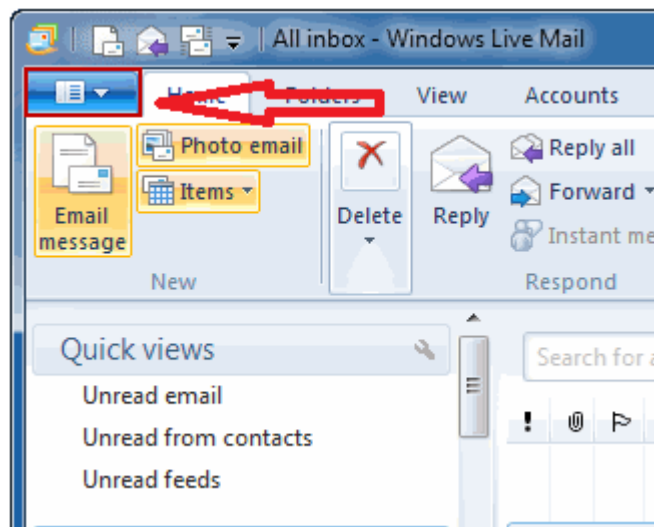
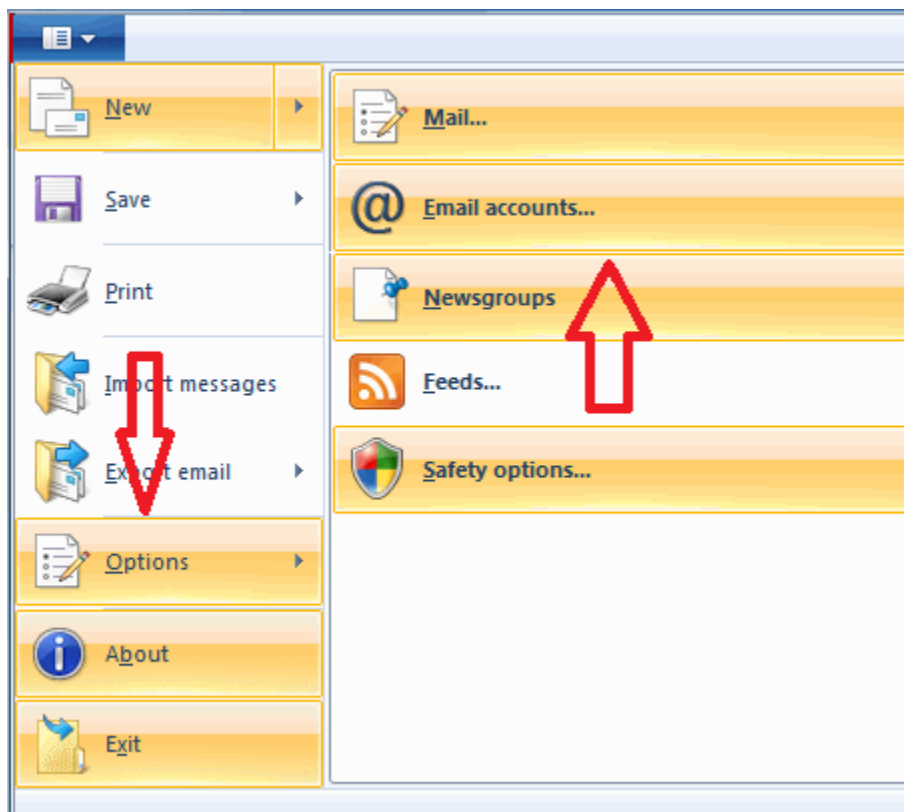


