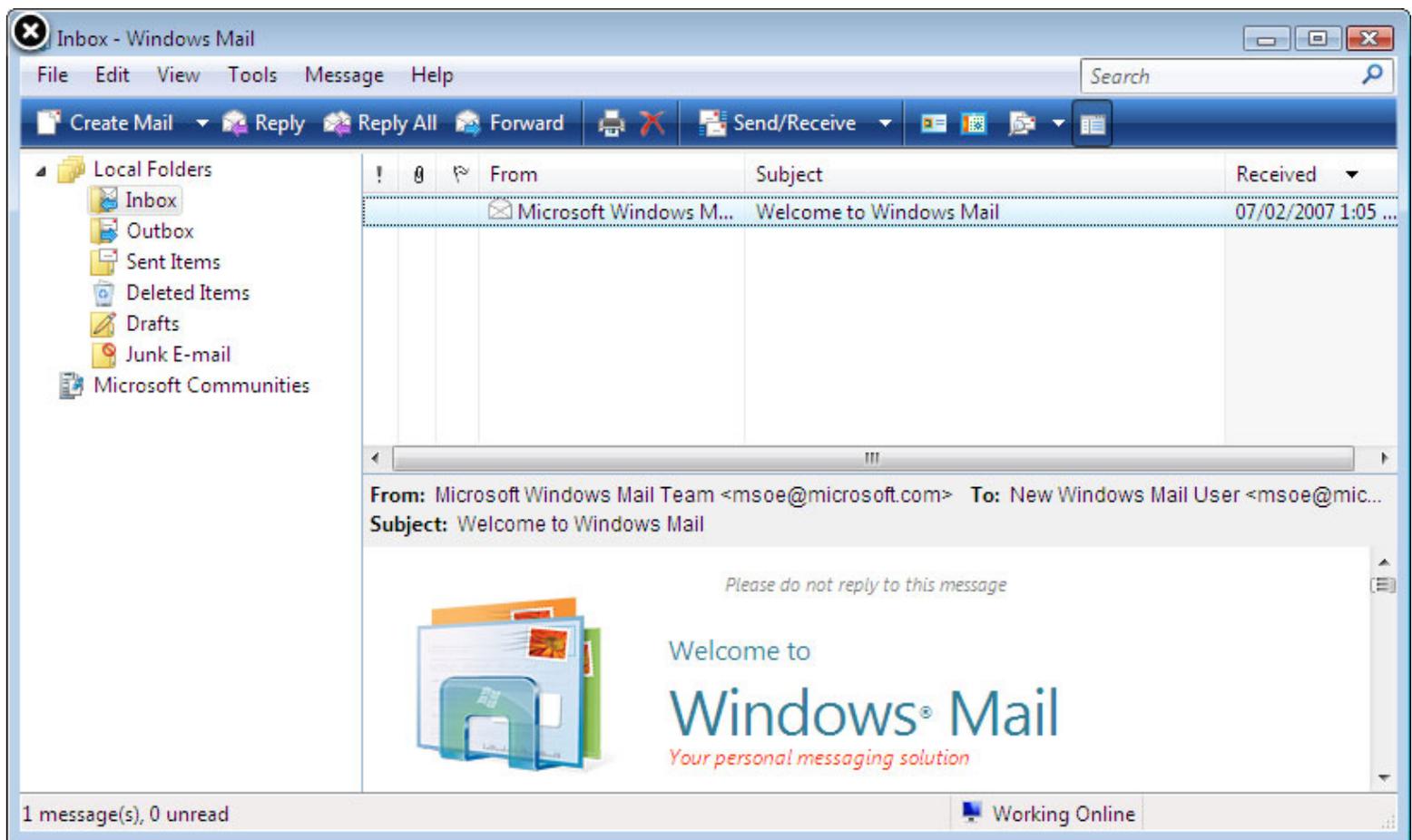


# Setting Up Your CitéNet Email Account in Windows Mail

## Step 1:

Click on 'Start', select 'All Programs' and click on 'Windows Mail'.

