



How to Troubleshoot MSN® and Windows Live™ E-mail Issues

Email Client: Outlook 2003

Email Type:

@msn.com, @q.com, @live.com, @hotmail.com

This document assumes your MSN® or Windows Live™ email is associated with an active Qwest DSL® account.

Many things can cause your email not to work properly. This document will discuss some of the basic problems that can happen when sending email, receiving email, or both. Make sure you are at the computer that is having the problem.

This document is broken up into 3 different sections:

- Section 1: Unable to send or receive email (page 2)
- Section 2: Can receive email but unable to send email (page 9)
- Section 3: Can send email but unable to receive email (page 14)

If you are unable to resolve your email problems using this document, please [contact Qwest](#) for further assistance.

Section 1: Unable to Send and Receive E-mail

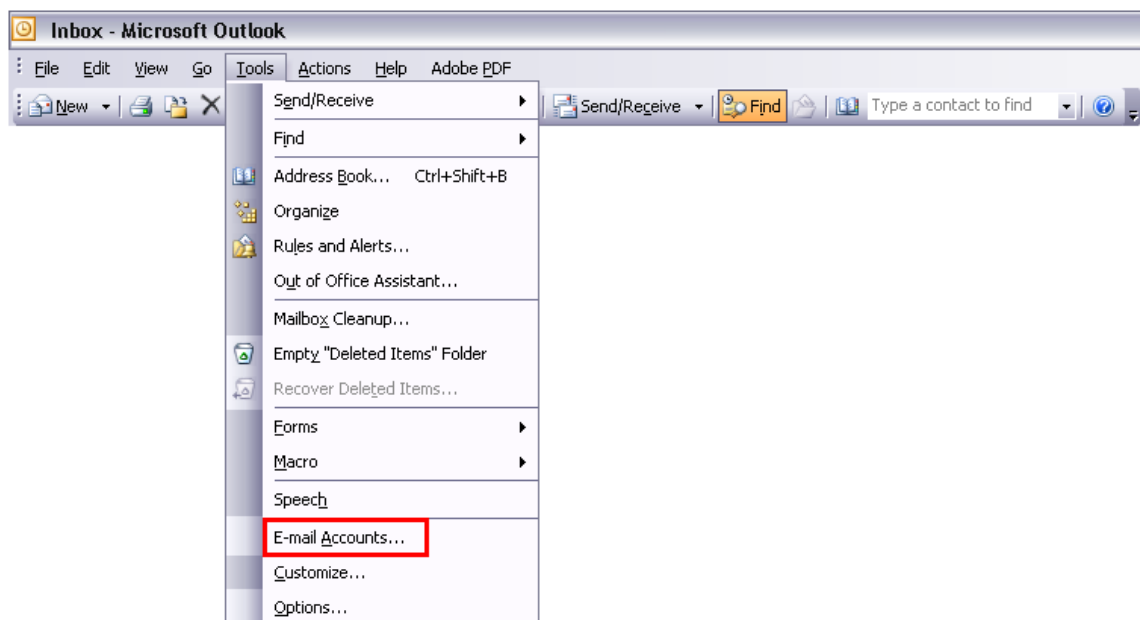
1. No Internet Connection

In order to send or receive email you have to have an active internet connection. If you are unable to connect to the internet, you are also unable to send and receive email. The easiest way to test your internet connection is to pull up your internet browser and try to navigate to various Web pages. Make sure after you pull up the Web page to press (CTRL + F5). This will perform a hard refresh of the page to ensure you are not viewing a stored version of the page. If you are not able to see the Web page after doing a hard refresh, then you are probably not connected to the internet.

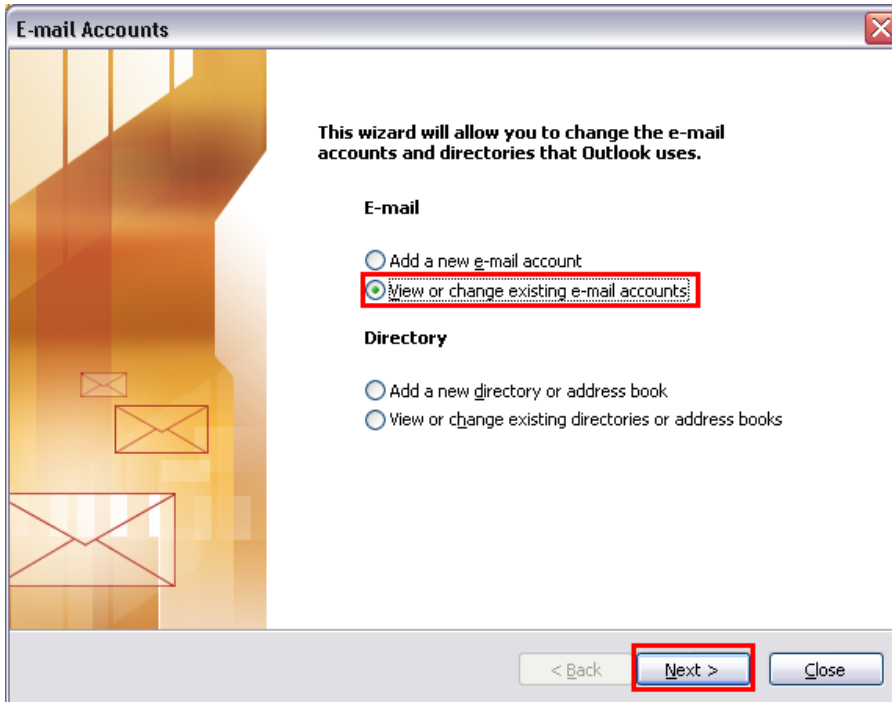
2. Incorrect Client Configuration

Here are some of the common errors made when configuring Outlook:

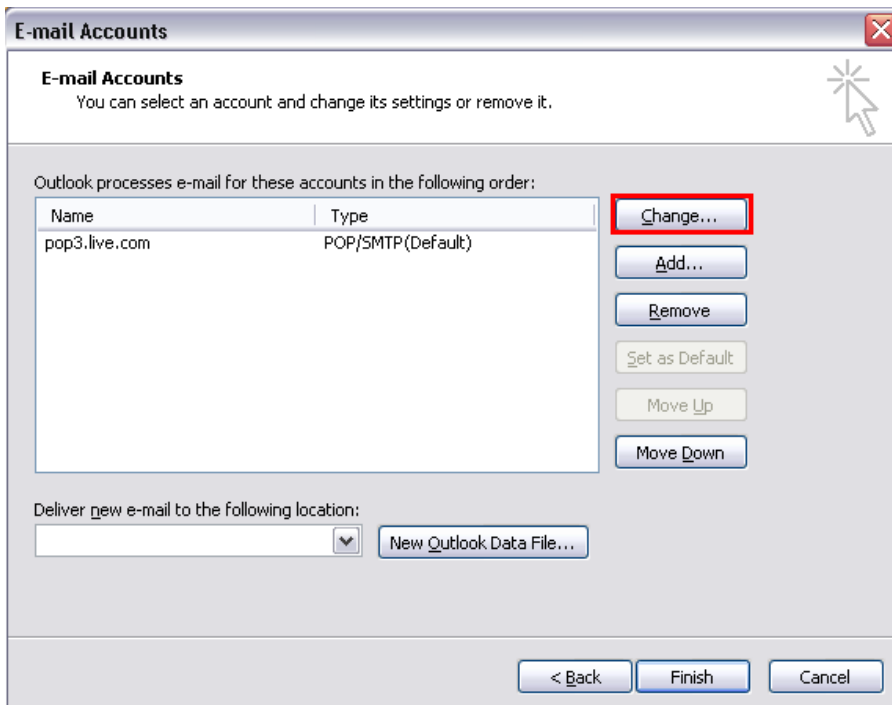
- Check your User Name. To see what you currently have entered as your User Name, select **Tools**, then select **E-mail Accounts**.



On the 'E-mail Accounts' screen, select the **View or change existing e-mail accounts** radio button and select **Next**.



Select the account you are checking the settings on and select **Change**.



Make sure the User Name ends with (@msn.com, @hotmail.com, @live.com, or @q.com). If you the domain is not added to the end of the User Name then Outlook will not be able to authenticate correctly. See the example below of how to enter the correct User Name.

E-mail Accounts [Close]

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Qwest Customer"/>	Incoming mail server (POP3): <input type="text" value="pop3.live.com"/>
E-mail Address: <input type="text" value="customer@msn.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.live.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="customer@msn.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

- **Inbound and Outbound Server Settings**

On the same 'E-mail Accounts' window, make sure your incoming mail server shows **pop3.live.com** and your outgoing mail server shows **smtp.live.com**. Then, select **More Settings**.

E-mail Accounts

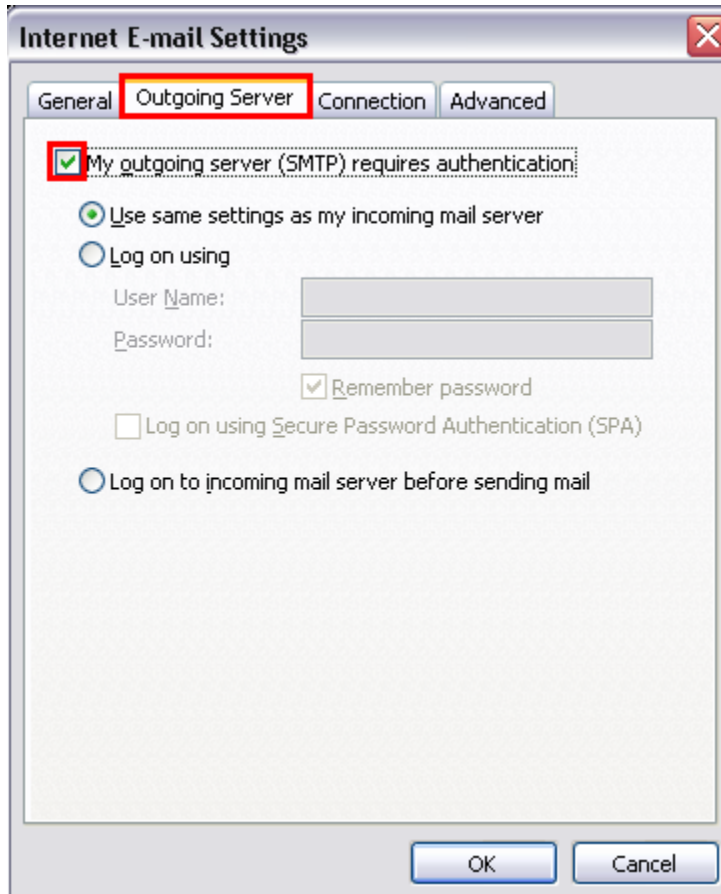
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Qwest Customer"/>	Incoming mail server (POP3): <input type="text" value="pop3.live.com"/>
E-mail Address: <input type="text" value="customer@msn.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.live.com"/>

