

II. Setting up on Windows Mail

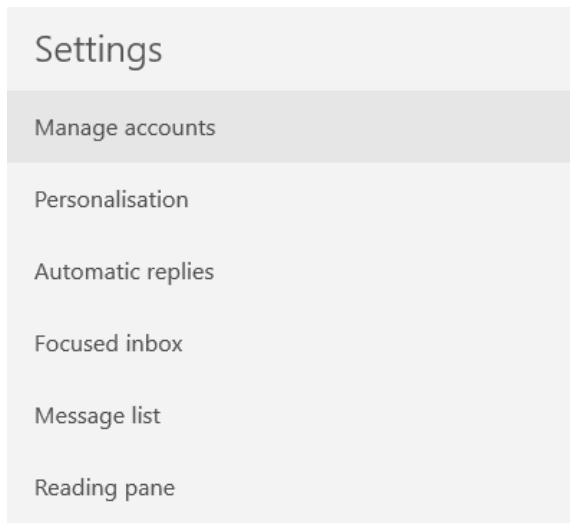
- a. Open the Windows Mail app by clicking the Windows Start menu and choosing **Mail**.



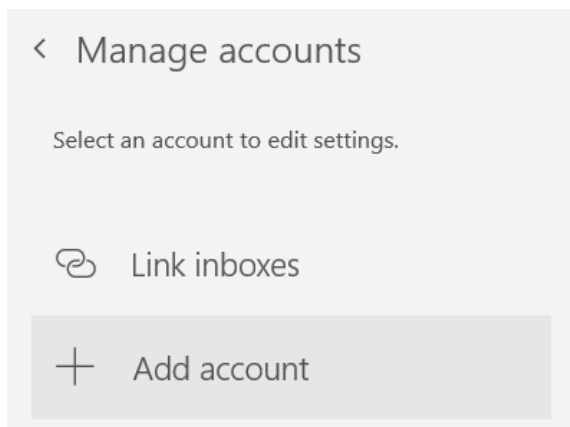
- b. Click on **Settings** in the bottom left corner of the app.



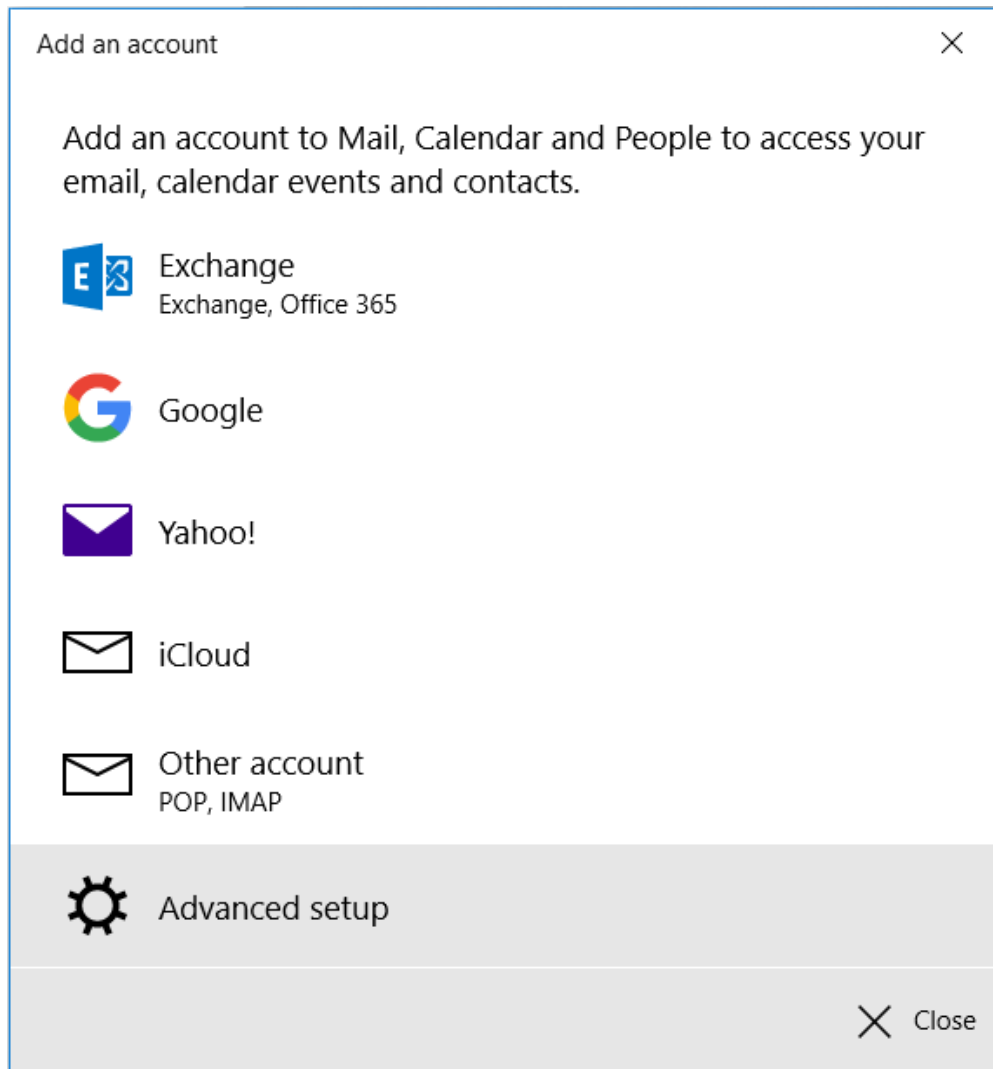
- c. Click **Manage accounts**.