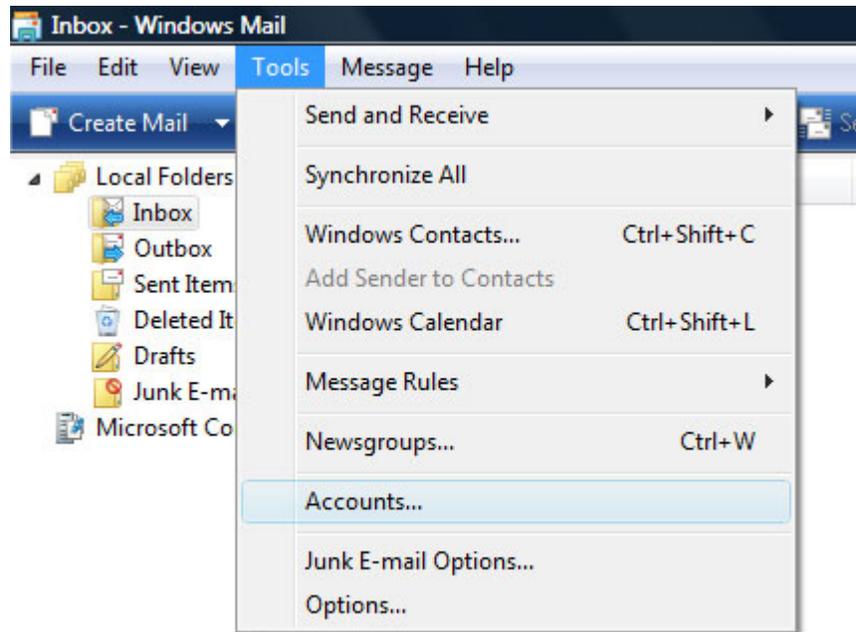


## Step 2:

If this is the first time you have launched Windows Mail, you will be prompted to enter a 