

How to Configure Windows Mail for q.com E-mail

Email Type:
@q.com



Use this document if:

- You need to configure Windows Mail for q.com e-mail.

This document assumes:

- You know your q.com e-mail address and password.
- Your q.com e-mail address is associated to a Qwest DSL® account.
- You have a working copy of Windows Mail
- You have a working Internet connection.

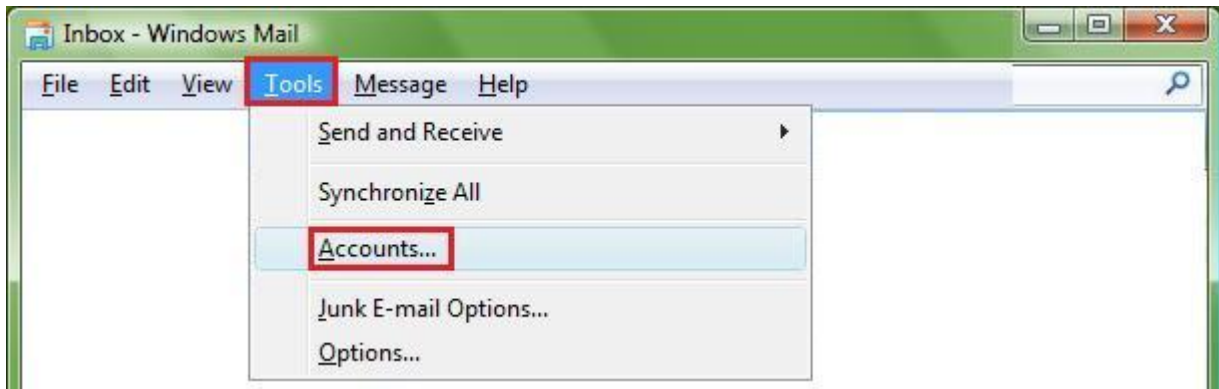
Incoming/Outgoing server info: If you are already familiar with how to configure Windows Mail, use the following information. If you need more help, continue reading.

- Incoming Server: pop3.live.com (port 995, SSL enabled)
- Outgoing Server: smtp.live.com (port 25, SSL enabled, requires authentication)

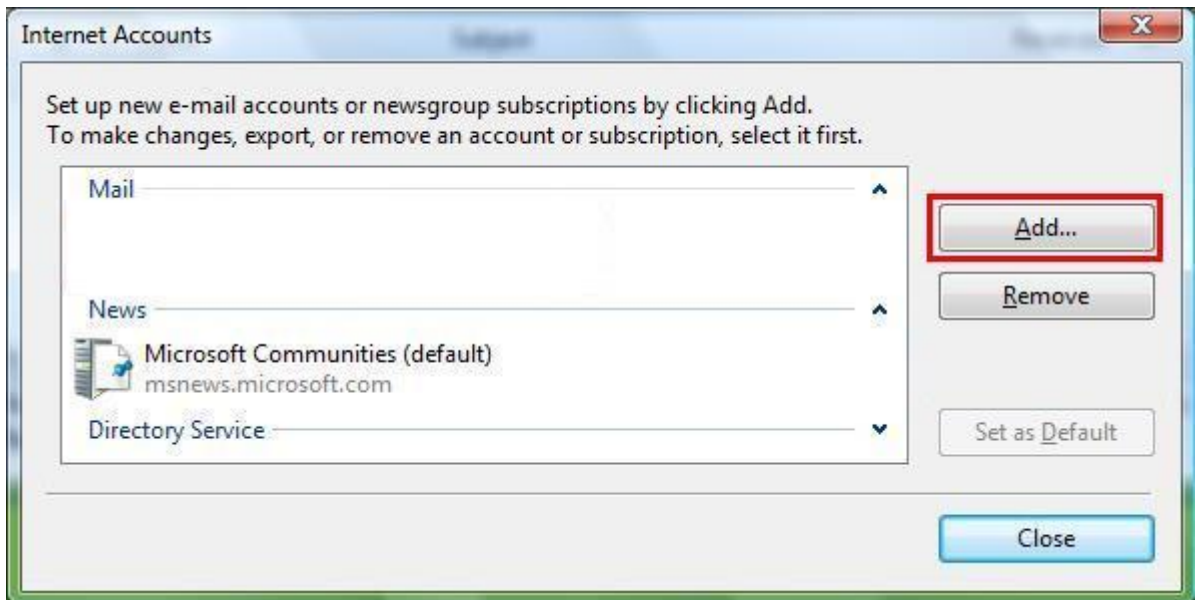
1. Open Windows Mail by using the icon on your desktop or Start menu.