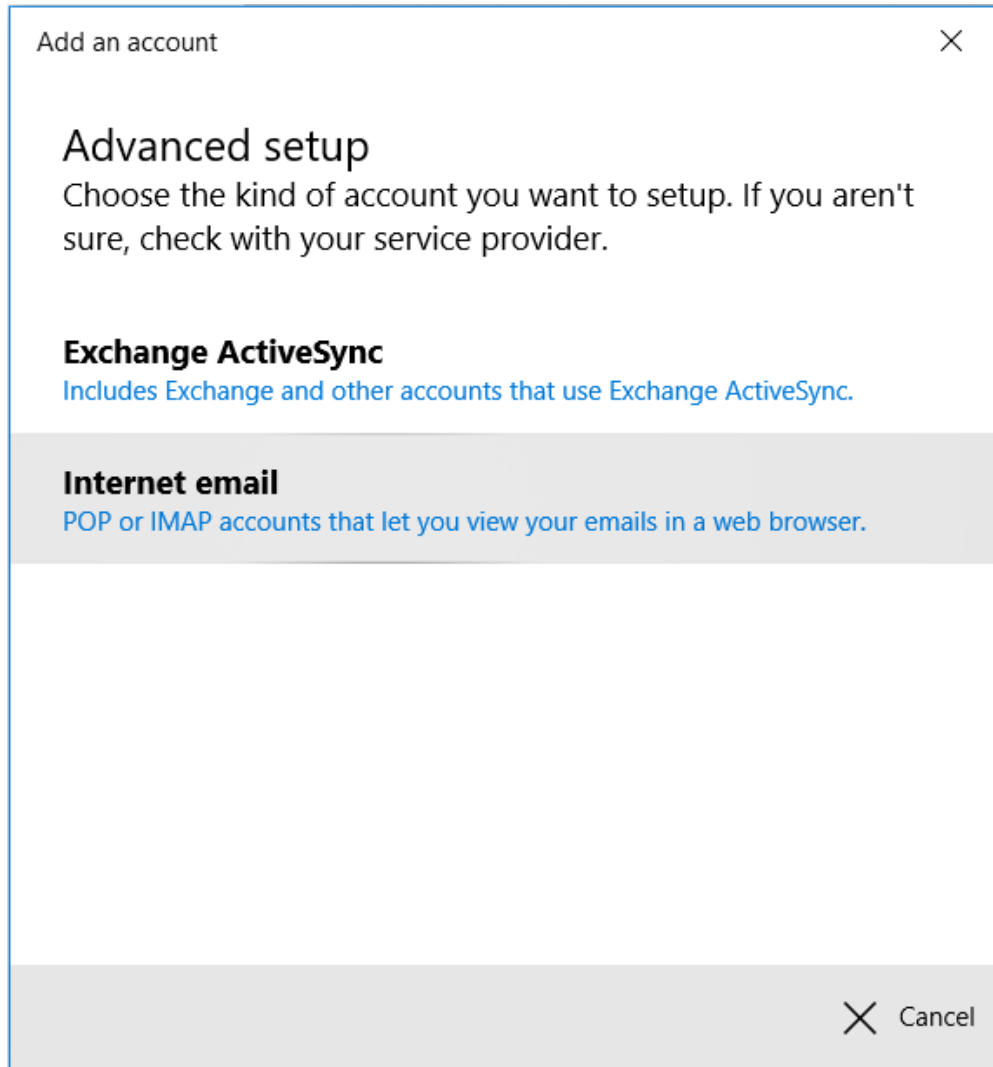
- d. Select **+ Add account**.



