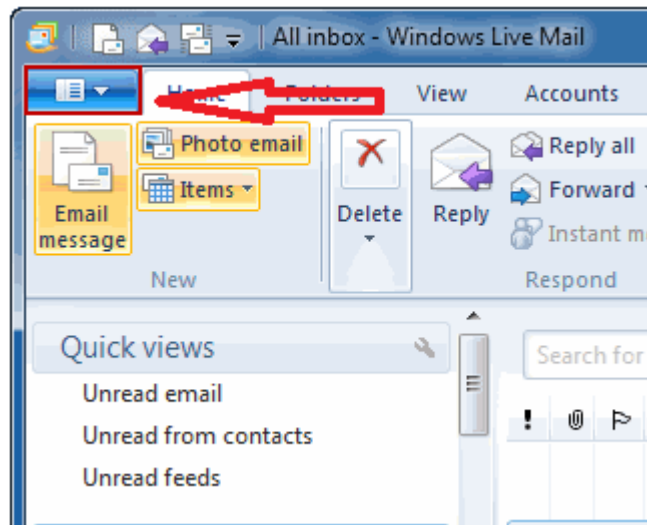
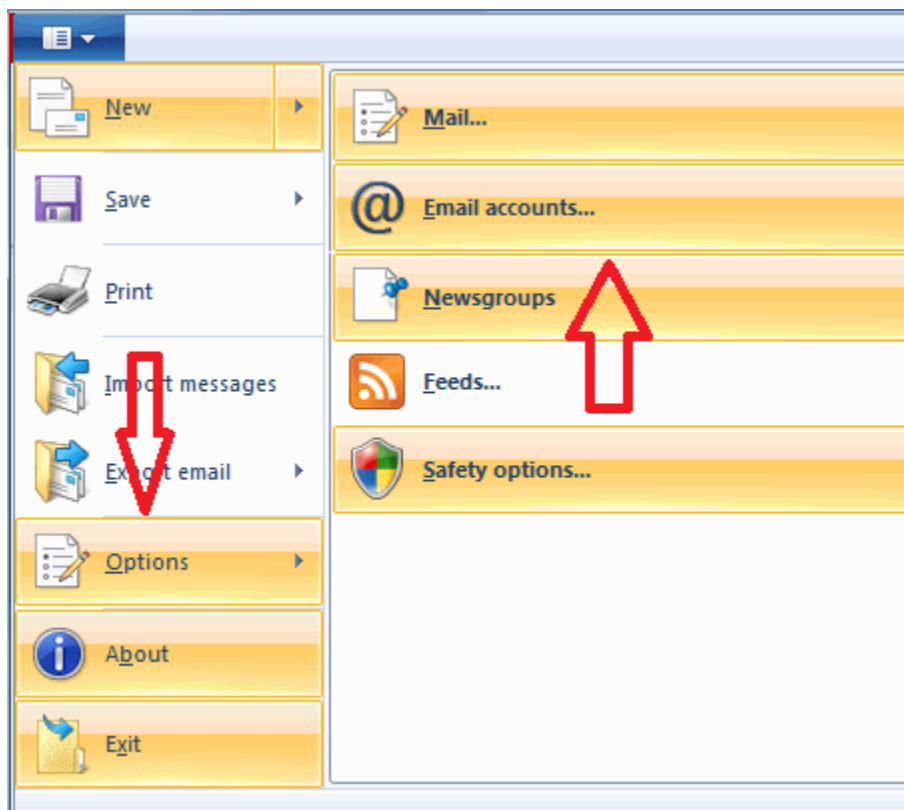