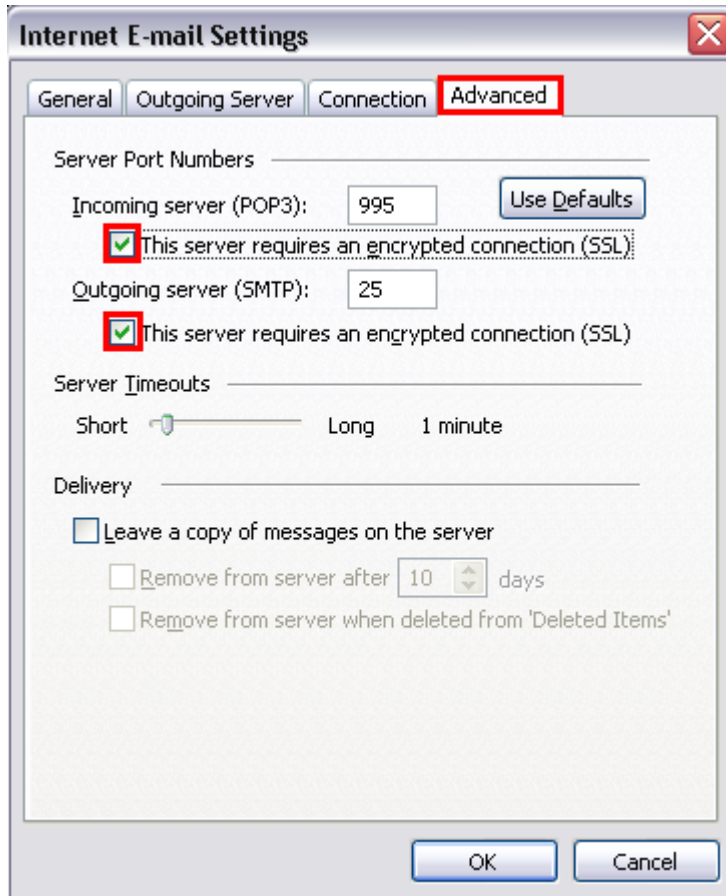
Logon Information	Test Settings
User Name: <input type="text" value="customer@msn.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>

< Back Next > Cancel

Select the **Outgoing Server** tab and make sure you have a check next to **My outgoing server (SMTP) requires authentication**.



Next, select the **Advanced** tab. Make sure you have a check next to **This server requires an encrypted connection (SSL)**.



- Something else you can try if you suspect Outlook is configured incorrectly is to remove the account from Outlook and re-add the account using our [email help](#) information.

3. Incorrect Password

If you continue to get a pop up asking for your password, the password is probably being entered incorrectly or the password has been changed. Remember, passwords are CaSe sEnSiTiVe. To check to make sure you are entering the correct password, try logging into your web-based email at www.mail.live.com. If you also are not able to login at mail.live.com, select the 'Forgot your password?' link.

4. Firewall and Anti-virus Conflicts

While Firewalls and Anti-virus products are designed to protect you, they also can impair your emailing ability. A good way to test this is temporarily disabling your firewall or anti-virus software (*note: Make sure you re-enable it after you are done testing. Otherwise, your computer will be at risk!!!*). If you are able to send and receive email after disabling, then you may need to adjust your firewall/anti-virus settings or download an update for the software. For more information on temporarily disabling your protection software, contact the manufacturer of the software.

5. Corrupted Email in your Inbox

Sometimes, you may receive an email that is corrupted. When Outlook tries to download a corrupted email, it may get hung up and freeze preventing all other receiving of email. Unless this corrupted email is deleted, Outlook will continue to freeze up every time it encounters this corrupted email.

To fix this, access your email through www.hotmail.com, login with your email address and password, then find the email that is corrupted and delete it.

Section 2: Can Receive E-mail but Unable to Send E-mail

1. Unable to send email to 1 person

If you are unable to send email to only 1 individual, this is usually because the email address is being typed incorrectly. Double check to make sure you are entering the correct email address. Lots of times people change their email address or internet provider and forget to tell others their new email address. Contact the person you are trying to send the email to and confirm the email is correct and working.

The receiving party may have you on a blacklist. This means the person you are trying to send the email to has advertently or inadvertently put you on a block list. Whenever their email sees an incoming message from anyone on the blacklist, it rejects the message. Contact the person you are trying to send the email to and have them check their blacklist.

Also, try having the receiver of the email check their spam/junk folder.

