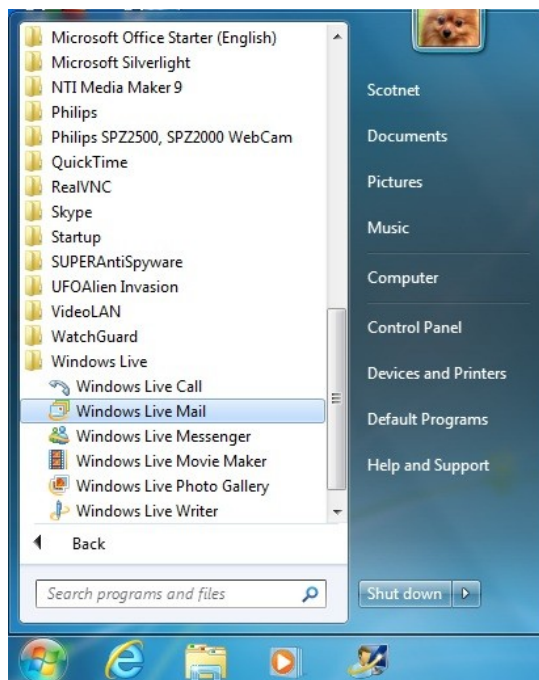


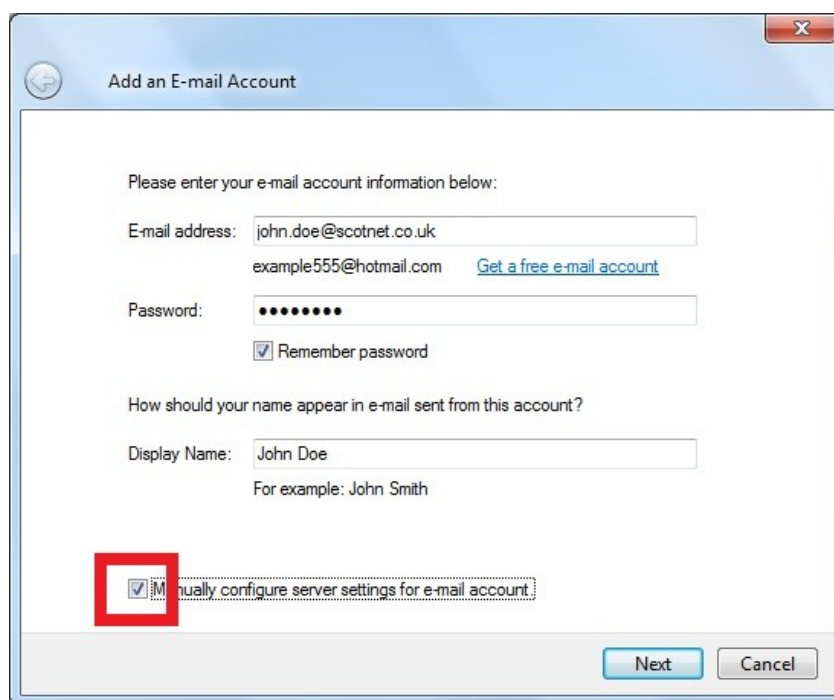


Guide to setting up Microsoft Windows Live Mail for Scotnet POP3 Access

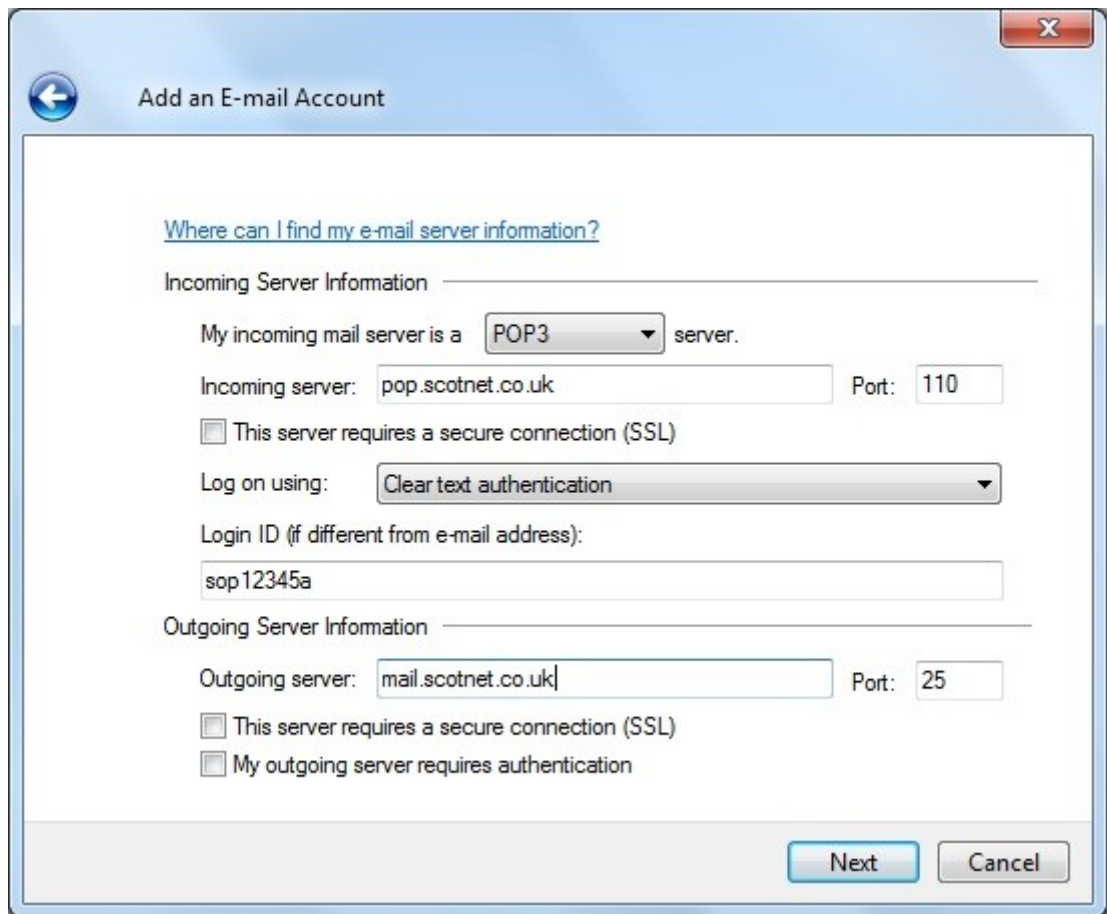
Click the Start Menu, All Programs, Windows Live, and click on Windows Live Mail



If this is the first time you have run Windows Live Mail, you will be presented with the **“Add an E-mail Account”** wizard. Enter your email address, password for your POP3 account, a display name and ensure you tick **“Manually configure server settings for e-mail account”**

