



GENUSUS

Setting Up Windows Live Mail to Use Your E-Mail Address

This document assumes you are using Windows Live Mail. If you are using a different mail program, please see the version of this document made for the mail program you use. We do not recommend using Outlook previous to version 2002 (XP) or Outlook Express.

Security Advisory: As many people are aware, there are certain security risks associated with e-mail. By following the guidelines below, you can virtually eliminate the need to worry about being infected by a virus through e-mail.

- Do not open attachments in e-mail messages from people you don't know.
- Do not open attachments with the following extensions: vbs, js, jsp, asp, com, bat, pif, exe It is likely that these attachments are actually scripts designed to load a Trojan Horse-type virus onto your computer. Even if the message is from somebody you know and trust, do NOT open script attachments with those extensions!
- Do not run attachments you receive with an exe extension. Files with an exe extension are programs that could contain viruses.
- We strongly recommend against downloading and running novelty programs or programs from small vendors whose backgrounds are uncertain.
- Generally you can feel safe opening attachments with extensions such as jpg, gif and bmp. These are image files and cannot transfer viruses to your computer the way script files or programs can.
- Use common sense while online. The internet is a wonderful resource, but many people are struck by viruses when they download and run shareware or freeware files from small vendors. If a program is useful, buy it from the manufacturer. If you receive an attachment in an e-mail message and you don't know what it is, delete it.

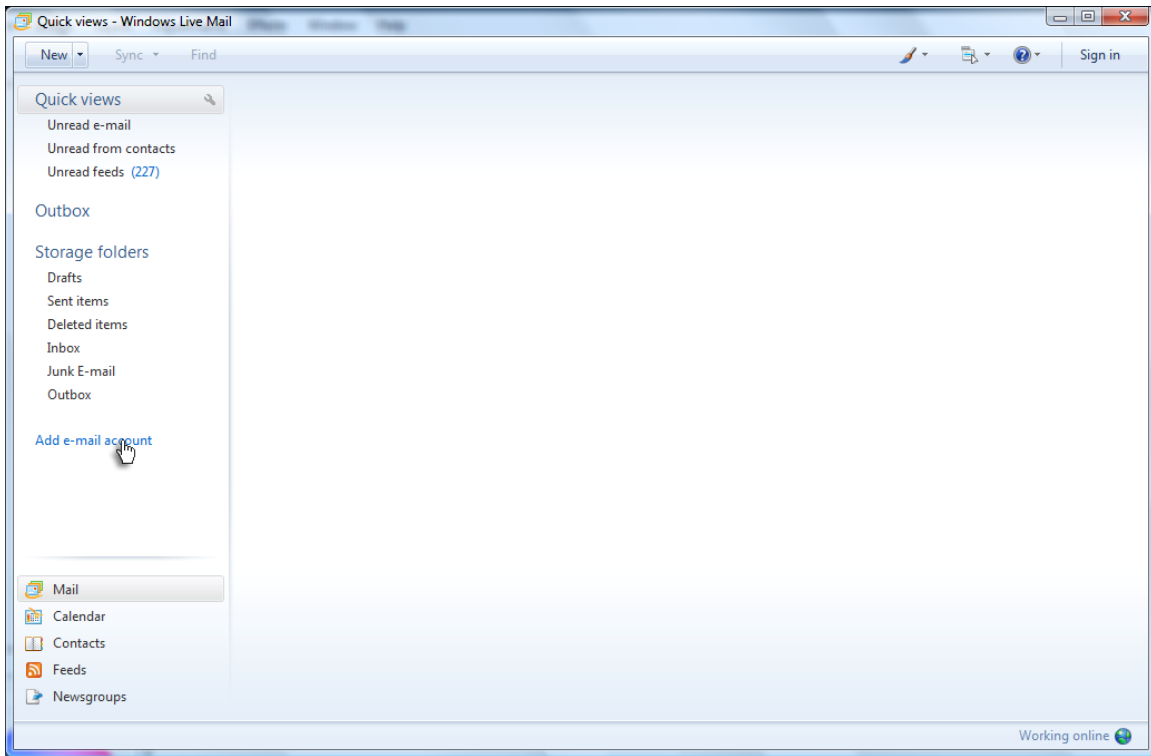
Junk E-Mail: In most circumstances, when you retrieve your mail in Windows Live Mail, it's deleted from the server when Windows Live Mail receives it. However, Windows Live Mail will not retrieve mail that the server puts into your Junk e-mail folder. If you believe you may have missed a message that was improperly marked as spam and filtered, log into <http://mail.genusus.com/> with your e-mail address and password, then click on the **Junk E-Mail** folder at left in order to view messages that have been filtered by the server.

If you see a message there that shouldn't be there, select the checkbox in front of the message, mouse up to the Action menu and select **Unmark as Spam**

Please proceed to the next page to read the Windows Live Mail Setup instructions.