2. Firewall and Anti-virus Conflicts

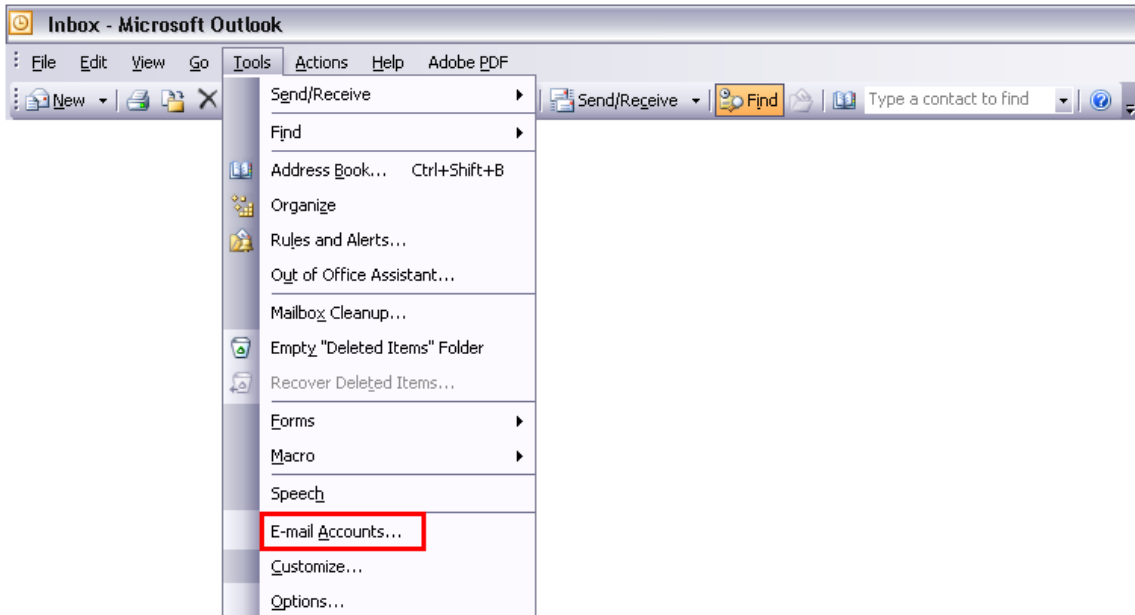
While Firewalls and Anti-virus products are designed to protect you, they also can impair your emailing ability. A good way to test this is temporarily disabling your firewall or anti-virus software (*note: Make sure you re-enable it after you are done testing. Otherwise, your computer will be at risk!!!*). If you are able to send email after disabling, then you may need to adjust your firewall/anti-virus settings or download an update for the software. For more information on temporarily disabling your protection software, contact the manufacturer of the software.

3. Large Attachments

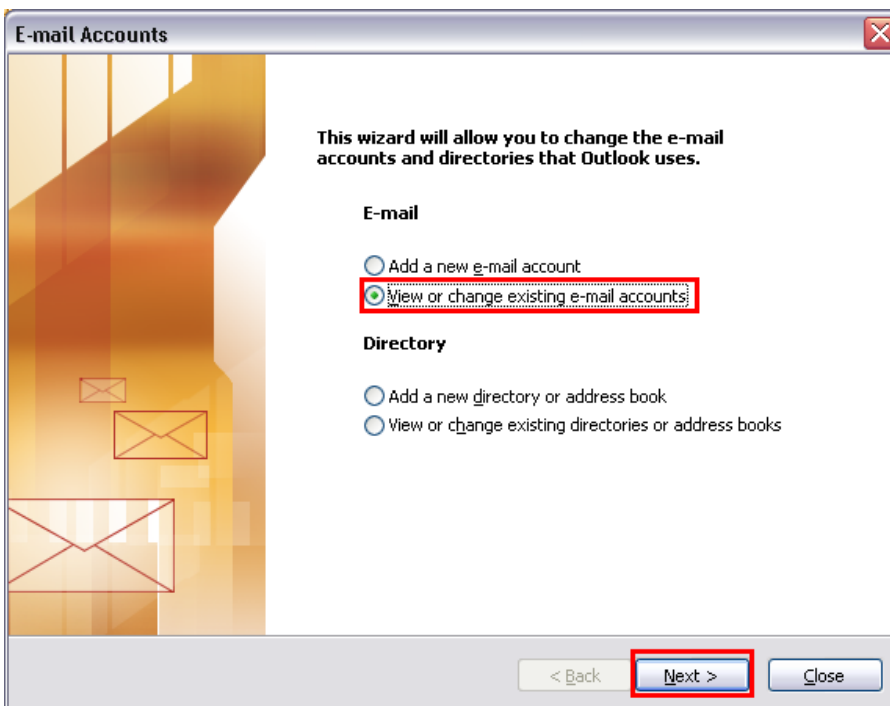
Currently the largest size email you can send is 10MB. If you try sending an email with a large attachment, make sure it does not exceed this limit.