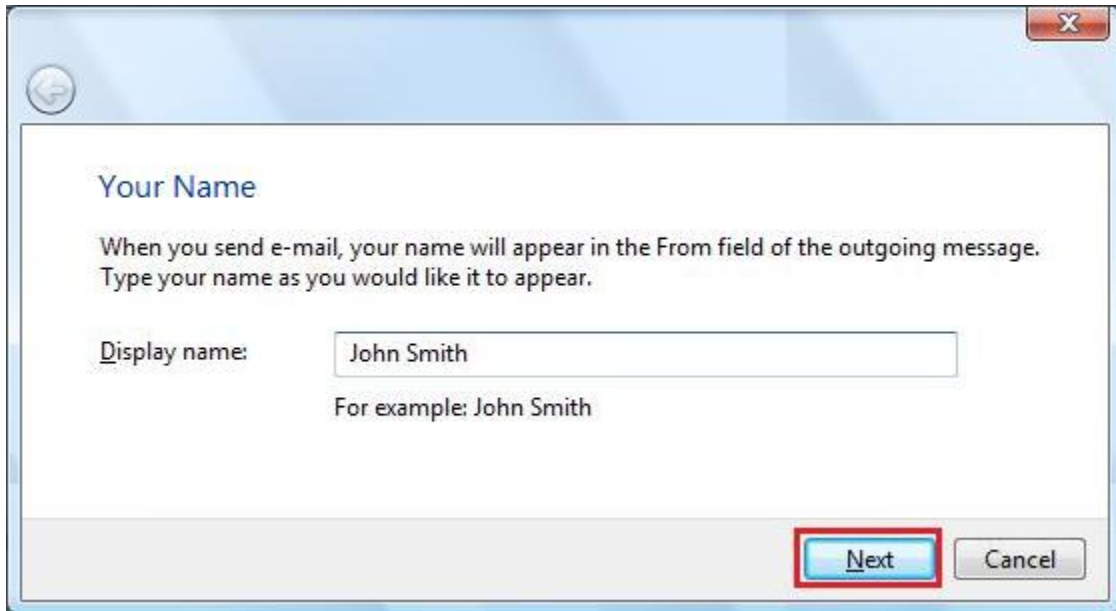
2. If this is your first time running Windows Mail, the new account wizard will start automatically. Otherwise, select **Tools**, then **Accounts...**



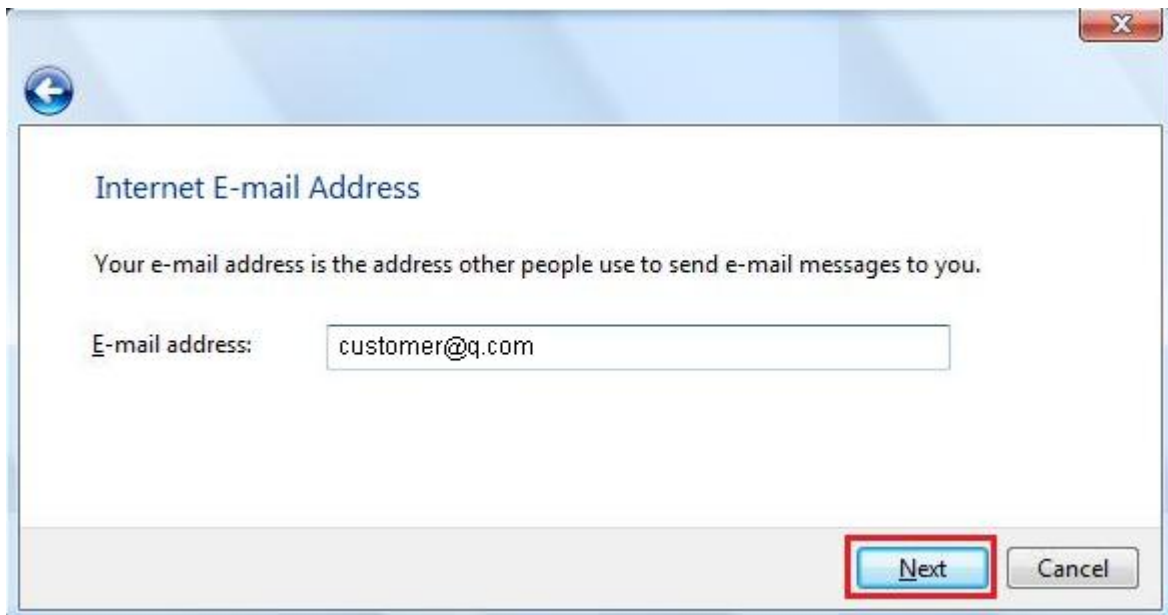
3. Select **Add**.