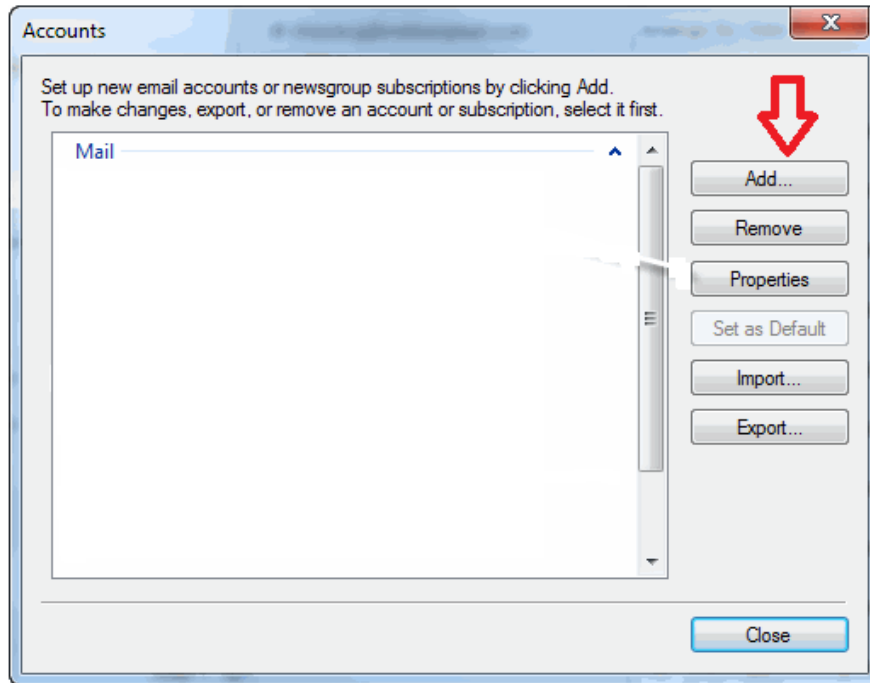
1. Select the file menu



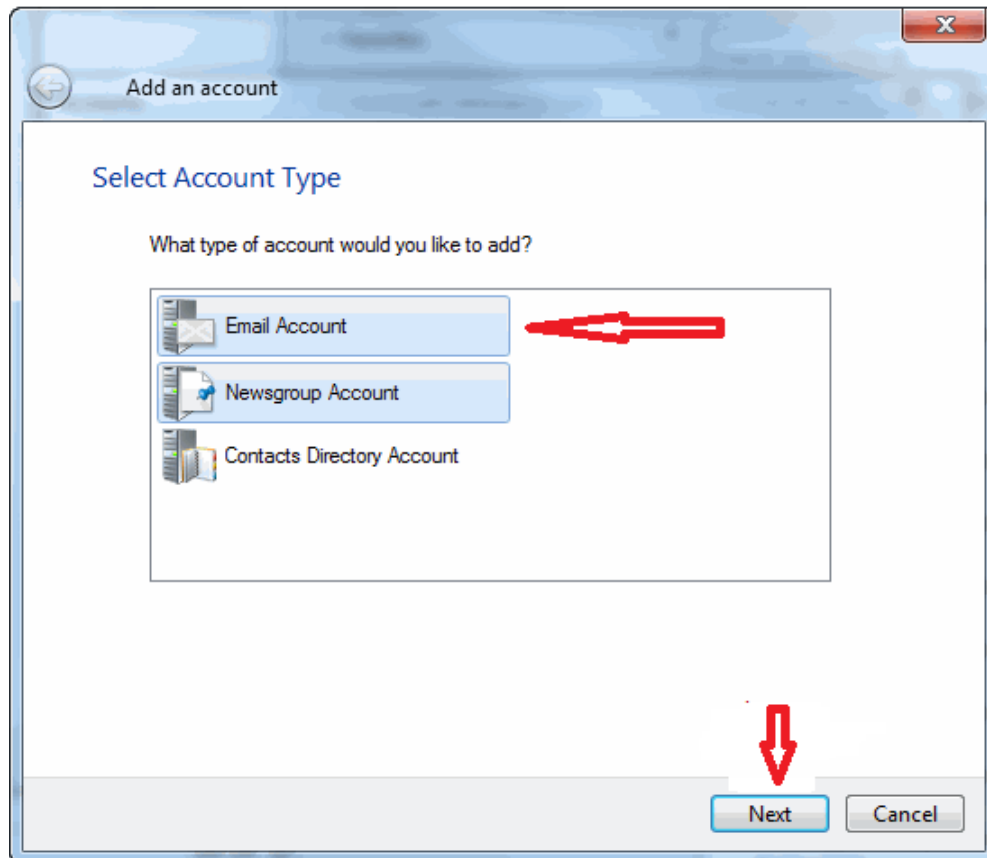
2. Select Options than Email Accounts...



