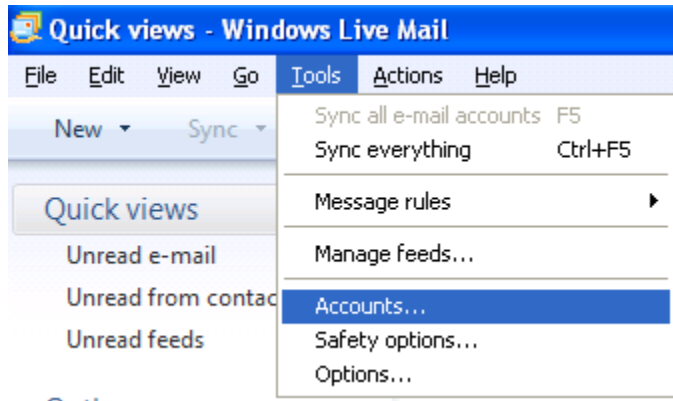
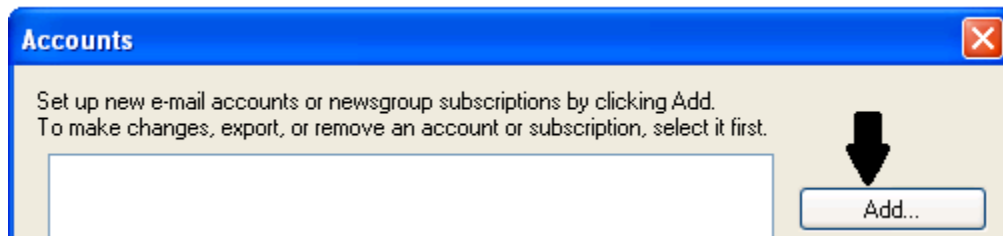


New Windows Live Mail Setup

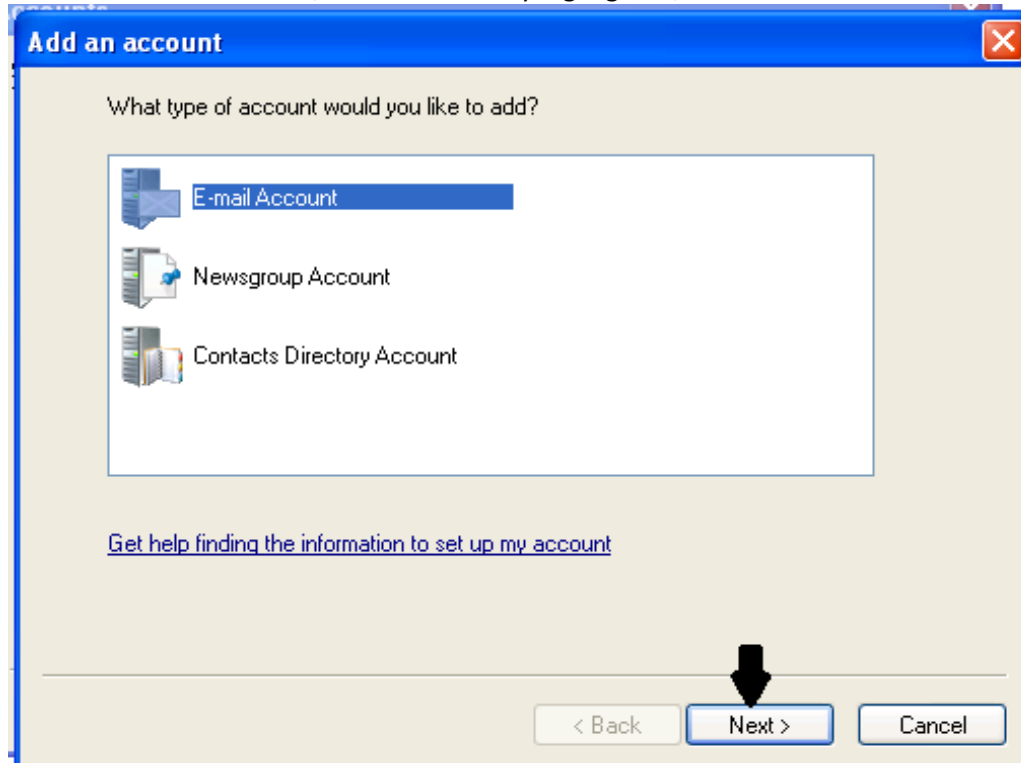
1. Open Windows Live Mail and access **Tools** by pressing and holding the **Alt key + T** and select **Accounts...**



2. Select **Add..** from the Accounts screen.



3. Select **E-mail Account**, if it is not already highlighted, and select **Next >**



4. Enter in your **full E-mail address**, your **Password**, and the **Display Name** that you would like and **press Next >**

Add an E-mail Account

Please enter your e-mail account information below:

E-mail address:
example555@hotmail.com [Get a free e-mail account](#)

Password:

Remember password

How should your name appear in e-mail sent from this account?

