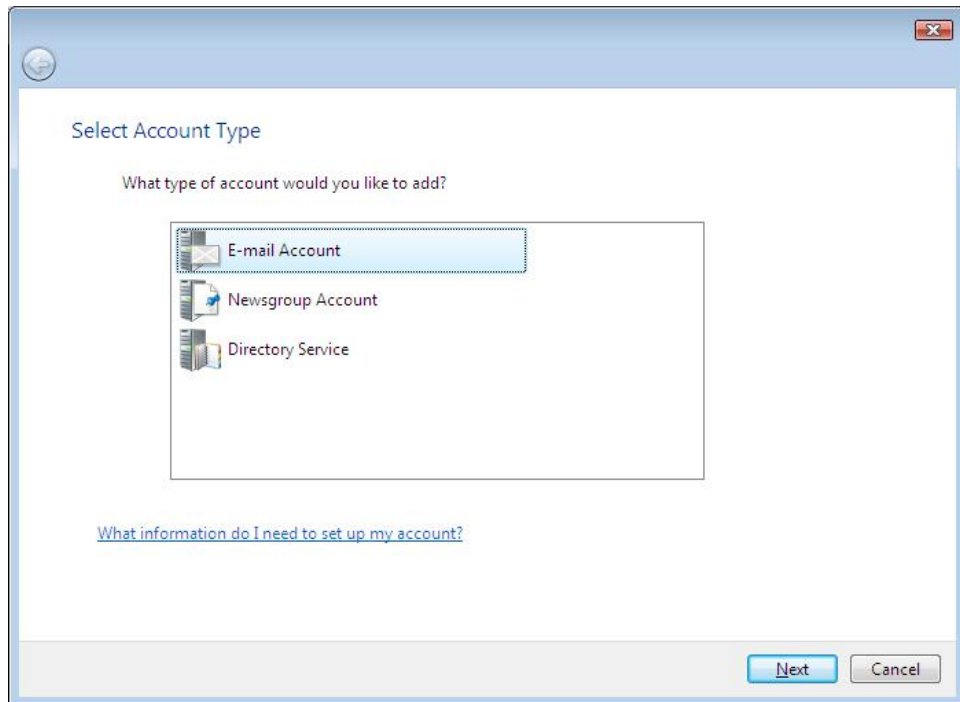


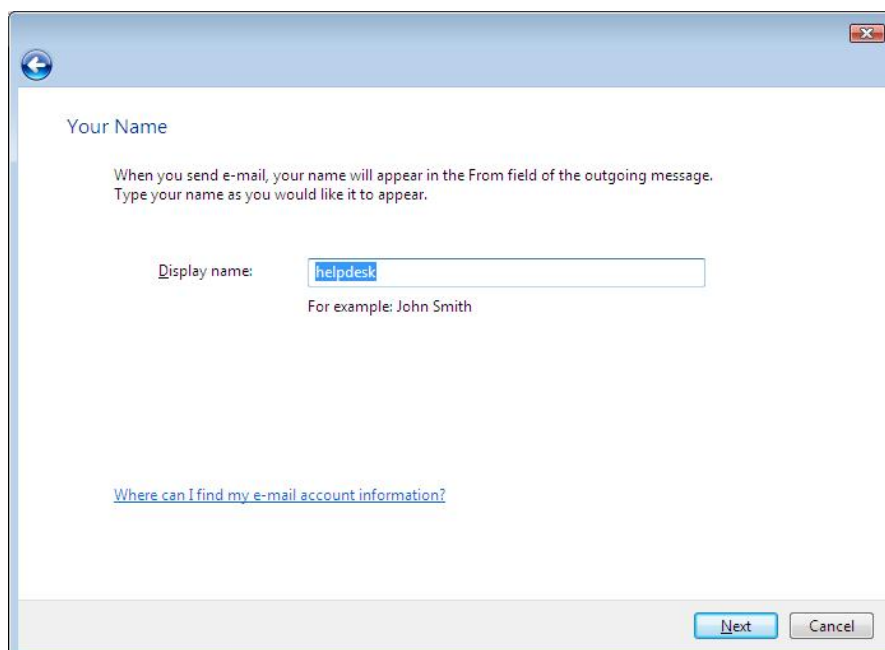
Windows Mail

To set up your Windows Mail account for Gmail POP using Windows Mail:

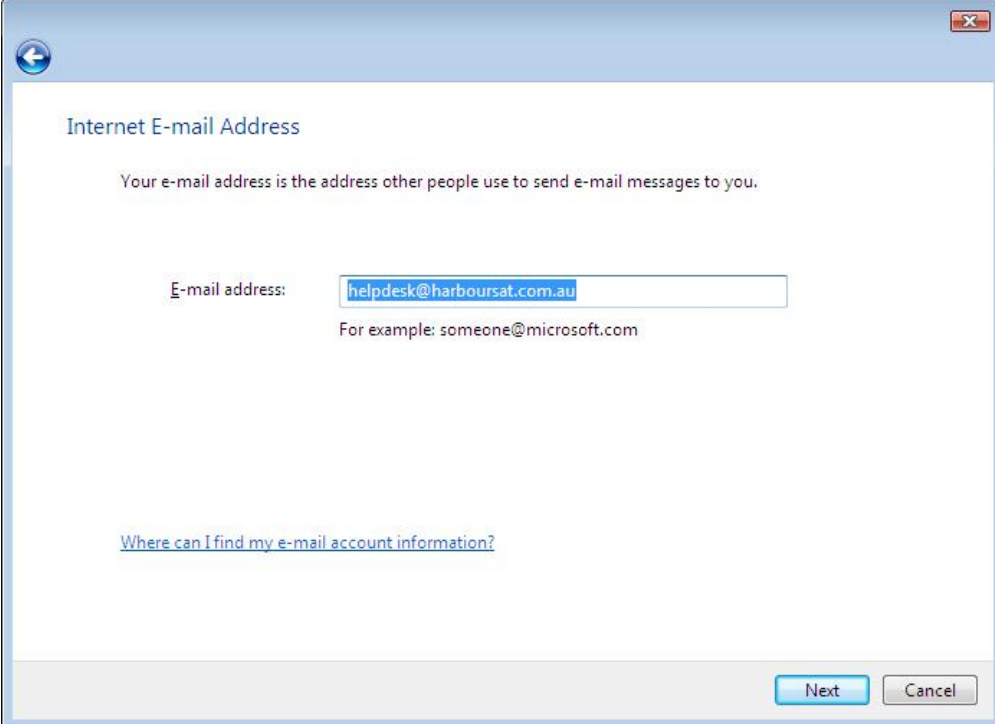
1. Open Windows Mail. The wizard pops up if it's your first time using it; otherwise, simply click **Tools**
2. Select **Accounts**
3. Click **Add**
4. Select **E-mail account**
5. Select **Next**.