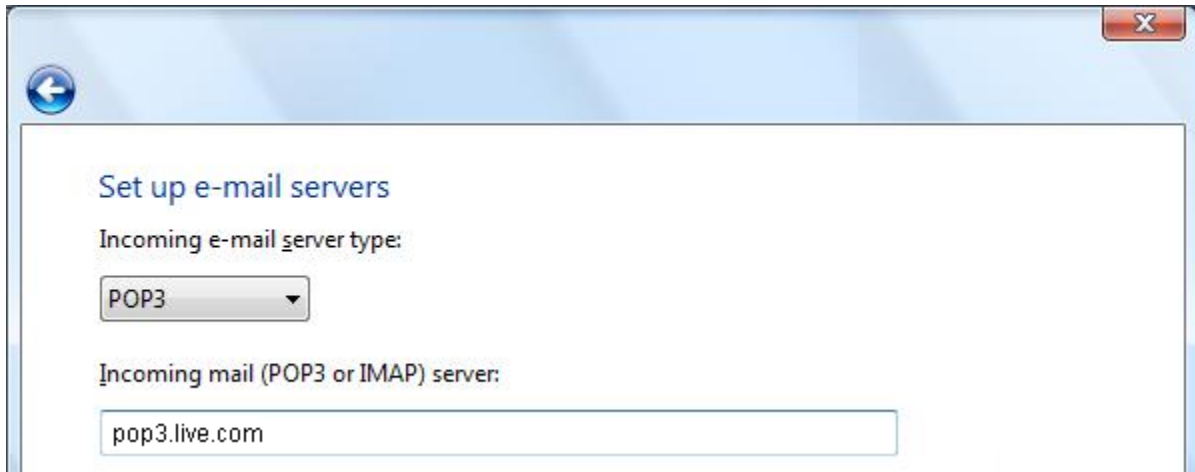
4. Type your 'display name' as you would like it to appear on outgoing email. Select **Next**.



5. Type your E-mail address. Select **Next**.



6. Type in 'pop3.live.com' for the **Incoming mail (POP3 or IMAP) server**.



Set up e-mail servers

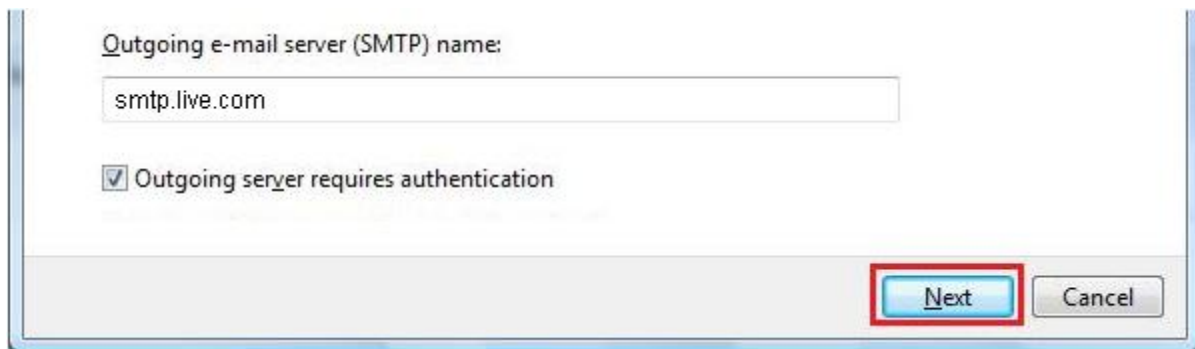
Incoming e-mail server type:

POP3

Incoming mail (POP3 or IMAP) server:

pop3.live.com

7. Type in 'smtp.live.com' for the **Outgoing mail (SMTP) server**. Check **Outgoing server required authentication**. Select **Next**.