Display Name:
For example: John Smith

Manually configure server settings for e-mail account.

< Back **Next >** Cancel

- For Incoming Server: **pop3.molalla.net**
Place a check next to “This server requires a secure connection (SSL)” (port will change to 995)
Login ID: Your **Full email address with @molalla.net**
Outgoing Server: **smtp.molalla.net**
Place a check next to “This server requires a secure connection (SSL)”
Place a check next to “My outgoing server requires authentication”
Press Next >

Add an E-mail Account

[Where can I find my e-mail server information?](#)

Incoming Server Information

My incoming mail server is a **POP3** server.

Incoming server: **pop3.molalla.net** Port: **995**

This server requires a secure connection (SSL)

Log on using: **Clear text authentication**

Login ID (if different from e-mail address):
support@molalla.net

Outgoing Server Information

Outgoing server: **smtp.molalla.net** Port: **25**

This server requires a secure connection (SSL)

My outgoing server requires authentication

< Back Next > Cancel

- You have now successfully entered in the information required to set up your account. **Press Finish.**
- You should now be back at the Accounts screen with the email account selected **click on Properties**

Accounts

Set up new e-mail accounts or newsgroup subscriptions by clicking Add.
To make changes, export, or remove an account or subscription, select it first.

Mail

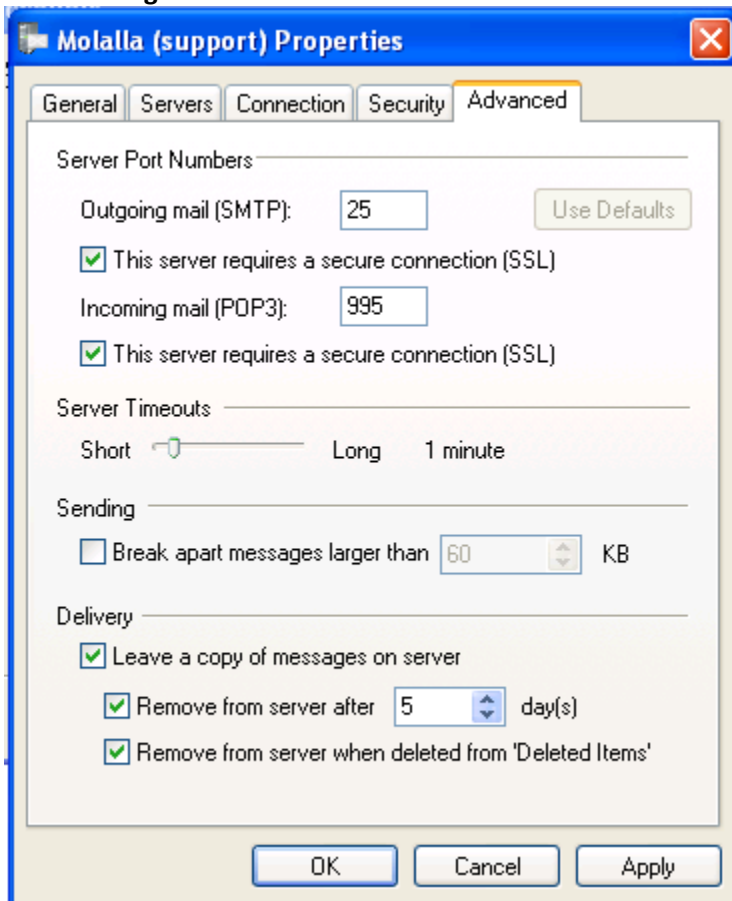
- Molalla (support) (Default Account)

Add...
Remove
Properties

8. Select the **Advanced** Tab.

If you are using this email on multiple computers, wireless devices, or plan on accessing your email via webmail. **Place a check mark next to “Remove from server after 5 day(s)”**. You may change the number of days to leave it or keep it at 5.

If you are only going to use the email on this computer **uncheck the box labeled “Leave a copy of messages on server”**.



Press OK and Close and use the **Sync button** to receive emails (The email program will automatically check for new messages ever 30 minutes by default)