Setting Up Windows Live Mail to Use Your E-Mail Address – Step 1

In Windows Live Mail, click on the **Add e-mail account** link as shown below:

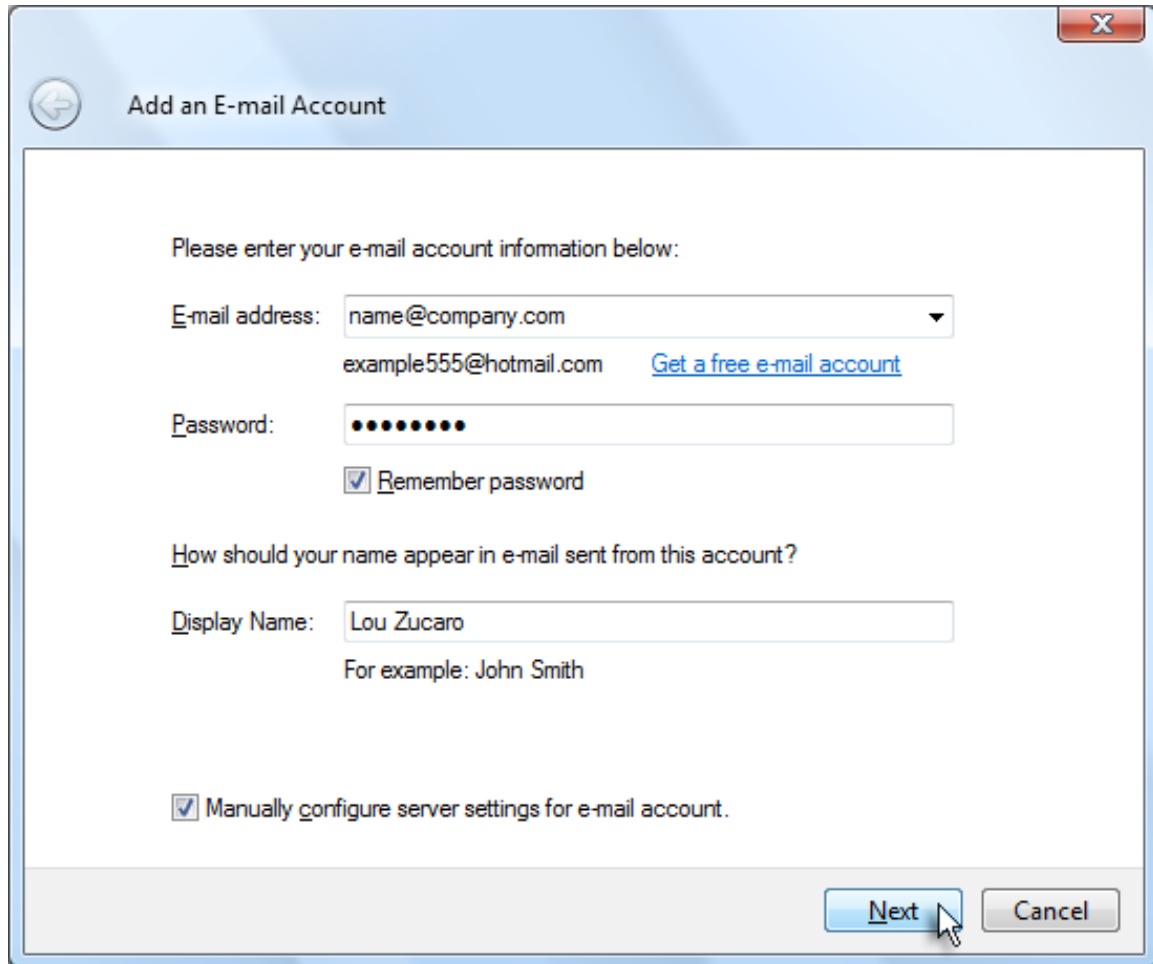


Setting Up Windows Live Mail to Use Your E-Mail Address – Step 2

On this screen, enter the following info:

- Your e-mail address goes in the **E-mail address** field
- Your password goes in the **Password** field (make sure the **Remember password** box is checked)
- Your name goes in the **Display Name** field
- Check the box at the bottom that says **Manually configure server settings for e-mail account.**

Click the **Next** button when you've completed this screen.



The screenshot shows a Windows-style dialog box titled "Add an E-mail Account". It has a back arrow icon in the top-left corner and a close button (X) in the top-right corner. The main content area contains the following elements:

- A heading: "Please enter your e-mail account information below:"
- An "E-mail address:" label followed by a text box containing "name@company.com" and a dropdown arrow. Below this, the text "example555@hotmail.com" and a blue link "Get a free e-mail account" are visible.
- A "Password:" label followed by a text box filled with ten black dots.
- A checked checkbox labeled "Remember password".
- A question: "How should your name appear in e-mail sent from this account?"
- A "Display Name:" label followed by a text box containing "Lou Zucaro". Below this, the text "For example: John Smith" is shown.
- A checked checkbox at the bottom labeled "Manually configure server settings for e-mail account."