4. Outbound Server Settings

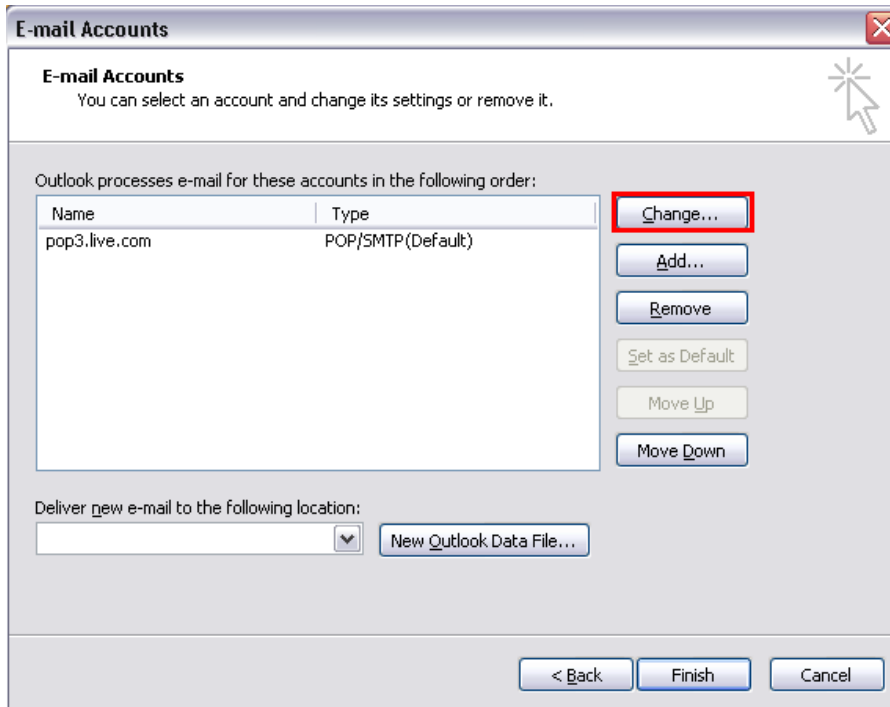
To check your outgoing mail settings, select **Tools**, then select **E-mail Accounts**.



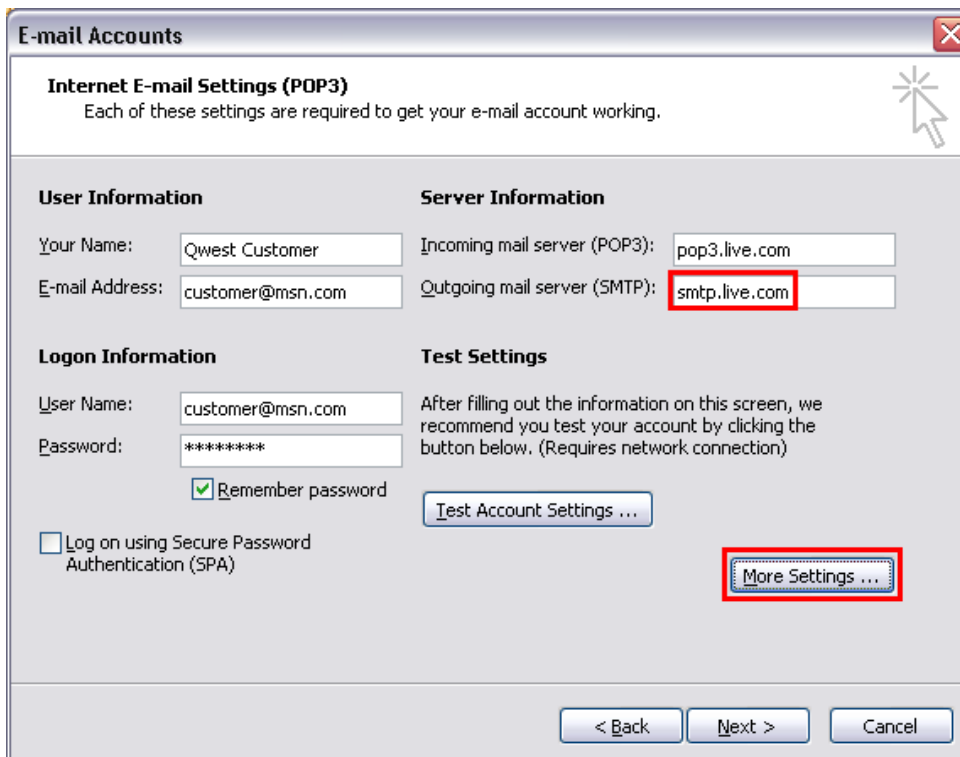
On the 'E-mail Accounts' screen, select the **View or change existing e-mail accounts** radio button and select **Next**.



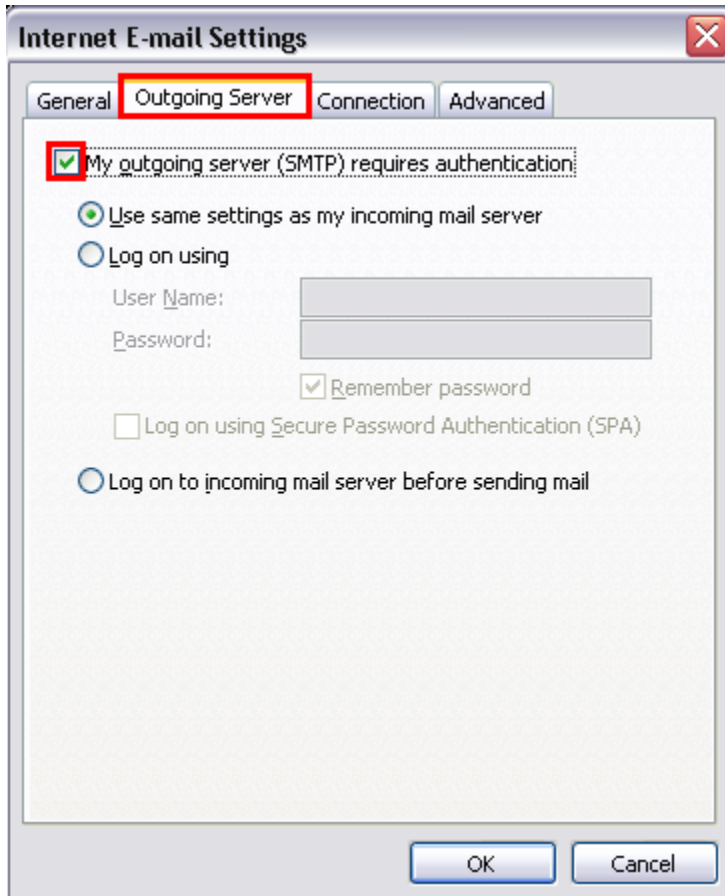
Select the account you are checking the settings on and select **Change**.