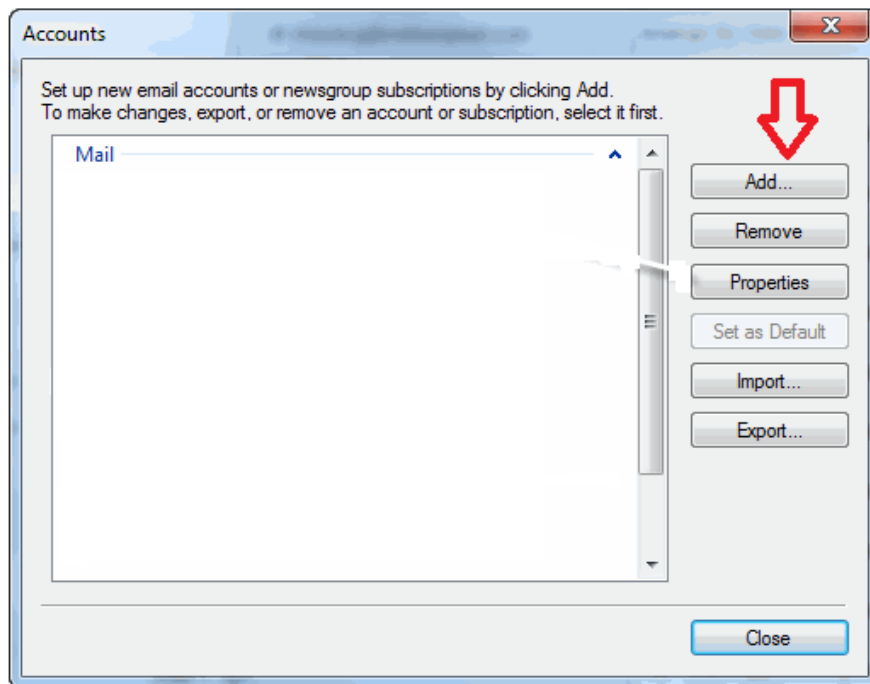
1. Select the file menu



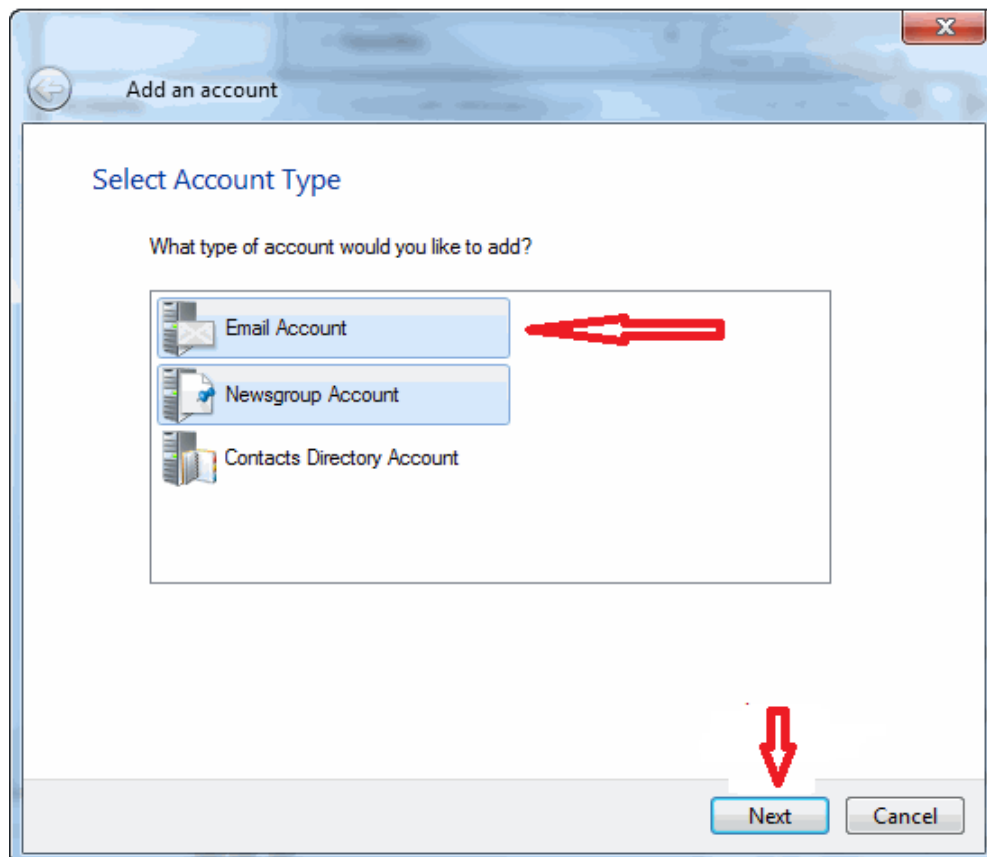
2. Select Options than Email Accounts...