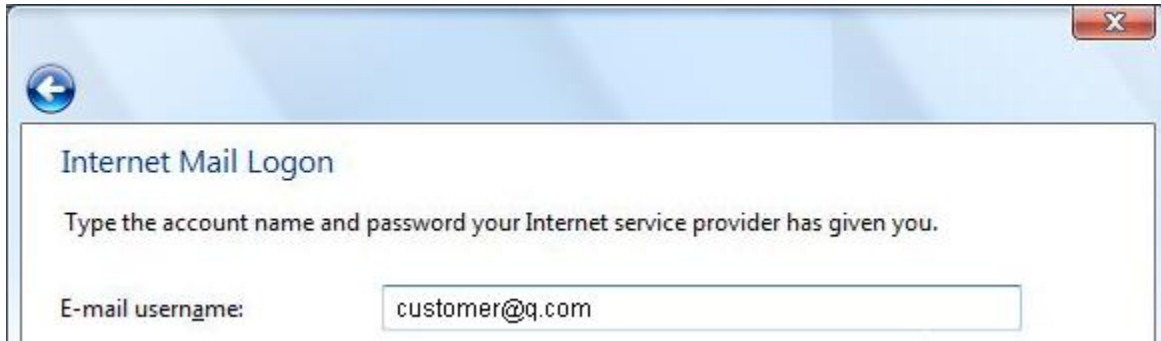
Outgoing e-mail server (SMTP) name:

smtp.live.com

Outgoing server requires authentication

Next Cancel

8. Enter your full email address in the **E-mail username** field.

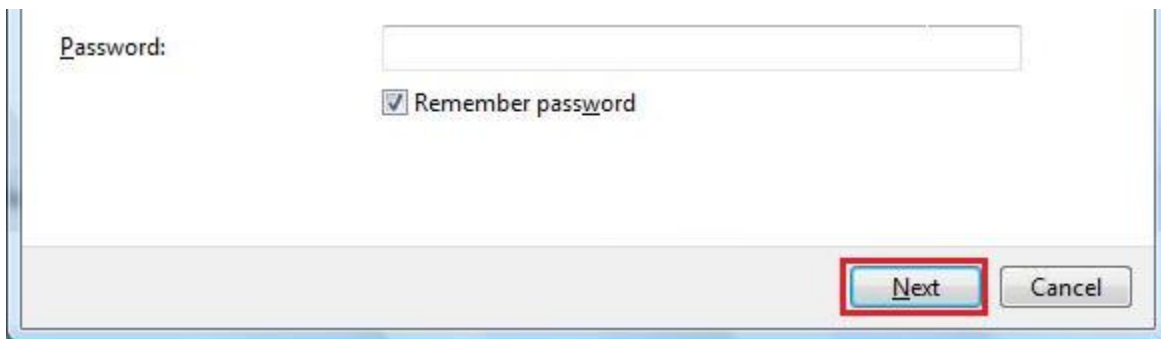


Internet Mail Logon

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

E-mail username:

9. Enter your password. Select **Next**.



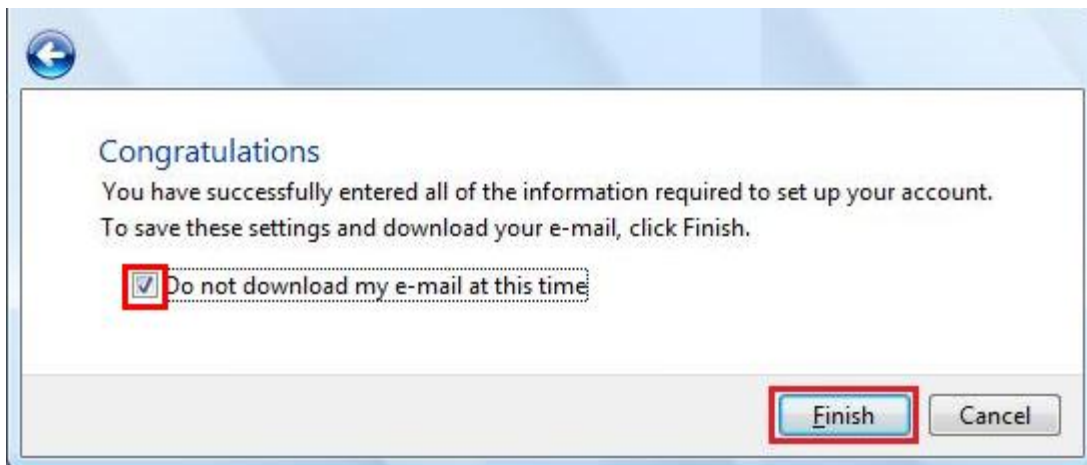
Internet Mail Logon

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

Password:

Remember password

10. Check **Do not download my e-mail at this time**. Select **Finish**.



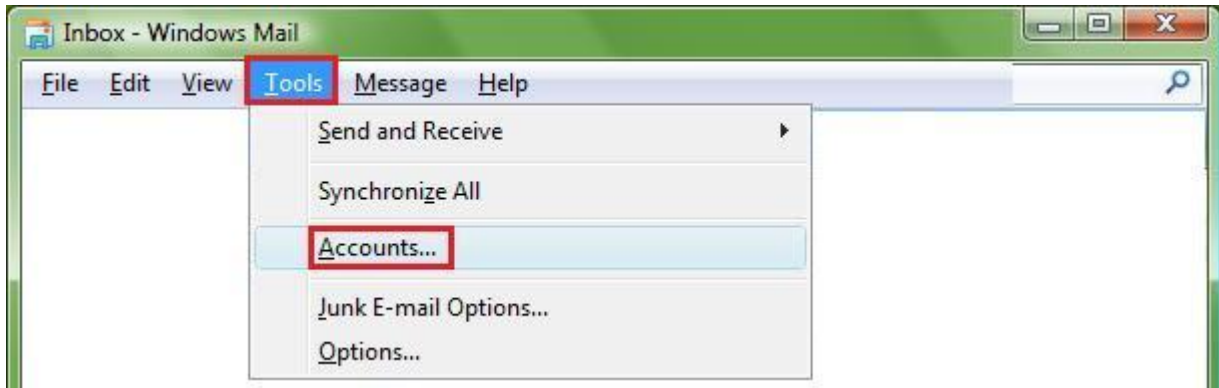
Internet Mail Logon

Congratulations

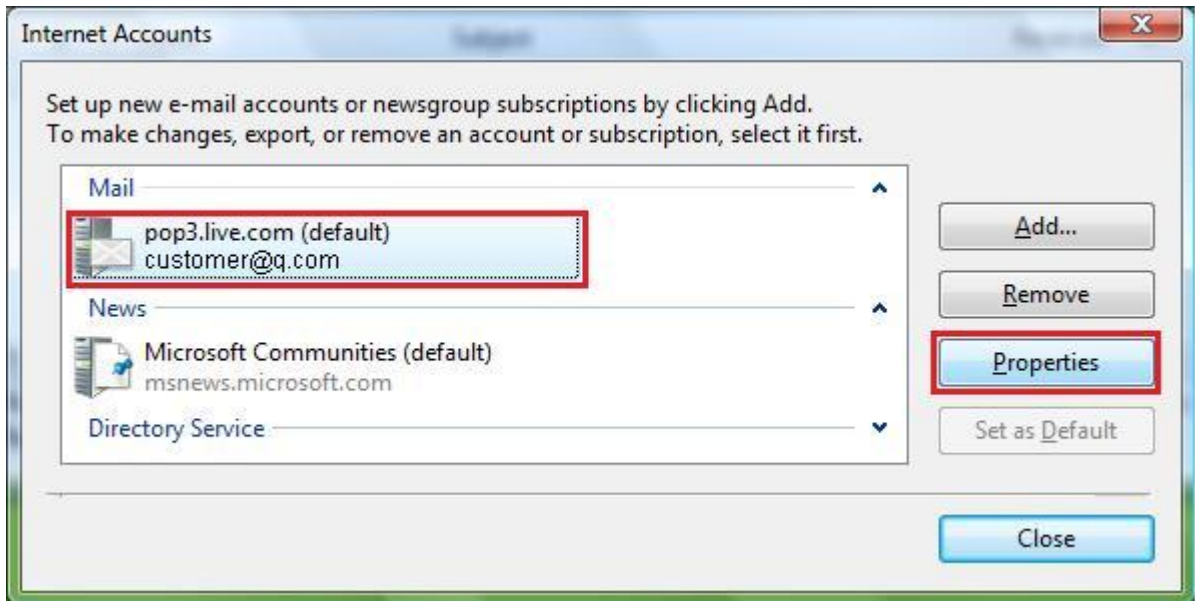
You have successfully entered all of the information required to set up your account. To save these settings and download your e-mail, click Finish.