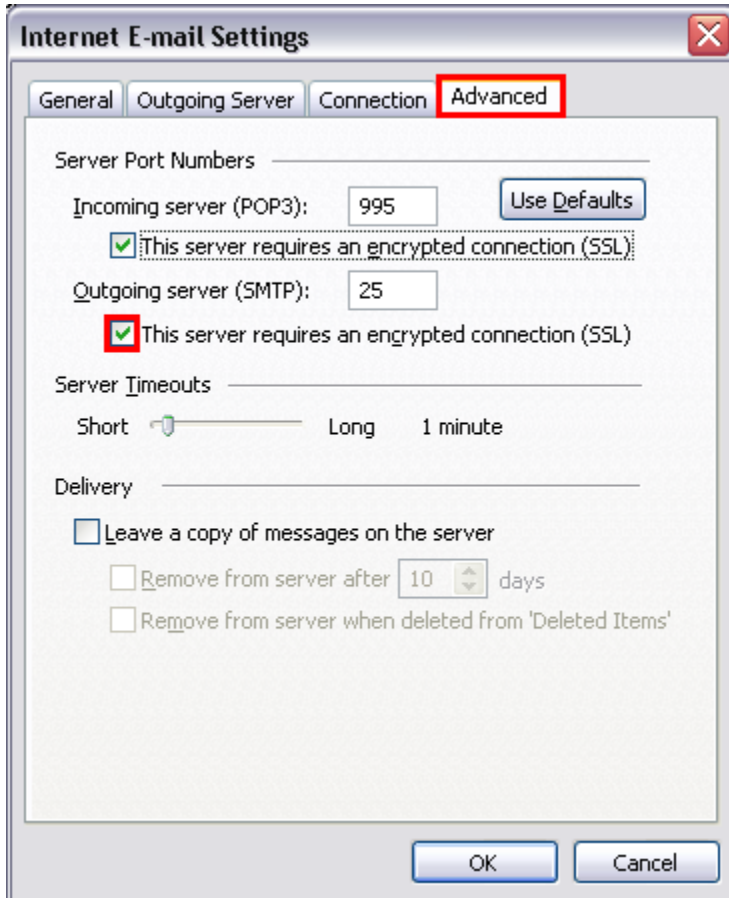
Make sure your outgoing mail server is set to **smtp.live.com** and select the **More Settings** button.



Select the **Outgoing Server** tab and make sure you have a check next to **My outgoing server (SMTP) requires authentication.**



Next, select the **Advanced** tab and make sure there is a check next to **This server requires an encrypted connection (SSL)** for your outgoing server.



Section 3: Can Send E-mail but Unable to Receive E-mail

1. Firewall and Anti-virus Conflicts

While Firewalls and Anti-virus products are designed to protect you, they also can impair your emailing ability. A good way to test this is temporarily disabling your firewall or anti-virus software (*note: Make sure you re-enable it after you are done testing. Otherwise, your computer will be at risk!!!*). If you are able to receive email after disabling, then you may need to adjust your firewall/anti-virus settings or download an update for the software. For more information on temporarily disabling your protection software, contact the manufacturer of the software.

2. Corrupted Email in your Inbox

Sometimes, you may receive an email that is corrupted. When Outlook tries to download a corrupted email it may get hung up and freeze preventing all other receiving of email. Unless this corrupted email is deleted, Outlook will continue to freeze up every time it encounters this corrupted email.

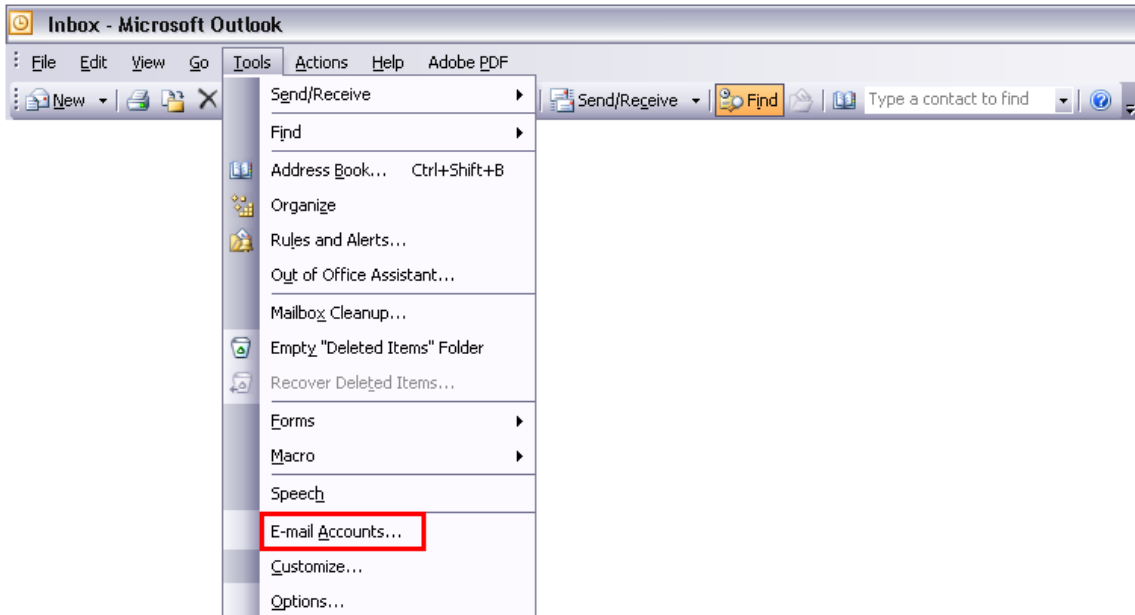
To fix this, access your email through www.hotmail.com, login with your email address and password, then find the email that is corrupted and delete it.

