

Microsoft Windows Mail Email Setup

1. Open Windows Mail. Choose Tools from the top bar. Select Accounts...



From: Microsoft Windows Mail Team <msoe@microsoft.com> To: New Windows Mail User <msoe@microsoft.com> Subject: Welcome to Windows Mail

2. Internet Accounts dialog box will show. Select Add... to add a new account

ernet Accounts	×
et up new e-mail accounts or newsgroup subscriptions by cl o make changes, export, or remove an account or subscripti	licking Add. ion, select it first.
Mail	~
News	✓ Add
Directory Service	Remove
	Properties
	Set as Default
	Import
	Export
	Set Order
	Close



3. Select E-mail Account as the Account Type. Click Next to process

\bigcirc	
Select Account Type What type of account would you like to add? Image: E-mail Account Image: E-mail Account Image: P-mail Account <td></td>	
	Next Cancel

4. Enter the **Display Name**. It will appear as the sender name in all outgoing mail.

G	
Your Name	
When you send e-mai Type your name as yo	your name will appear in the From field of the outgoing message. would like it to appear.
Display name:	Percy Jackson
	For example: John Smith
Where can I find my e	mail account information?
	Next Cancel



5. Enter your Email address.

		X
9		
Internet E-mail Address		
Your e-mail address is the	address other people use to send e-mail messages to you.	
E-mail address:	somebody@yourdomain.com	
	For example: someone@microsoft.com	
Where can I find my e-ma	ail account information?	
		Next Cancel

6. Choose the Server Type as POP3. Enter mx3.mailme.com.hk as POP3 & SMTP. Checked the checkbox

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3		
Se	et up e-mail servers	
	Incoming e-mail server type:	
	РОРЗ 👻	
	Incoming mail (POP3 or IMAP) server:	
	mx3.mailme.com.hk	
	Outgoing e-mail server (SMTP) name:	
	mx3.mailme.com.hk	
	Quitaging convergence authentication	
	Wouldond server requires autrendeadon	
	Where can I find my e-mail server information?	
		Next Cancel



7. Enter your email address as the E-mail username. Also, enter the login password.

		X
G		
Internet Mail Logon		
Type the account name a	and password your Internet service provider has giver	n you.
E-mail username:	somebody@yourdomain.com	
Password:	•••••	
	📝 Remember password	
		Next Cancel

8. Congratulations! You have successfully configure Windows Mail to receive email from MailMe

3		
Cor	gratulations	
	You have successfully entered all of the information required to set up your account.	
	To save these settings and download your e-mail, click Finish.	
	🔲 Do not download my e-mail at this time	
	Finish Ca	ncel