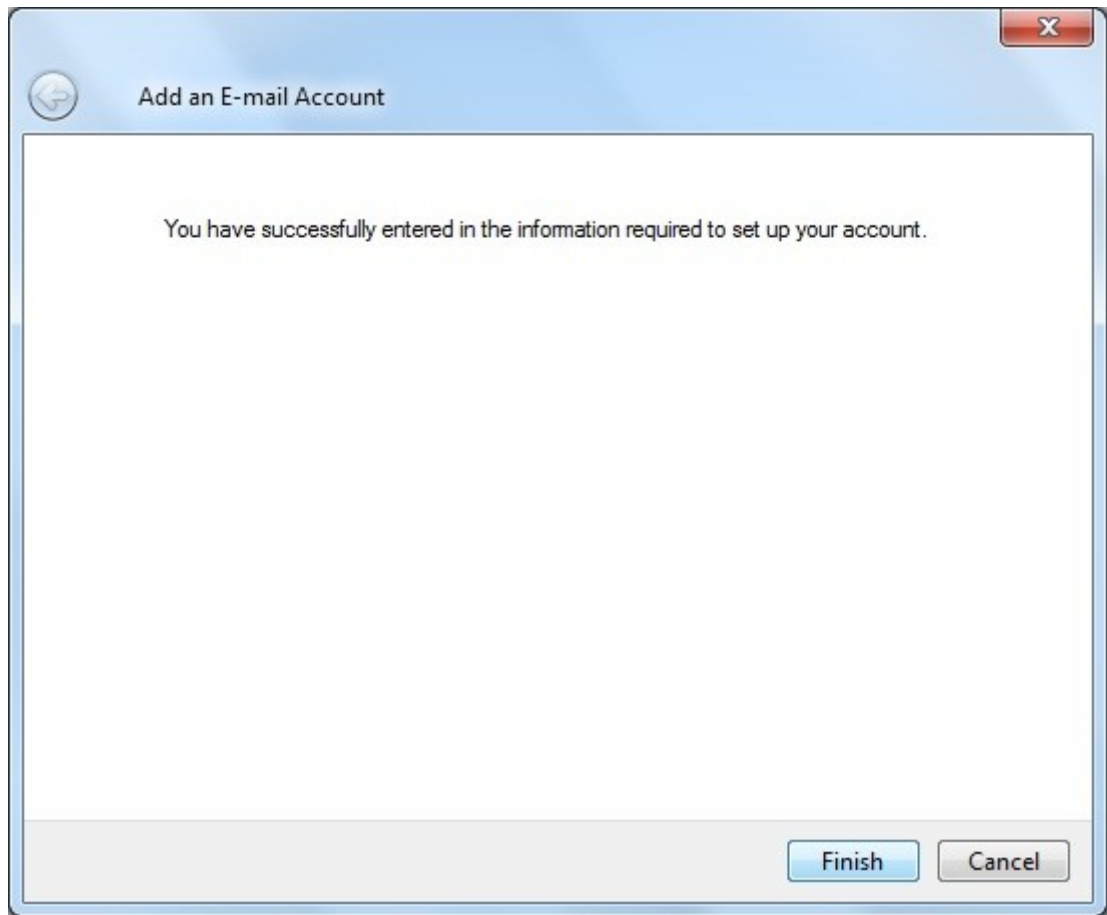


Set the incoming **server type as POP3**. Set the **Incoming server as “pop.scotnet.co.uk”**. Enter the login ID as your sop number (ensure you enter the appropriate letter for the mailbox. Set the **Outgoing server as mail.scotnet.co.uk**



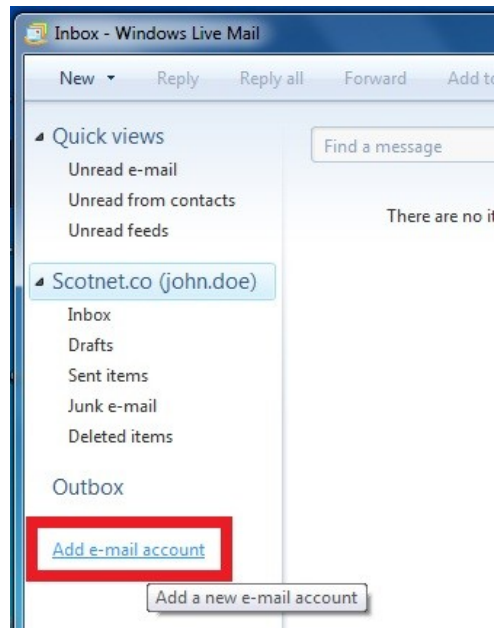
The screenshot shows the 'Add an E-mail Account' wizard. At the top, there is a back arrow and the title 'Add an E-mail Account'. Below the title is a link: 'Where can I find my e-mail server information?'. The 'Incoming Server Information' section includes a dropdown menu set to 'POP3' with the text 'My incoming mail server is a POP3 server.'. Below this are text boxes for 'Incoming server: pop.scotnet.co.uk' and 'Port: 110'. There is an unchecked checkbox for 'This server requires a secure connection (SSL)'. The 'Log on using:' dropdown is set to 'Clear text authentication'. Below that is a text box for 'Login ID (if different from e-mail address):' containing 'sop12345a'. The 'Outgoing Server Information' section has a text box for 'Outgoing server: mail.scotnet.co.uk' and 'Port: 25'. There are two unchecked checkboxes: 'This server requires a secure connection (SSL)' and 'My outgoing server requires authentication'. At the bottom right are 'Next' and 'Cancel' buttons.

Click finish to complete the wizard and enter Windows Live Mail



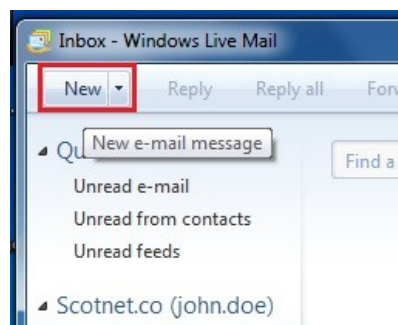
The screenshot shows the 'Add an E-mail Account' wizard at the completion stage. The title bar still says 'Add an E-mail Account'. The main area contains the message: 'You have successfully entered in the information required to set up your account.'. At the bottom right are 'Finish' and 'Cancel' buttons.

If you have an existing email account already set up with Windows Live Mail, open the application and click **“Add e-mail account”** at the bottom left of the application.



Composing an email message

Once you have opened Microsoft Windows Live Mail, click on new at the top left of the screen



You will be presented with the new message screen. Enter the email address of your intended recipient, a subject for the message and the content of the email. Once you have completed the email, simply click send

