Windows 8 Mail Setup Guide

These easy to follow guides provide step-by-step instructions on how to setup and troubleshoot your email program, with personalised screenshots providing visual examples to follow.

Your customised mail settings are as follows: Email: you@your-domain.com
Incoming (POP) server: mail.your-domain.com
Outgoing (SMTP) server: smtp.your-domain.com
Account / User Name: you@your-domain.com
SMTP Authentication: On (same Username as POP)
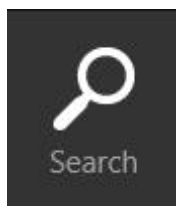SMTP Port: 587

Note: If SMTP Authentication is not catered for by your email program, you must rather use your ISP's SMTP server. (Vodacom 3G- smtp.vodacom.co.za or smtp.vodamail.co.za)

Setting up a new account for Windows 8 Maill

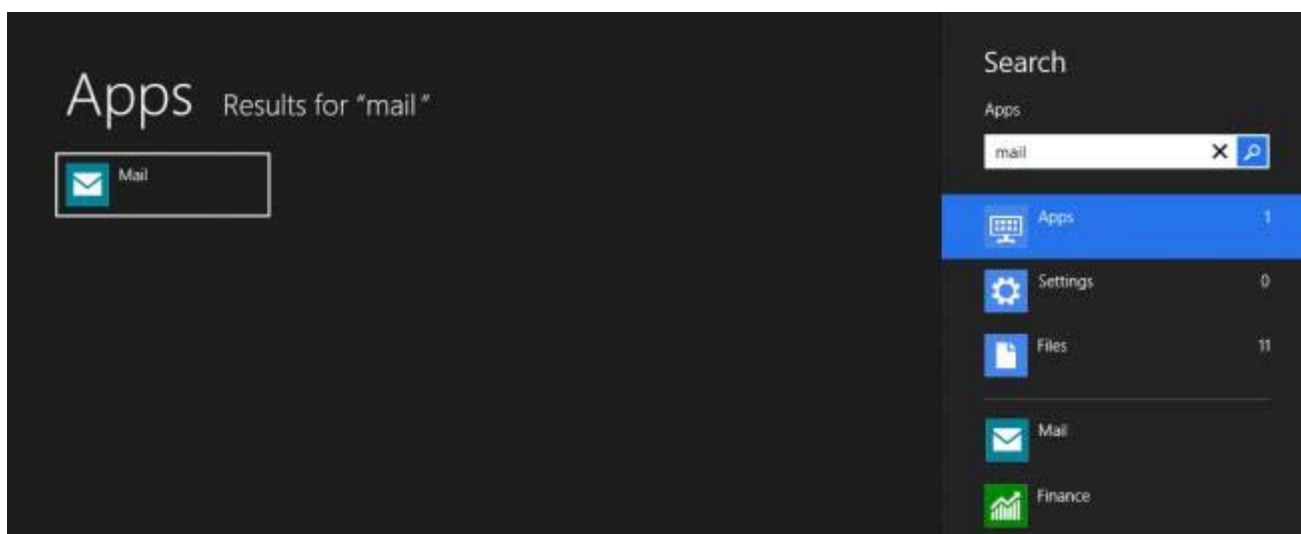**Add a new email account**
Launch Search
1. Select the search icon from the charm bar on the right hand side

Add a new email account
Search for Mail
2. Search for '**Mail**' and launch the Mail application