3. Check your Junk Mail Folder.

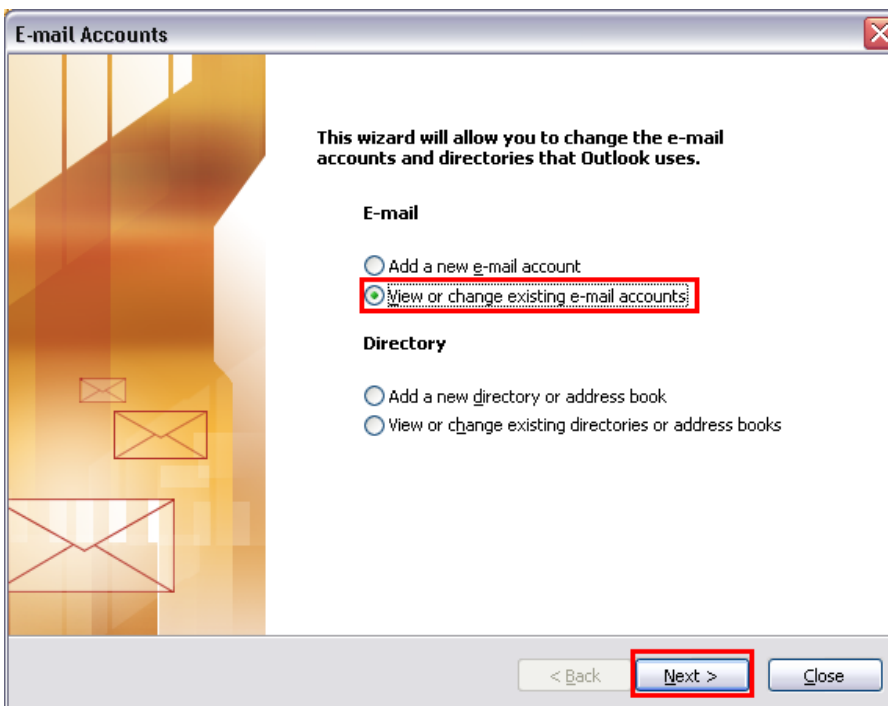
Depending on your junk/spam filter settings, some of your incoming mail may be in your junk/spam folder. Make sure to check this folder to see if the email you are missing is located there.

4. Inbound Server Settings

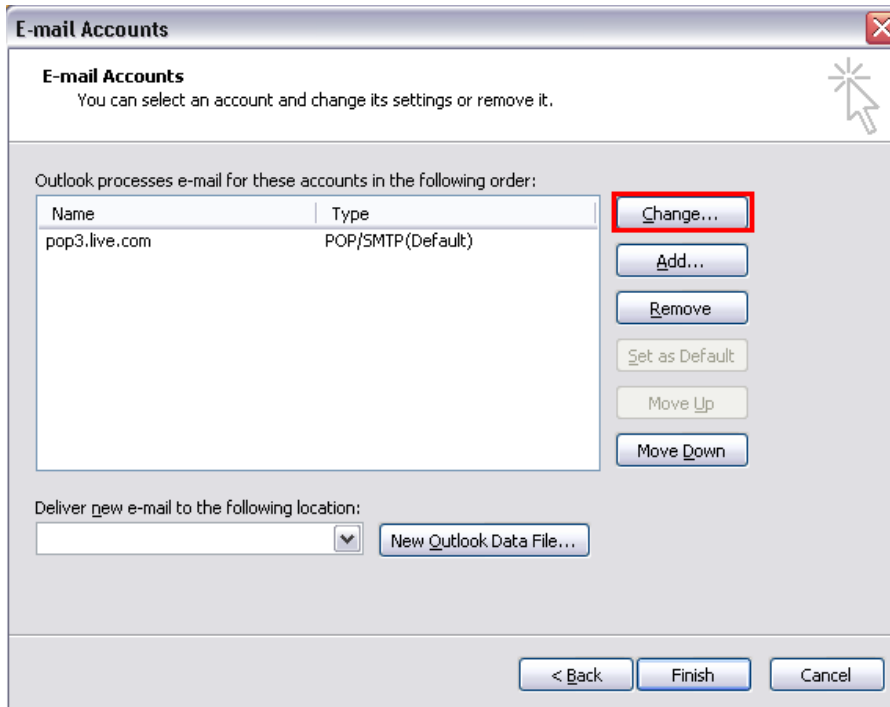
To check your incoming server settings, select **Tools**, then select **E-mail Accounts**.