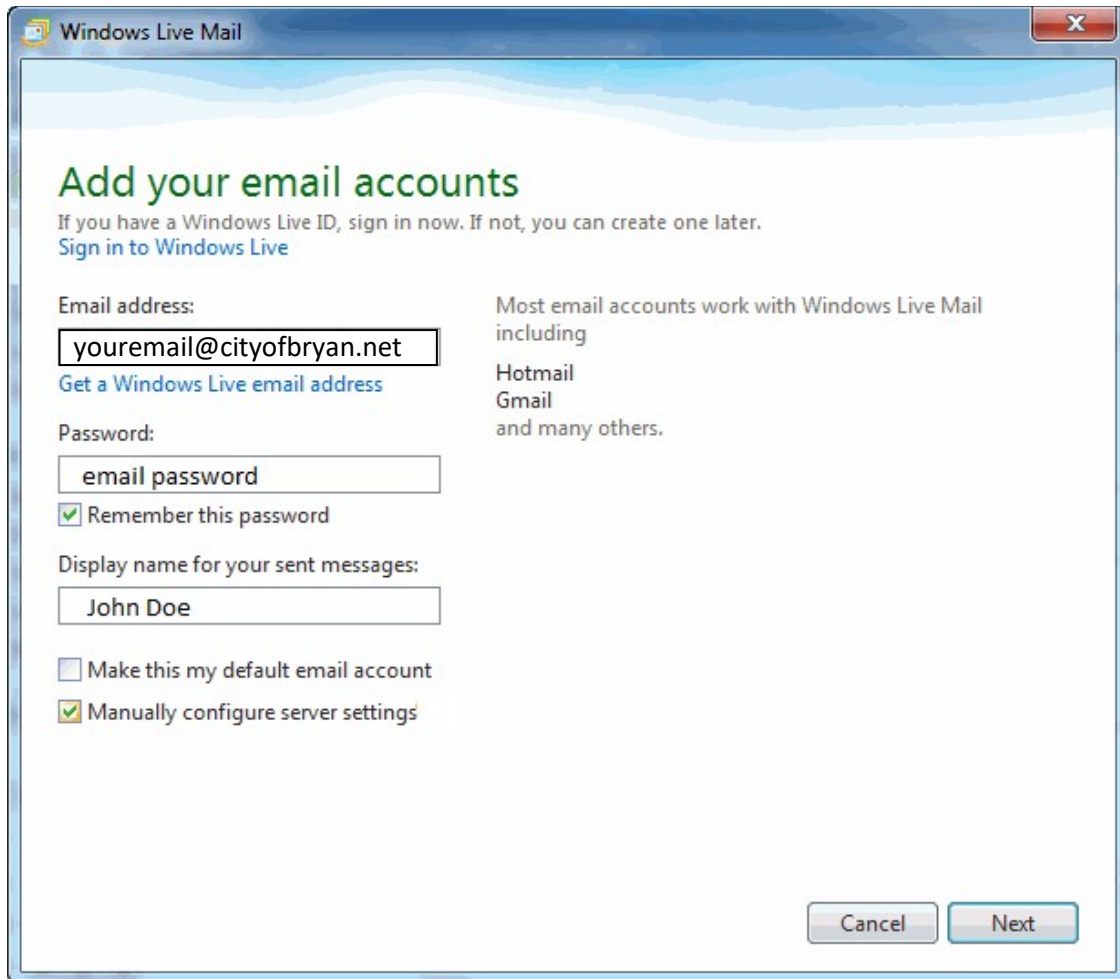
3. On the Accounts window select Add



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 title is 'Windows Live Mail'. The main heading is 'Add your email accounts' in green. Below the heading, there is a sub-heading 'If you have a Windows Live ID, sign in now. If not, you can create one later.' and a link 'Sign in to Windows Live'. The form contains several input fields and checkboxes:

- Email address:** A text box containing 'youremail@cityofbryan.net'. Below it is a link 'Get a Windows Live email address'.
- Password:** A text box containing 'email password'. Below it is a checked checkbox 'Remember this password'.
- Display name for your sent messages:** A text box containing 'John Doe'.
- At the bottom, there are two checkboxes: 'Make this my default email account' (unchecked) and 'Manually configure server settings' (checked).

On the right side 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 two buttons: 'Cancel' and '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: 110
 - 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: 25
 - 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

Server type: POP

Server address: mail.cityofbryan.net Port: 110

Requires a secure connection (SSL)

Authenticate using: Clear text

Logon user name: youremail@cityofbryan.net

Outgoing server information

Server address: mail.cityofbryan.net Port: 25

Requires a secure connection (SSL)

Requires authentication

Cancel Back Next

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