'Display Name'. Enter the name you wish to appear in the **From:** field when you send an email.

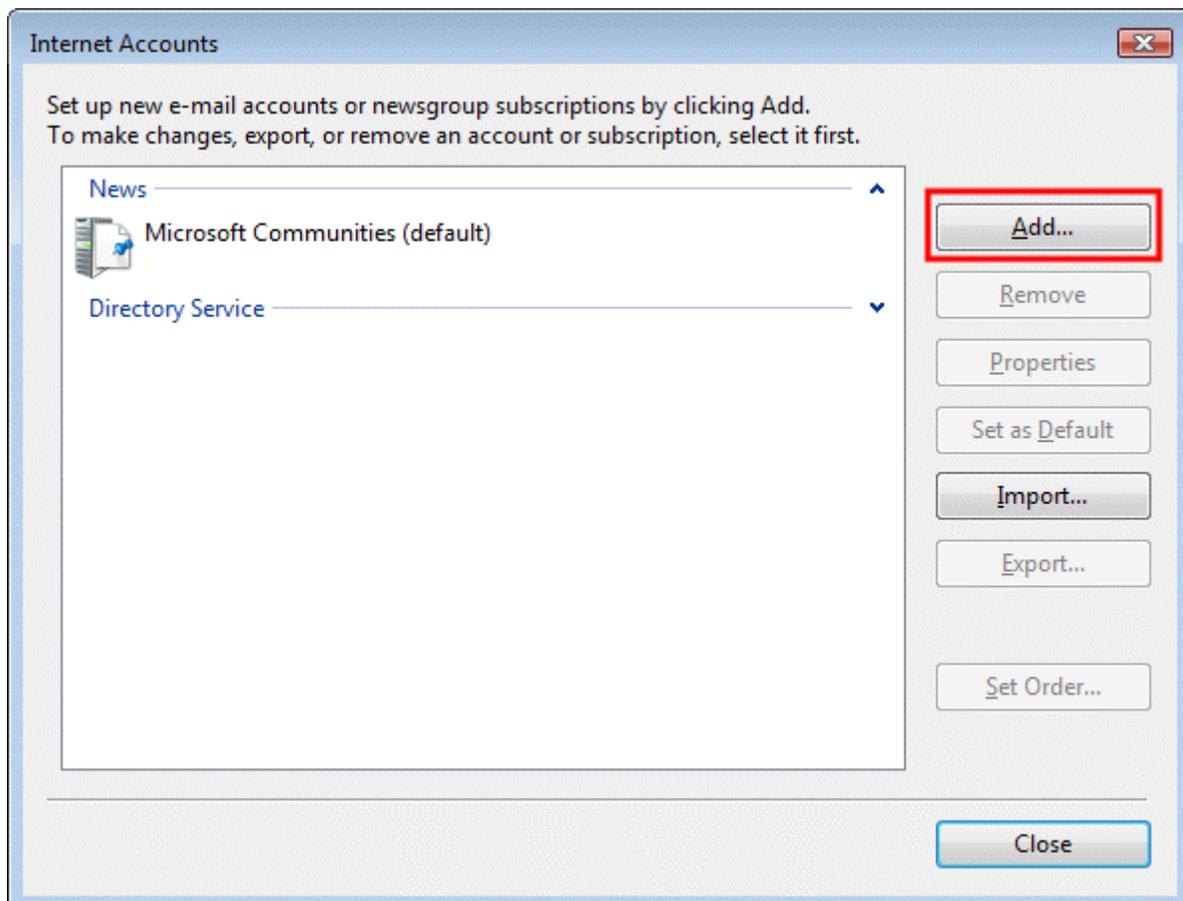
### Step 3:

Select 'Tools' from the top menu and click on 'Accounts'.



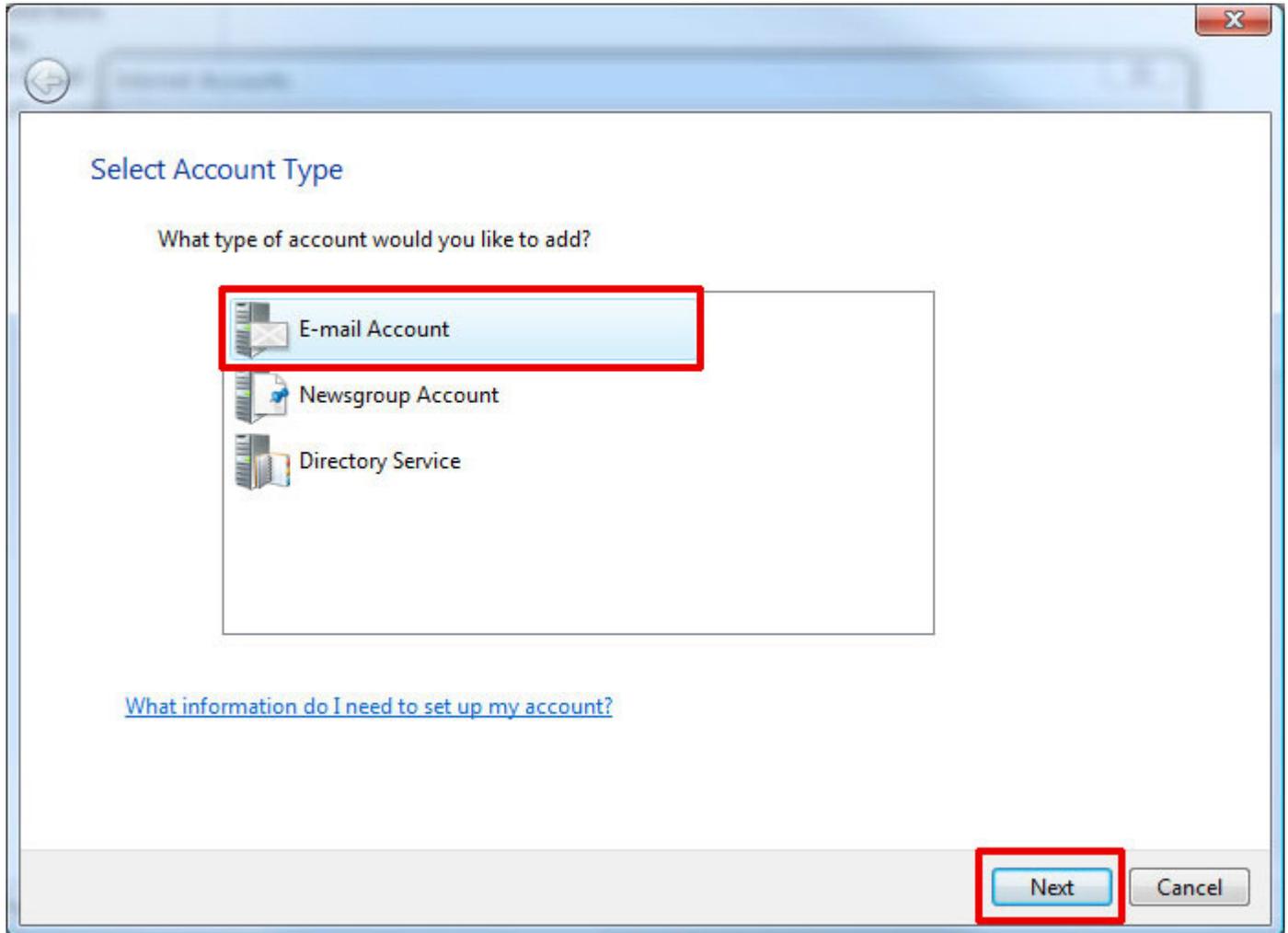
### Step 4:

Click 'Add'.



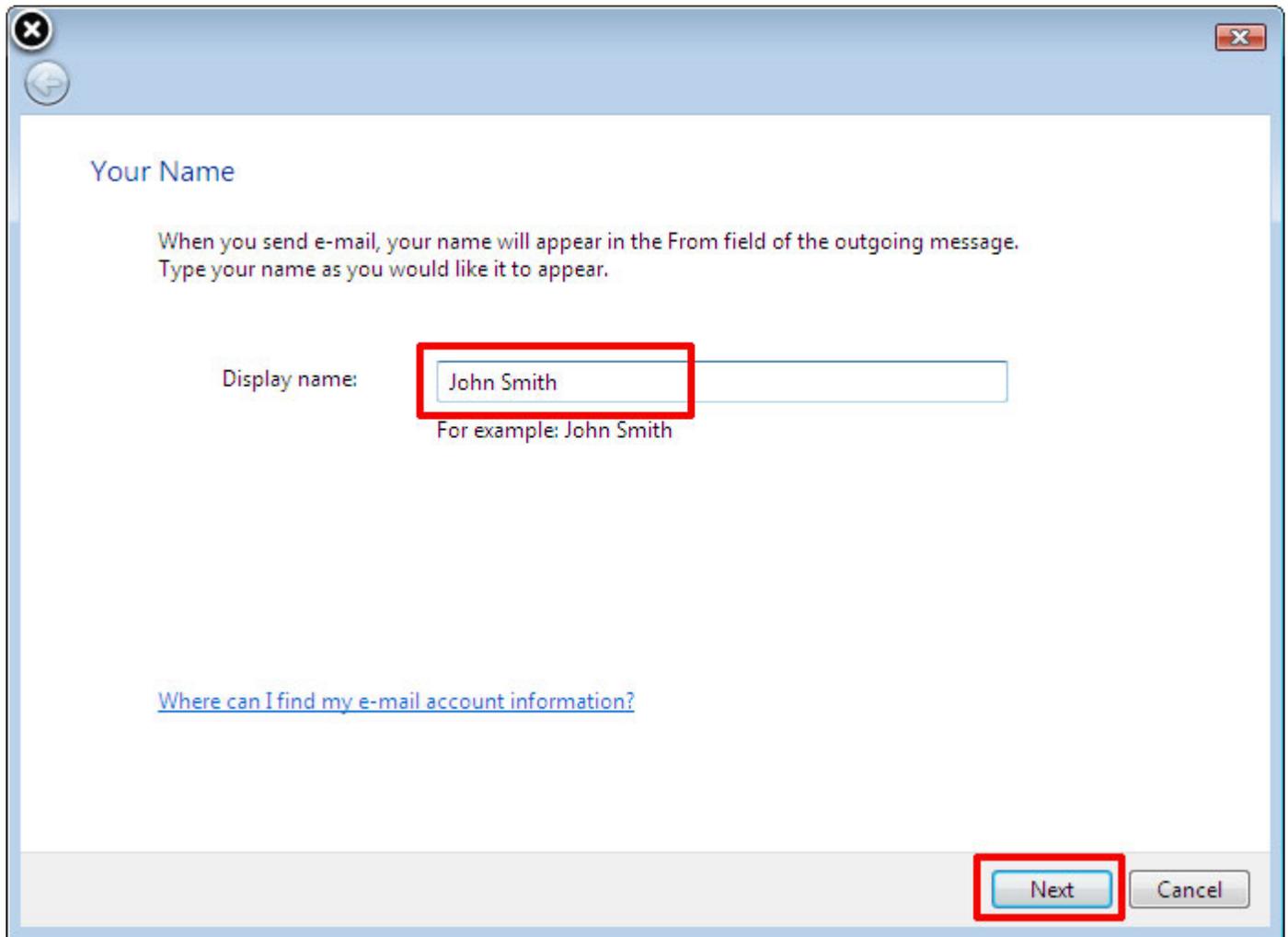
## Step 5:

Select '**E-mail Account**'. Click '**Next**'.



## Step 6:

Enter your **'Display Name'** again. Click **'Next'**.



The screenshot shows a dialog box with a light blue header and a white main area. The title is "Your Name". Below the title, there is a paragraph of text: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this text is a text input field with the label "Display name:". The input field contains the text "John Smith" and is highlighted with a red rectangular box. Below the input field, there is a smaller text label: "For example: John Smith". At the bottom of the dialog box, there are two buttons: "Next" and "Cancel". The "Next" button is highlighted with a red rectangular box. There is also a blue hyperlink at the bottom left: "Where can I find my e-mail account information?".

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

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

## Step 7:

Enter your full CitéNet email address (e.g. jsmith@citenet.net). Click **'Next'**.

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

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

Make sure 'Log on using Secure Password Authentication' is unchecked.

## Step 8:

Enter the email settings as follows:

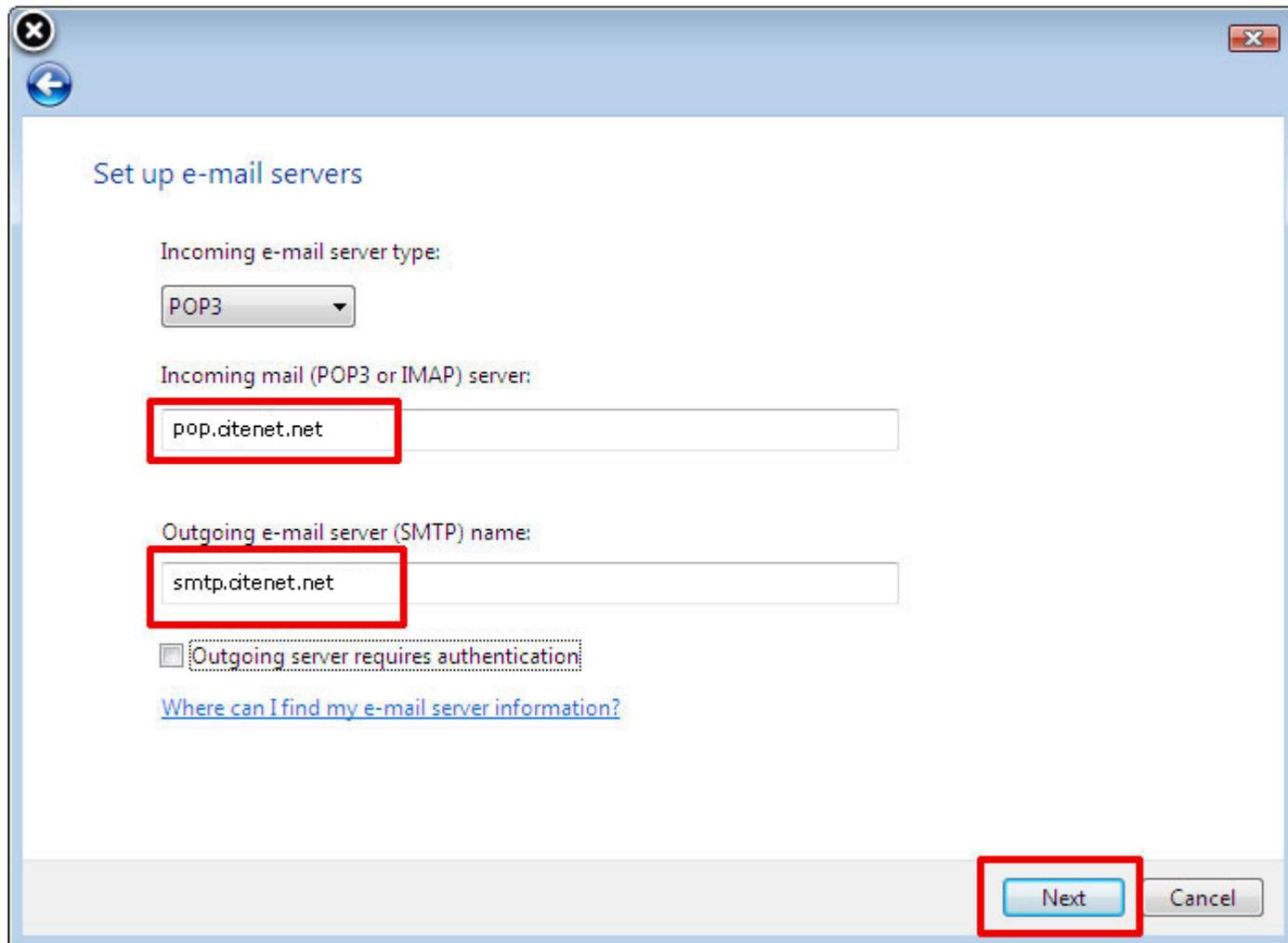
Incoming email server type: POP3

Incoming mail (POP3 or IMAP) server: **pop.citenet.net**

Outgoing email server (SMTP) name: **smtp.citenet.net**

Outgoing server requires authentication: optional (Check off this function if you will be using Windows Mail on a laptop with an alternate Internet connection, other than CitéNet's, to check and send your email.)

Click '**Next**' when done.