Do not download my e-mail at this time

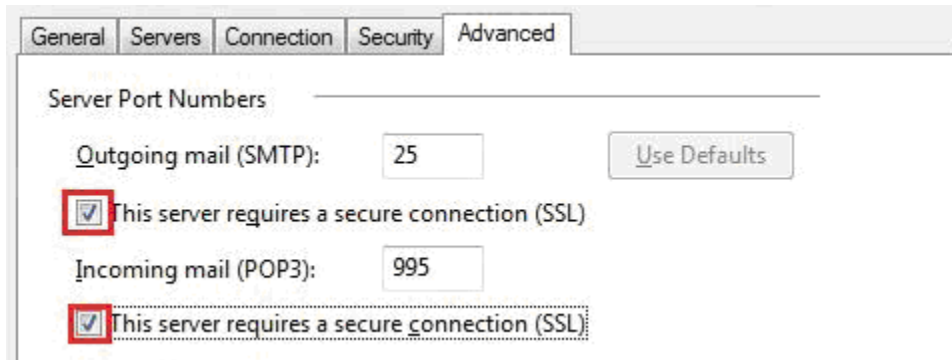
11. Select **Tools**, then **Accounts**.



12. Highlight the account you just created. Select **Properties**.



13. Select the **Advanced** tab. For both Outgoing and Incoming mail, place a check next to **this server requires a secure connection (SSL)**.

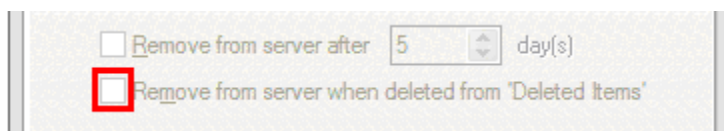


14. If you would like MSN to maintain a backup copy of your email on its e-mail server:
a. Check the box next to **Leave a copy of messages on the server**. Otherwise, Outlook will download all e-mail to your local computer and remove it from the MSN server. Once downloaded, these e-mails can no longer be obtained or viewed using <http://mail.live.com> or <http://hotmail.com>.

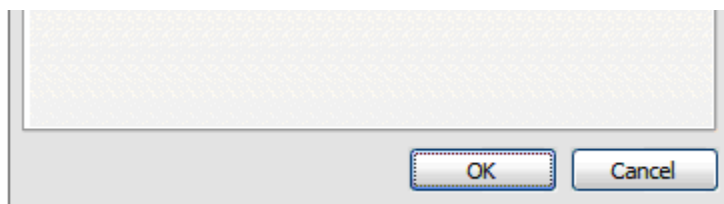


Read this if you checked the box in **19a**.

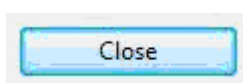
- b. Checking the box next to **Remove from server when deleted from 'Deleted Items'** tells the remote MSN e-mail server to delete the server copy of a particular e-mail when deleted from your local computer. If left unchecked, the MSN e-mail server will maintain a backup copy of deleted e-mails, and will still be viewable using <http://mail.live.com> or <http://hotmail.com>.



15. Select **OK**.



16. Select **Close**.



17. Select **Send/Receive** to complete the process.