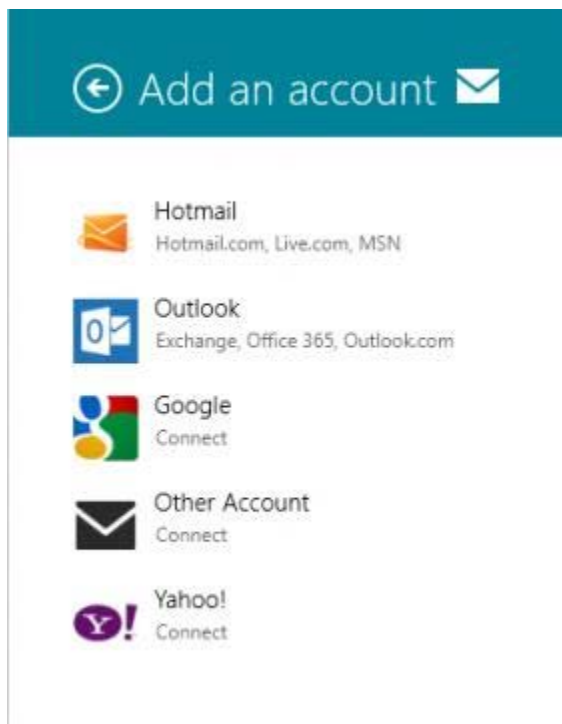**Add a new email account**

Select View all in Settings

3. Select "**View all in Settings**" from the bottom left of the screen

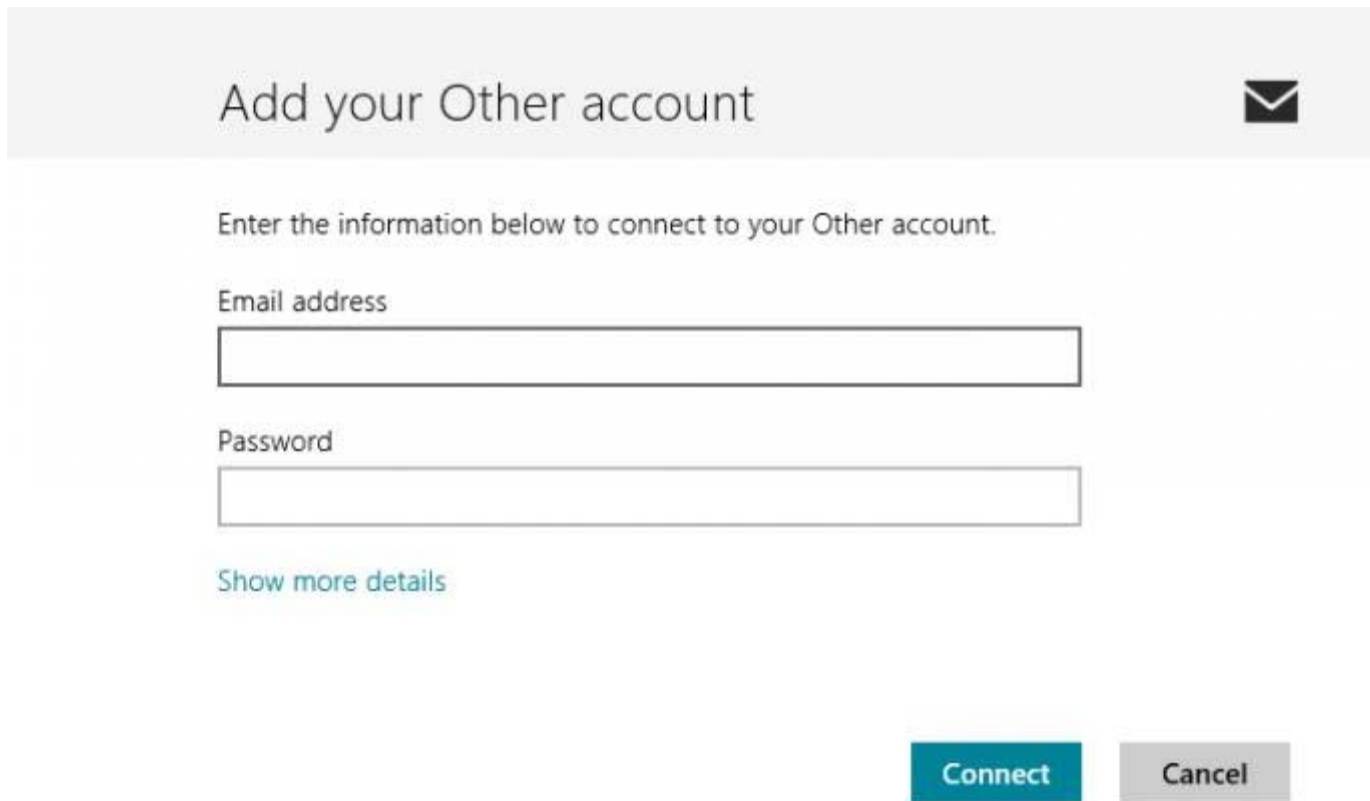**Add a new email account**

Select Other Account

4. Select "**Other Account**" from the "Add an account" menu on the top right of the screen

Add a new email account

Select Show more details

5. Then select "**Show more details**" from the "Add your Other account" screen

Add your Other account

Enter the information below to connect to your Other account.

Email address

Password

Show more details

Connect   Cancel

Add a new email account

Enter your relevant details

6. Ensure that you enter your relevant details as shown in the screen below, then select "**Connect**"

Add your Other account

Enter the information below to connect to your Other account.

Email address

you@your-domain.com

Username

you@your-domain.com

Password

••••••••

Incoming (IMAP) email server   Port

mail.your-domain.com   143

☐ Incoming server requires SSL

Outgoing (SMTP) email server   Port

smtp.your-domain.com   587

☐ Outgoing server requires SSL

✔ Outgoing server requires authentication

✔ Use the same username and password to send and receive email

Show fewer details

Connect   Cancel

Add a new email account

You have completed your account setup

7. Your **Windows 8 Mail** program should now be set up to send and receive mail.