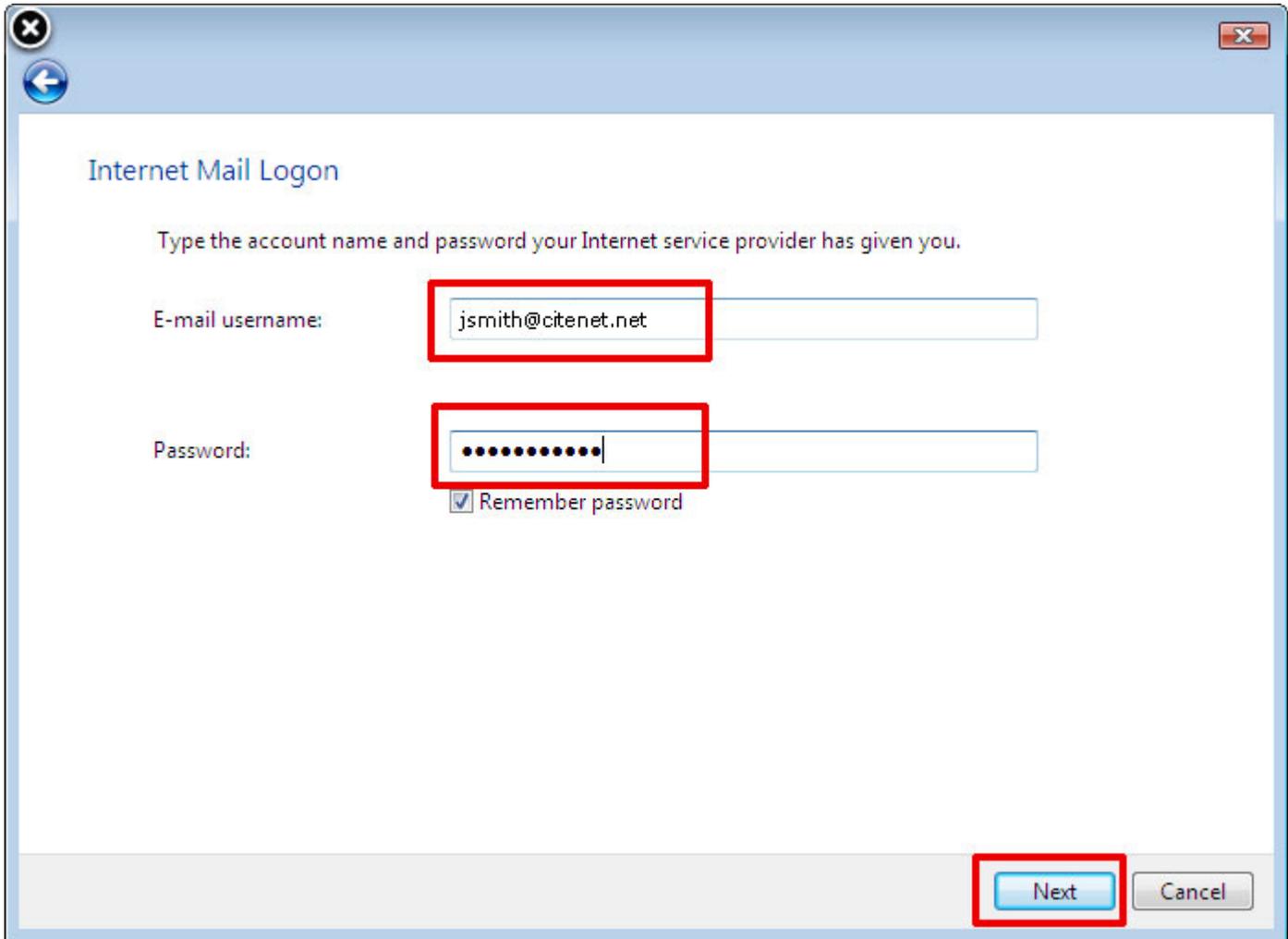


The screenshot shows a Windows Mail dialog box titled "Set up e-mail servers". The dialog has a standard Windows window border with a close button (X) in the top right and a back arrow button in the top left. The main content area contains the following elements:

- Incoming e-mail server type:** A dropdown menu with "POP3" selected.
- Incoming mail (POP3 or IMAP) server:** A text input field containing "pop.citenet.net".
- Outgoing e-mail server (SMTP) name:** A text input field containing "smtp.citenet.net".
- Outgoing server requires authentication:** An unchecked checkbox.
- Where can I find my e-mail server information?:** A blue hyperlink.
- Buttons:** "Next" and "Cancel" buttons at the bottom right. The "Next" button is highlighted with a red rectangular box.

## Step 9:

Enter the master email username and password as it appears on your Access Information sheet. Click **'Next'**.



Internet Mail Logon

Type the account name and password your Internet service provider has given you.

E-mail username:

Password:

Remember password

## Step 10:

Click 'Finish'.