6. Enter your name in full in the Display Name field. See screen shot example below;

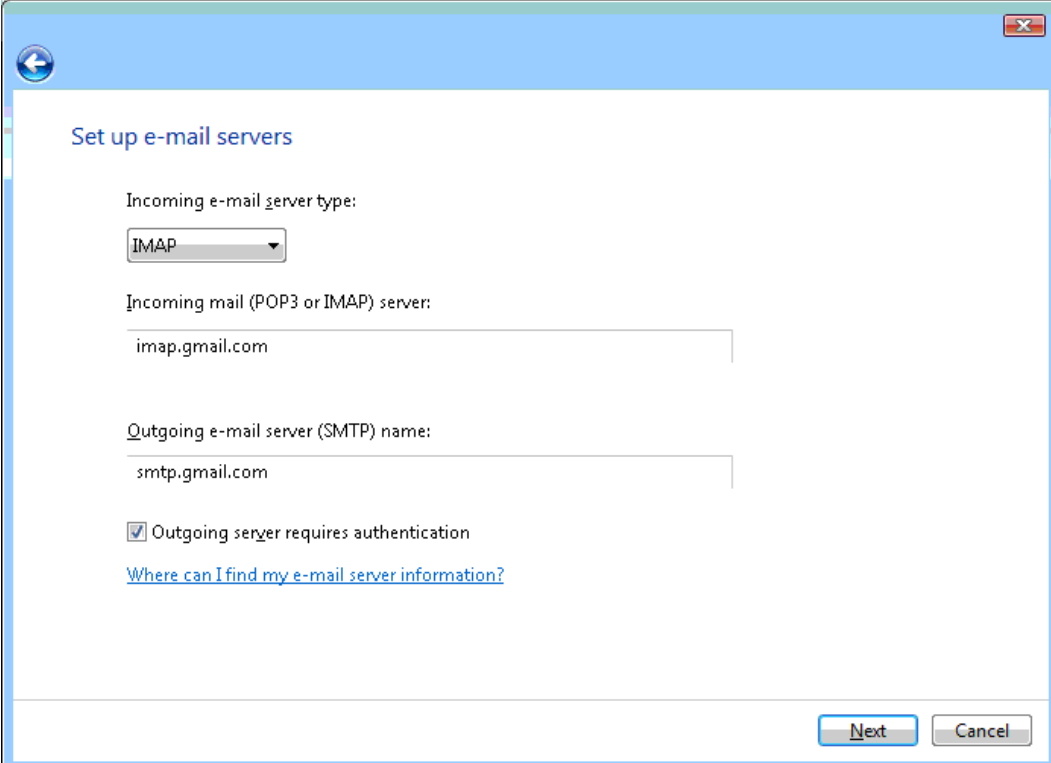


7. Click **Next**.
8. Enter your complete Gmail address. Example helpdesk@harboursat.com.au



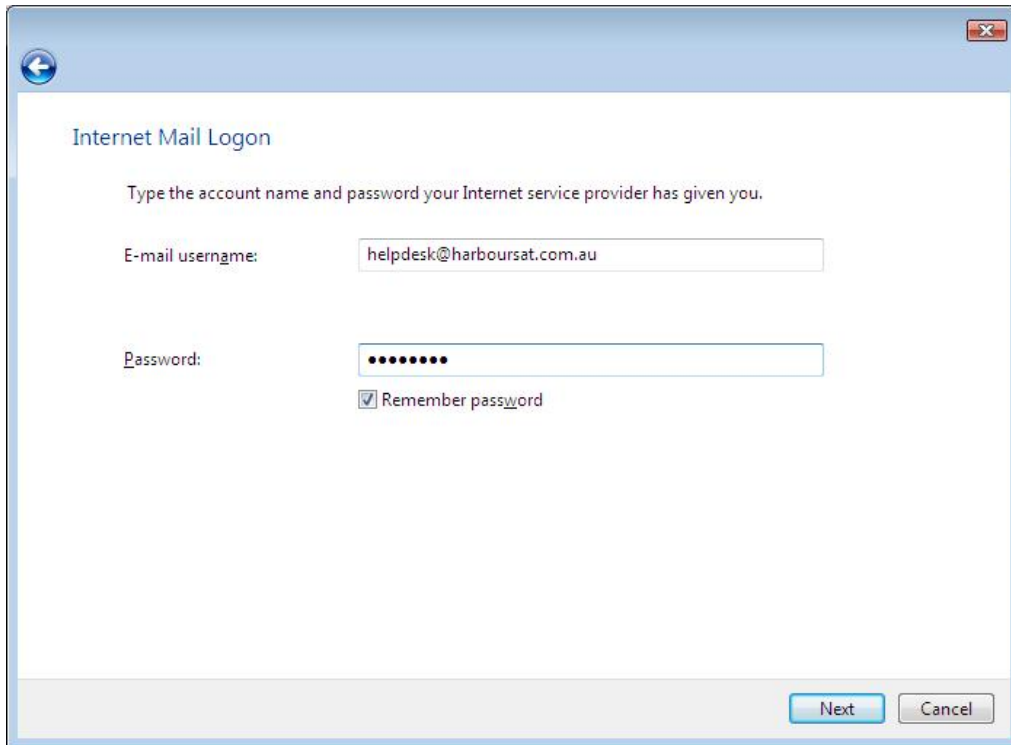
The screenshot shows a window titled "Internet E-mail Address". It contains a back arrow icon in the top left and a close button in the top right. The main text says "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a label "E-mail address:" followed by a text input field containing "helpdesk@harboursat.com.au". An example "For example: someone@microsoft.com" is shown below the field. At the bottom, there is a link "Where can I find my e-mail account information?" and two buttons: "Next" and "Cancel".

