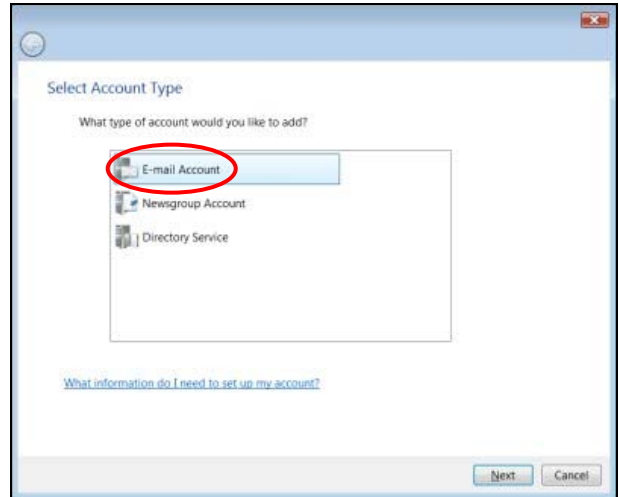


In the **Internet Accounts** menu

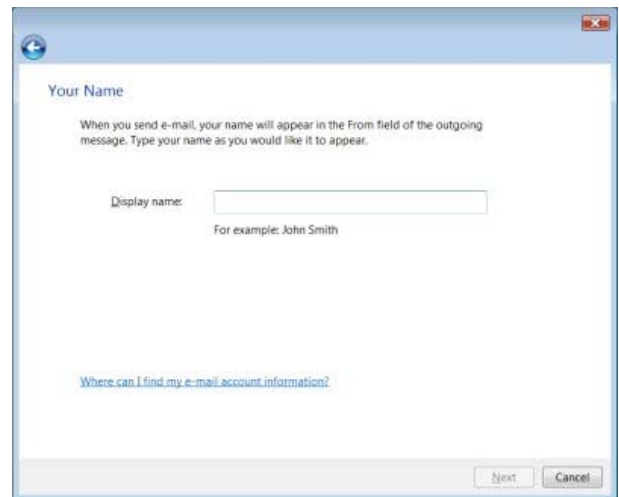
Click **Add**



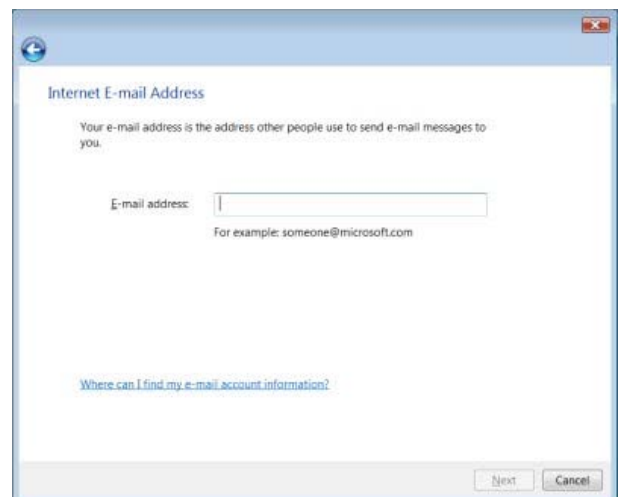
## Select E-mail Account



**Type in** here the name of your company, or if you prefer your personal name, but remember it will be shown on the head of each e-mail you send.

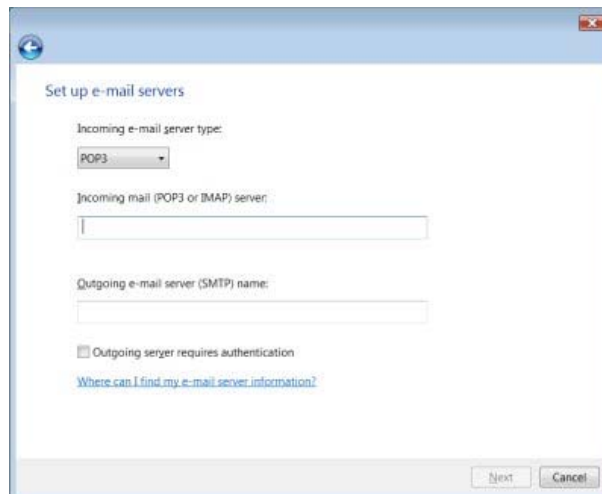


Type your **full e-mail address** in here



Type your **POP3 and SMTP address** here

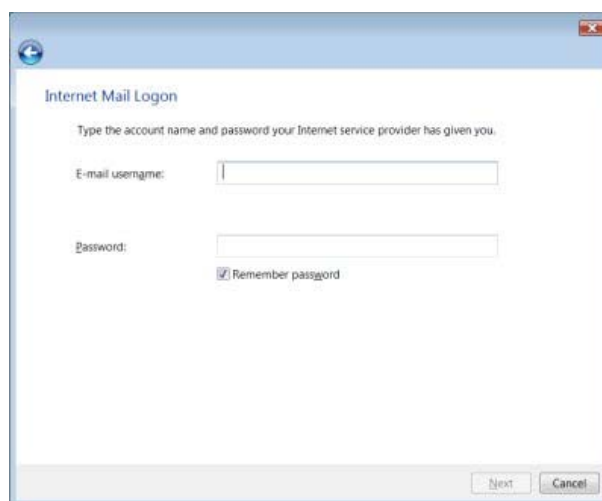
Your e-mail provider can give you these details if you don't know them



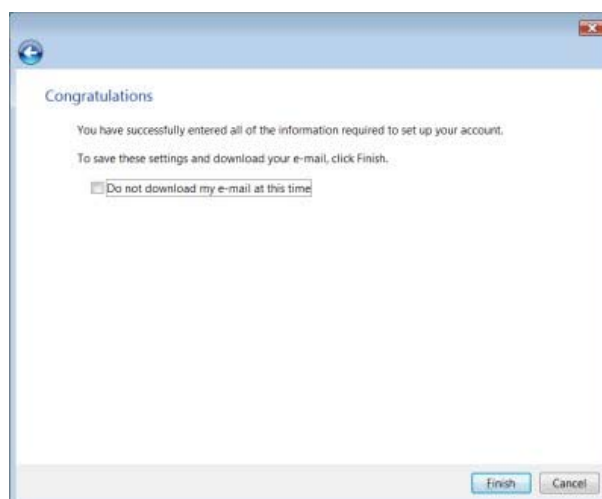
Your **Account name** is your full e-mail address

Type it in and your password

If you tick the 'Remember password' box it will save you having to enter it every time you collect your mail



Click **Finish**



**You will need to perform the above steps for each e-mail address you want to setup.** For example you may have your personal e-mail address, one for the office, and/or accounts for individual members of the company. They will all need setting up.