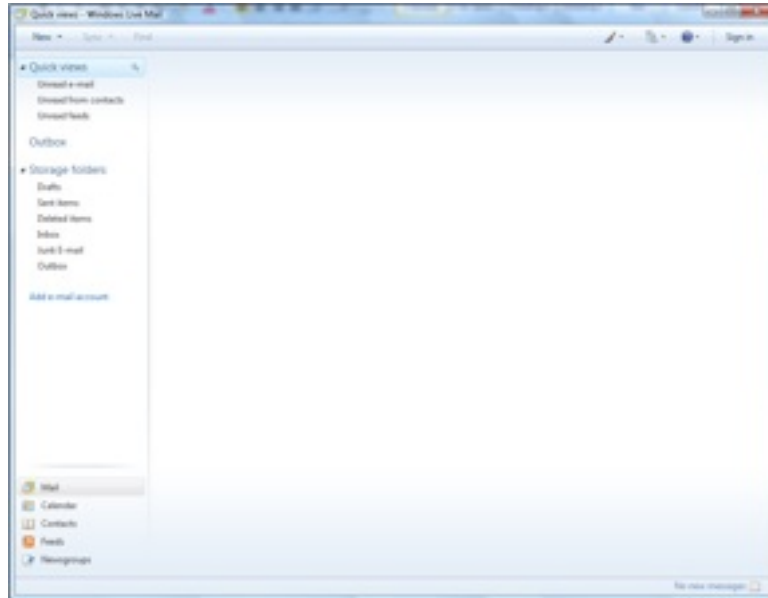


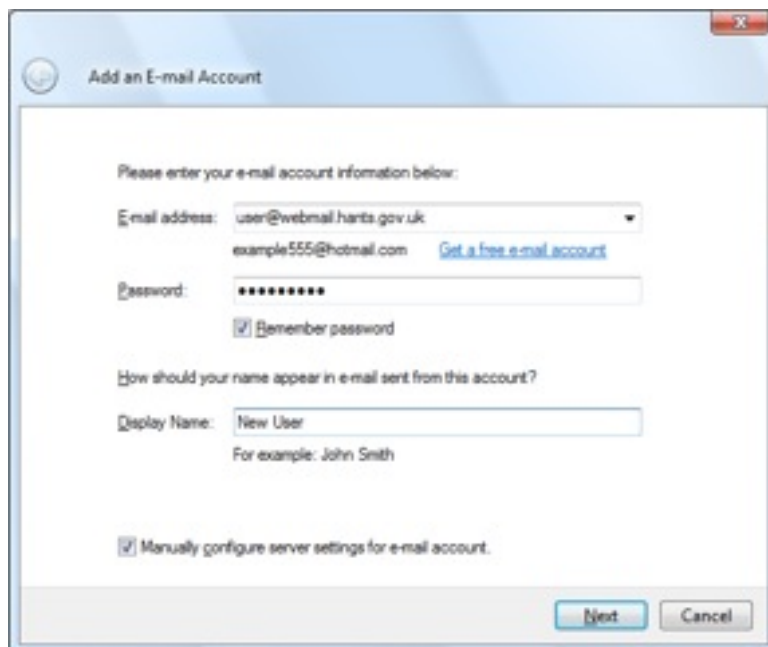
Windows Live Mail configuration guide

This guide is specifically written for configuring Windows Live Mail to send and receive e-mail via the Hampshire County Council Webmail service. It does not cover importing any calendar information or address book details.

1. Open Windows Live Mail:

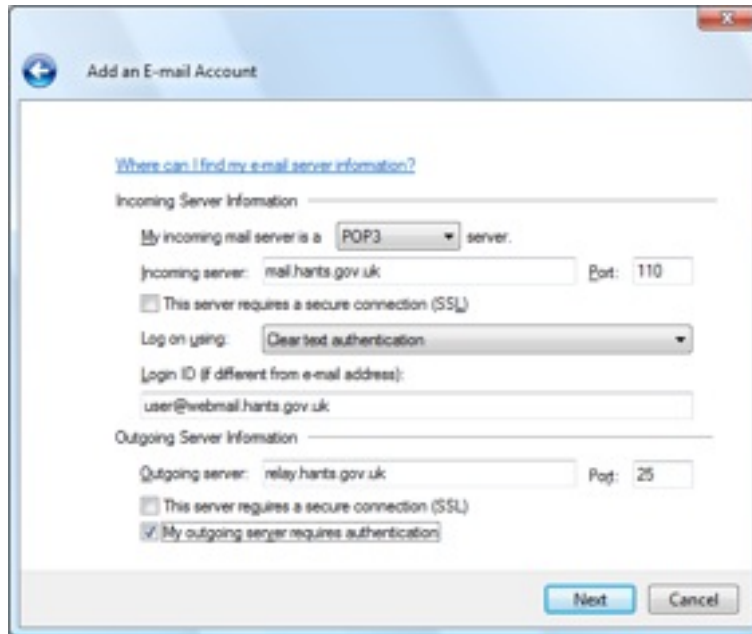


2. Click on **'Add e-mail account'**, and the following screen should appear without any details filled in.



3. Enter your **E-mail address**, **Password**, and **Display Name** as appropriate, and tick the **'Manually configure server settings for this account'** box, then click **Next**

4. The Server settings dialogue should appear



Add the details as:

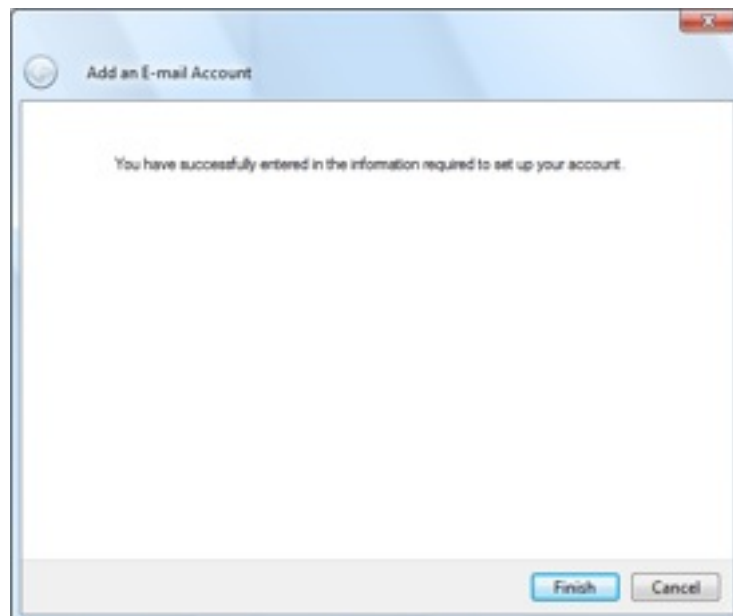
Incoming Server – mail.hants.gov.uk

Login ID – your full eMail address

Outgoing Server – relay.hants.gov.uk

Then tick the box for '**My outgoing server requires authentication**', and click **Next**

5. You should then see the Finish screen



6. Click on **Finish**, and you should be returned to the Windows Live Mail application – click on the **Sync** button to receive messages in your mailbox.