- e. Scroll down and select **Advanced setup**.



- f. Select **Internet email**.



- g. Enter your IT&E email address under “Email address,” “Username,” and “Account name.”

Enter your email password for “Password” and your name for “Send your messages using this name.”

Add an account ×

Internet email account

Email address

Username

Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password

Account name

Send your messages using this name

- h. Configure your email servers based on your account type preference.

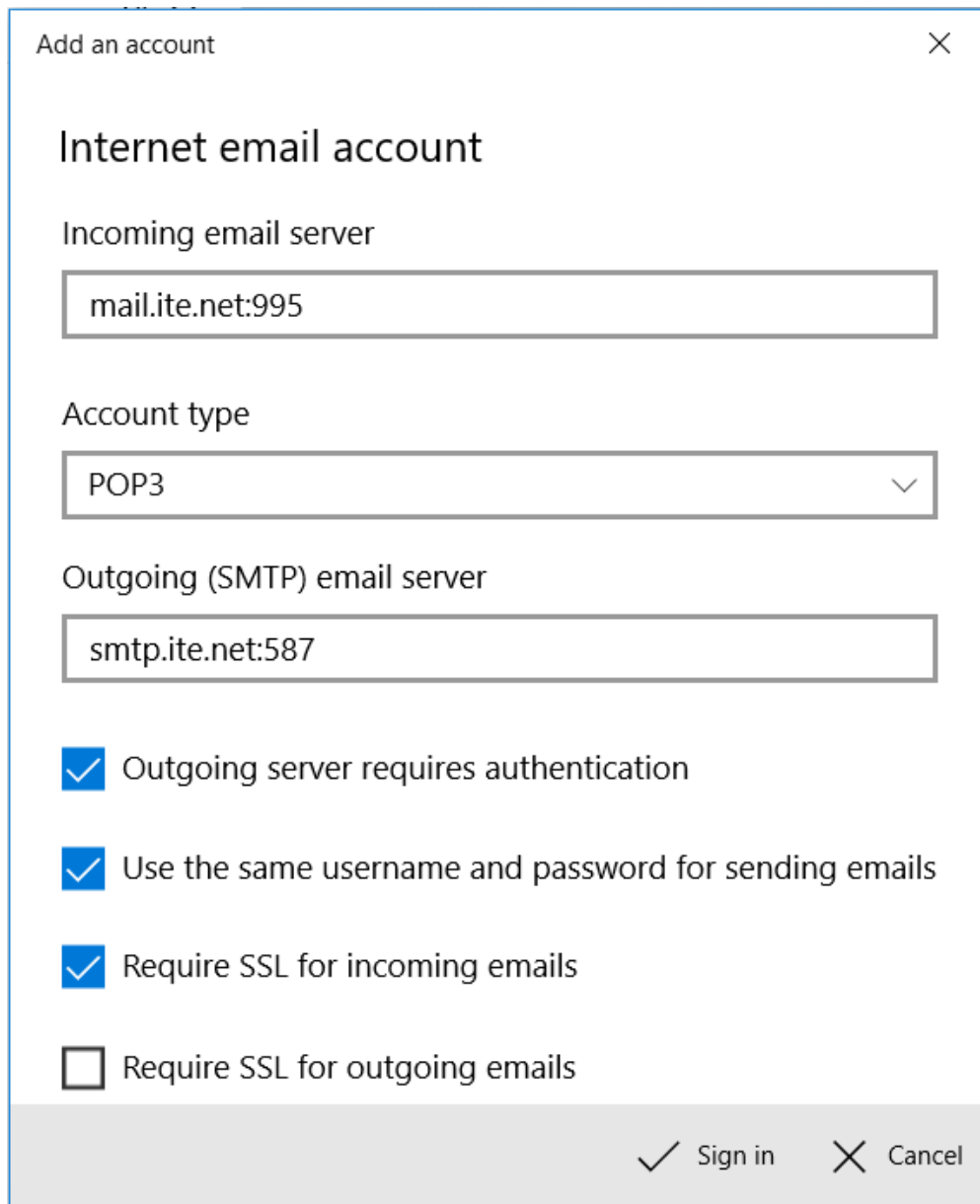
POP3 Account Type

Enter **mail.ite.net:995** as your **Incoming email server**. For your **Outgoing (SMTP) email server**, enter **smtp.ite.net:587**.

Check the boxes for “Outgoing server requires authentication,” “Use the same username and password for sending emails,” and “Require SSL for incoming emails.”

Leave the box for “Require SSL for outgoing emails” unchecked.

Click **Sign in**.



The screenshot shows a dialog box titled "Add an account" with a close button (X) in the top right corner. The main heading is "Internet email account". Below this, there are four input fields and a list of checkboxes. The first field is "Incoming email server" with the text "mail.ite.net:995". The second is "Account type" with a dropdown menu showing "POP3". The third is "Outgoing (SMTP) email server" with the text "smtp.ite.net:587". Below these are four checkboxes: "Outgoing server requires authentication" (checked), "Use the same username and password for sending emails" (checked), "Require SSL for incoming emails" (checked), and "Require SSL for outgoing emails" (unchecked). At the bottom right, there are two buttons: "Sign in" with a checkmark icon and "Cancel" with an X icon.