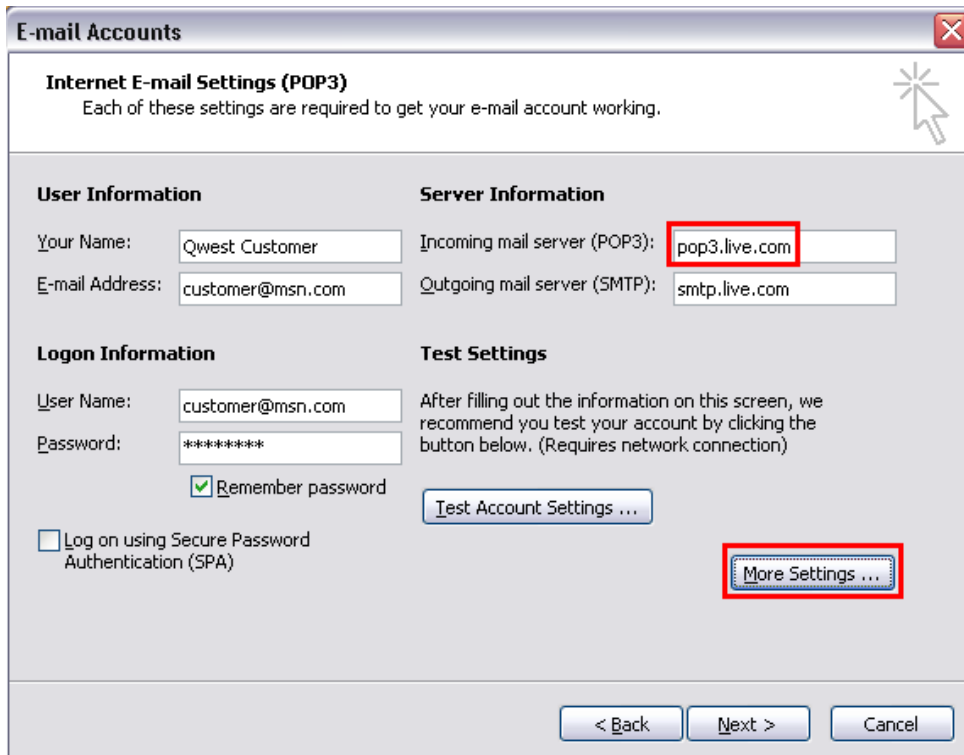
On the 'E-mail Accounts' screen, select the **View or change existing e-mail accounts** radio button and select **Next**.



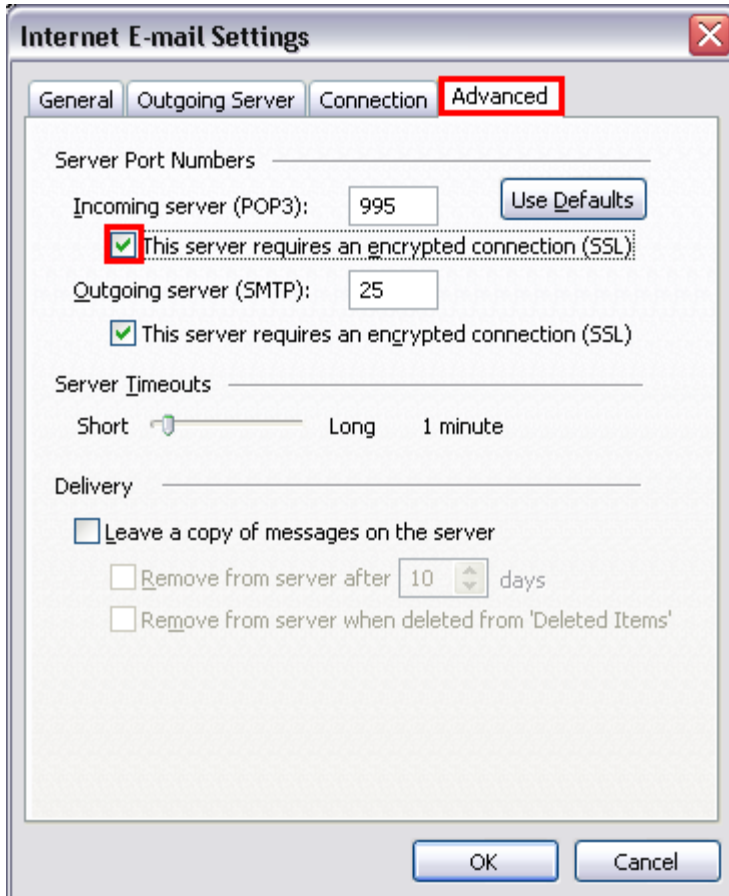
Select the account you are checking the settings on and select **Change**.



Make sure your incoming server is set to **pop3.live.com** and select the **More Settings** button.



Next, select the **Advanced** tab and make sure you have a check next to **This server requires an encrypted connection (SSL)** under the incoming server.



If you are still not able to resolve problems with your email after reviewing this document, please [Contact Qwest](#) for further assistance.