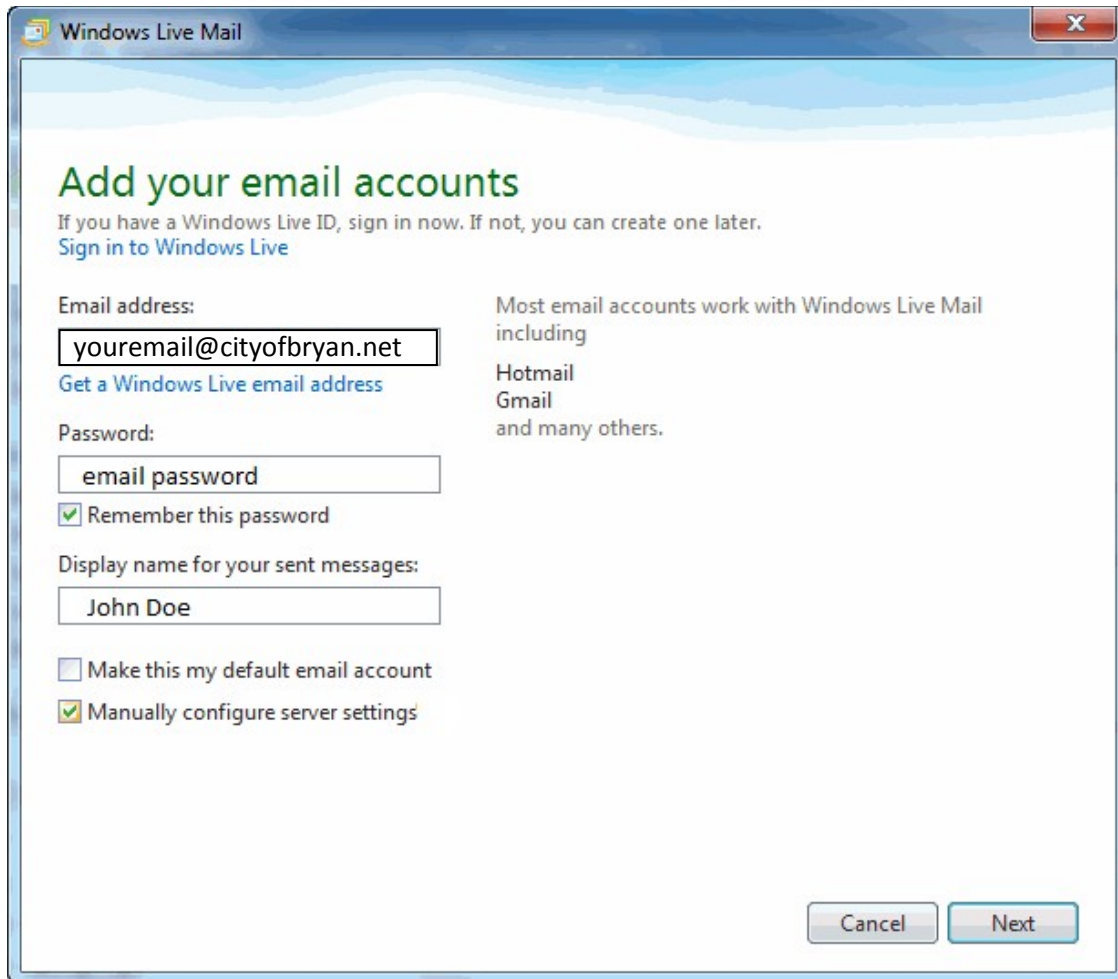
3. On the Accounts window select Add



4. Select Email Account then Next



5. Input your basic information and select the two checkboxes at the bottom for “Make this my default email account” and “Manually Configure server settings”



The screenshot shows the 'Add your email accounts' window in Windows Live Mail. The window has a blue header bar with the 'Windows Live Mail' logo and a close button. The main content area has a light blue background with a wavy pattern at the top. The title 'Add your email accounts' is in green. Below it, a message says 'If you have a Windows Live ID, sign in now. If not, you can create one later.' with a link 'Sign in to Windows Live'. The form contains several fields: 'Email address' with the value 'youremail@cityofbryan.net' and a link 'Get a Windows Live email address'; 'Password' with the value 'email password'; a checkbox 'Remember this password' which is checked; 'Display name for your sent messages' with the value 'John Doe'; and two checkboxes at the bottom: 'Make this my default email account' (unchecked) and 'Manually configure server settings' (checked). To the right of the form, there is text: 'Most email accounts work with Windows Live Mail including Hotmail Gmail and many others.' At the bottom right, there are 'Cancel' and 'Next' buttons.

Windows Live Mail

Add your email accounts

If you have a Windows Live ID, sign in now. If not, you can create one later.
[Sign in to Windows Live](#)

Email address:

[Get a Windows Live email address](#)

Password:

☒ Remember this password

Display name for your sent messages:

☐ Make this my default email account
☒ Manually configure server settings

Most email accounts work with Windows Live Mail including
Hotmail
Gmail
and many others.

Cancel Next

6. Select Next

7. Fill out the server information as follows:
 - a. Incoming Server Information
 - i. Server Type: POP
 - ii. Server address: mail.cityofbryan.net
 - iii. Port: 995
 - iv. Requires a secure connection (SSL): checked
 - v. Authenticate using: Clear text
 - vi. Logon user name: username@cityofbryan.net
 - b. Outgoing Server Information
 - i. Server address: mail.cityofbryan.net
 - ii. Port: 587
 - iii. Requires a secure connection (SSL): unchecked
 - iv. Requires authentication: checked

Windows Live Mail

Configure server settings

If you don't know your email server settings, contact your ISP or network administrator.

Incoming server information	Outgoing server information
Server type: <div>POP</div>	Server address: <div>mail.cityofbryan.net</div>
Server address: <div>mail.cityofbryan.net</div>	Port: <div>587</div>
Port: <div>995</div>	<input type="checkbox"/> Requires a secure connection (SSL)
<input checked="" type="checkbox"/> Requires a secure connection (SSL)	<input checked="" type="checkbox"/> Requires authentication
Authenticate using: <div>Clear text</div>	
Logon user name: <div>youremail@cityofbryan.net</div>	

Cancel Back Next

8. Select Next
9. Congratulations! Your Windows email is set up!