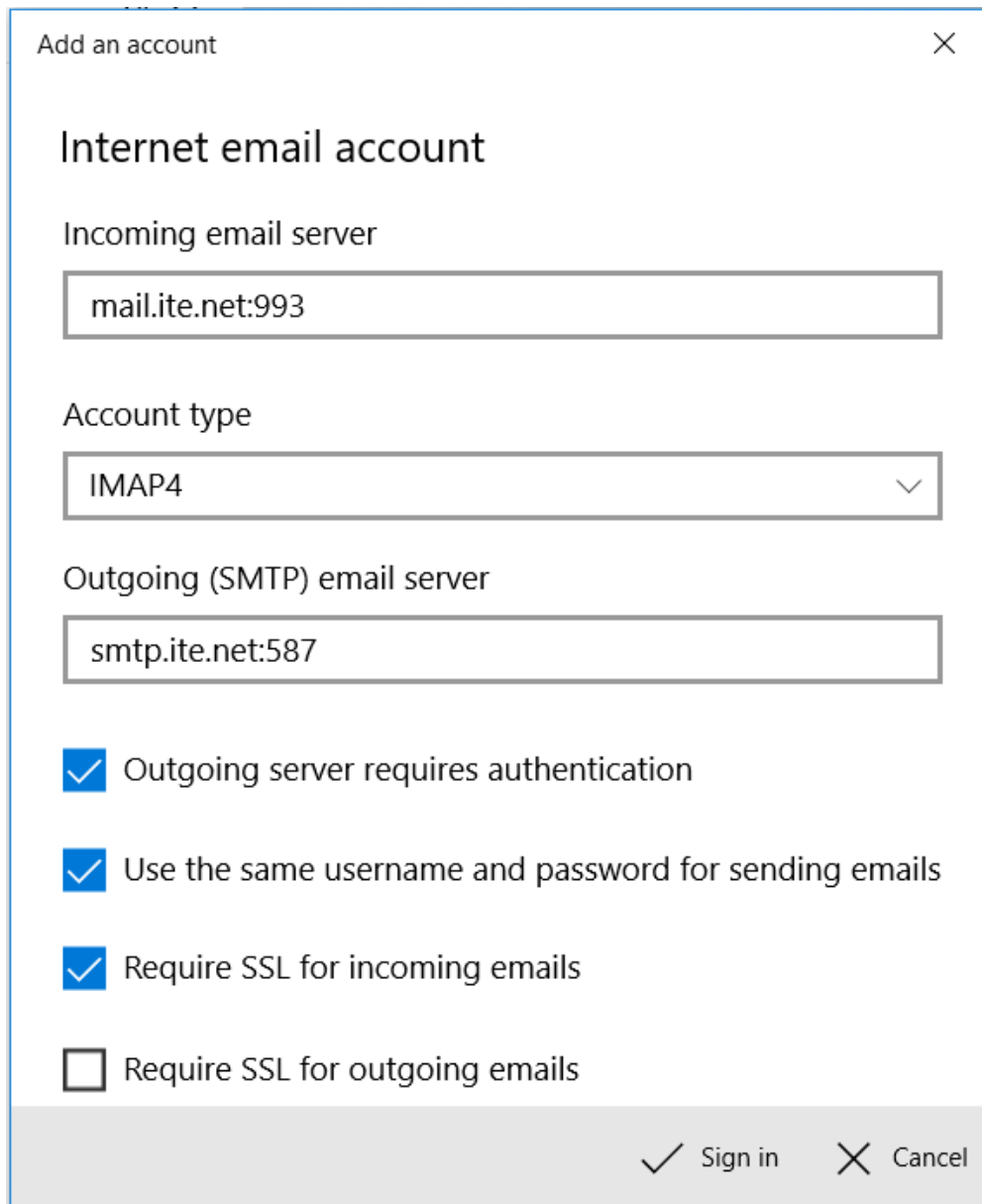
IMAP4 Account Type

Enter **mail.ite.net:993** as your **Incoming email server**. For your **Outgoing (SMTP) email server**, enter **smtp.ite.net:587**.

Check the boxes for “Outgoing server requires authentication,” “Use the same username and password for sending emails,” and “Require SSL for incoming emails.”

Leave the box for “Require SSL for outgoing emails” unchecked.

Click **Sign in**.



The screenshot shows a dialog box titled "Add an account" with a close button (X) in the top right corner. The main heading is "Internet email account". Below this, there are four input fields and a list of checkboxes. The "Incoming email server" field contains "mail.ite.net:993". The "Account type" dropdown menu is set to "IMAP4". The "Outgoing (SMTP) email server" field contains "smtp.ite.net:587". The checkboxes are: "Outgoing server requires authentication" (checked), "Use the same username and password for sending emails" (checked), "Require SSL for incoming emails" (checked), and "Require SSL for outgoing emails" (unchecked). At the bottom right, there are two buttons: "Sign in" with a checkmark icon and "Cancel" with an X icon.

Add an account

Internet email account

Incoming email server

mail.ite.net:993

Account type

IMAP4

Outgoing (SMTP) email server

smtp.ite.net:587

- Outgoing server requires authentication
- Use the same username and password for sending emails
- Require SSL for incoming emails
- Require SSL for outgoing emails

✓ Sign in ✕ Cancel