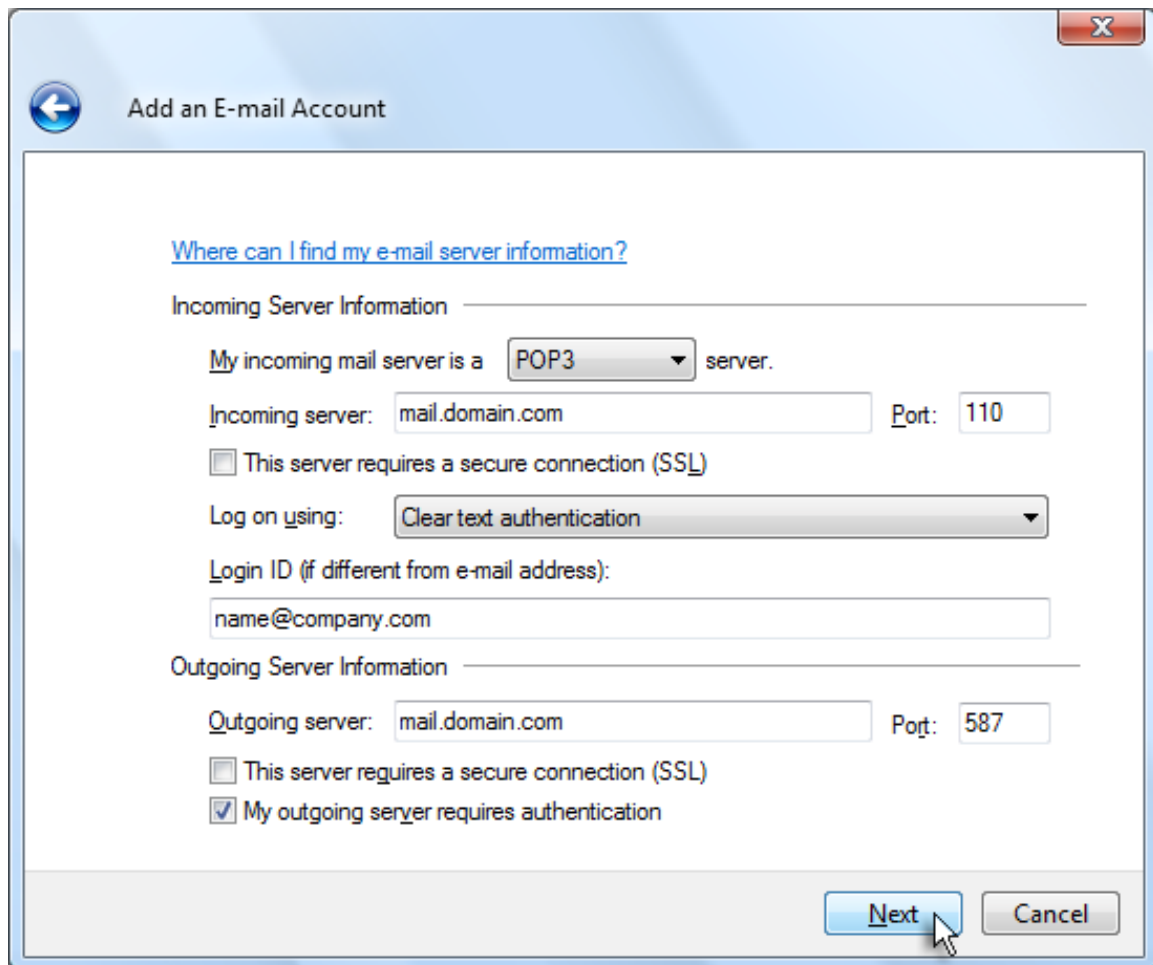
At the bottom right of the dialog box, there are two buttons: "Next" and "Cancel". A mouse cursor is pointing at the "Next" button.

Setting Up Windows Live Mail to Use Your E-Mail Address – Step 3

On this screen, enter the following info:

- Your mail server goes into the **Incoming server** field. If your domain is mycompany.com, then your mail server would be mail.mycompany.com (replace mycompany.com with your actual domain name)
- Your e-mail address goes in the **Login ID** field (**NOTE:** you *MUST* type your *ENTIRE* e-mail address into this field, as shown in the example image below)
- Your mail server also goes into the **Outgoing server** field. It should be exactly the same as what you typed into the Incoming Server field.
- Change the Outgoing server **Port** from 25 to 587
- Check the box at the bottom that says **My outgoing server requires authentication.**

Click the **Next** button when you've completed this screen.



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

Incoming Server Information

My incoming mail server is a **POP3** server.

Incoming server: Port:

This server requires a secure connection (SSL)

Log on using: **Clear text authentication**

Login ID (if different from e-mail address):

Outgoing Server Information

Outgoing server: Port:

This server requires a secure connection (SSL)

My outgoing server requires authentication

Next **Cancel**

Setting Up Windows Live Mail to Use Your E-Mail Address – Step 4

Click the **Finish** button to finish setting up your e-mail account and to begin using Windows Live Mail