9. Click **Next**
10. Choose **POP** for the Incoming-email server type.
11. For the Incoming mail field please enter **pop.gmail.com**
12. For the Outgoing e-mail server field enter **smtp.gmail.com**. See screen shot below;



The screenshot shows a window titled "Set up e-mail servers". It contains a back arrow icon in the top left and a close button in the top right. The main text says "Incoming e-mail server type:" followed by a dropdown menu showing "IMAP". Below this is a label "Incoming mail (POP3 or IMAP) server:" followed by a text input field containing "imap.gmail.com". Below that is a label "Outgoing e-mail server (SMTP) name:" followed by a text input field containing "smtp.gmail.com". At the bottom, there is a checkbox labeled "Outgoing server requires authentication" which is checked. Below the checkbox is a link "Where can I find my e-mail server information?". At the bottom right, there are two buttons: "Next" and "Cancel".

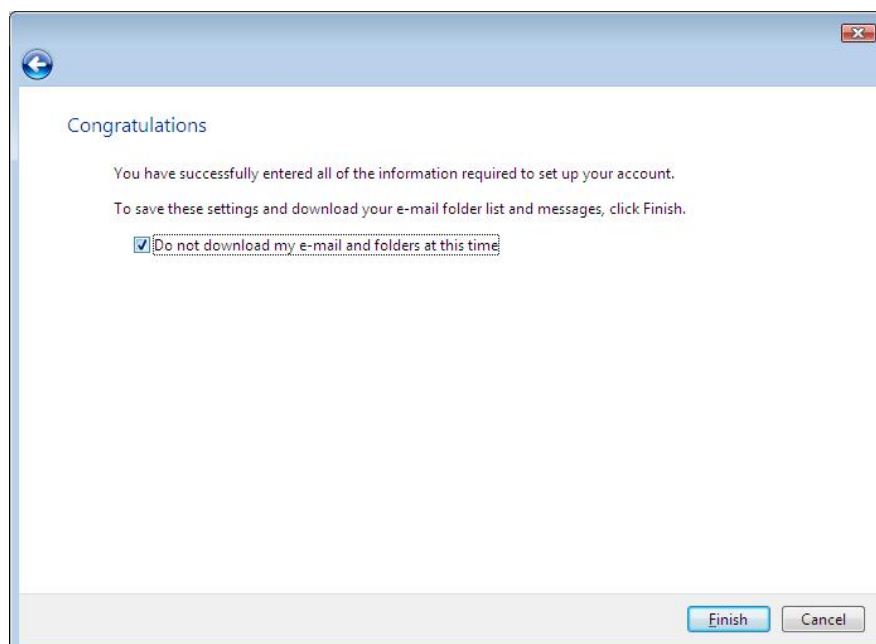
13. Tick checkbox 'Outgoing server requires authentication'.
14. Click **Next**.
15. Enter your full email address example helpdesk@harboursat.com.au
16. Enter your password. Please be advised that the password is case sensitive and must be entered exactly as written.



The 'Internet Mail Logon' dialog box is shown. It has a blue header bar with a back arrow icon on the left and a close button on the right. The main area is white and contains the following elements:

- Title: Internet Mail Logon
- Instruction: Type the account name and password your Internet service provider has given you.
- E-mail username: A text box containing 'helpdesk@harboursat.com.au'.
- Password: A text box with masked characters (dots).
- Remember password: A checked checkbox.
- Buttons: 'Next' and 'Cancel' buttons at the bottom right.

17. Click **Next**.
18. A congratulations box will appear advising you that your imap account has been setup.
19. Click **Finish**



The 'Congratulations' dialog box is shown. It has a blue header bar with a back arrow icon on the left and a close button on the right. The main area is white and contains the following elements:

- Title: Congratulations
- Text: You have successfully entered all of the information required to set up your account.
- Text: To save these settings and download your e-mail folder list and messages, click Finish.
- Checkbox: A checked checkbox labeled 'Do not download my e-mail and folders at this time'.
- Buttons: 'Finish' and 'Cancel' buttons at the bottom right.

20. Click **Finish**.

The setup will finish and you will be returned to the Windows Mail Home page.

21. Select **Tools**

22. Select **Accounts** and select **POP** account

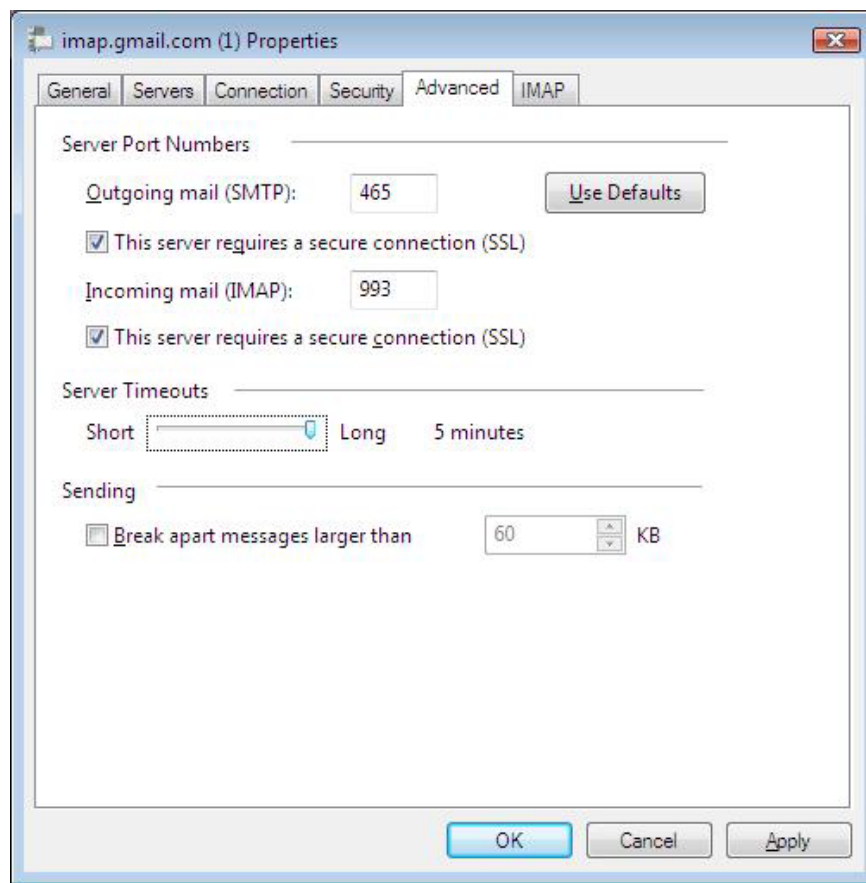
23. Select **Properties**. The pop.gmail.com properties box will be displayed as per screen shot

24. Click the **Advanced** tab.

25. For Outgoing Mail (SMTP) tick the checkbox 'This server requires a secure connection' Enter port number **465**

26. Incoming Mail (POP3) tick the checkbox 'This server requires a secure connection' Enter port number **995**. Please refer to the screen shot example below.

27. Move the Server timeout slider to the right until it reads **5 minutes**. See screen shot example below;



28. Click **Apply**.

29. Click **Ok**

30. You will be returned to the Windows Mail Home.

31. Click Send/Receive

Congratulations – you are finished creating your new Gmail