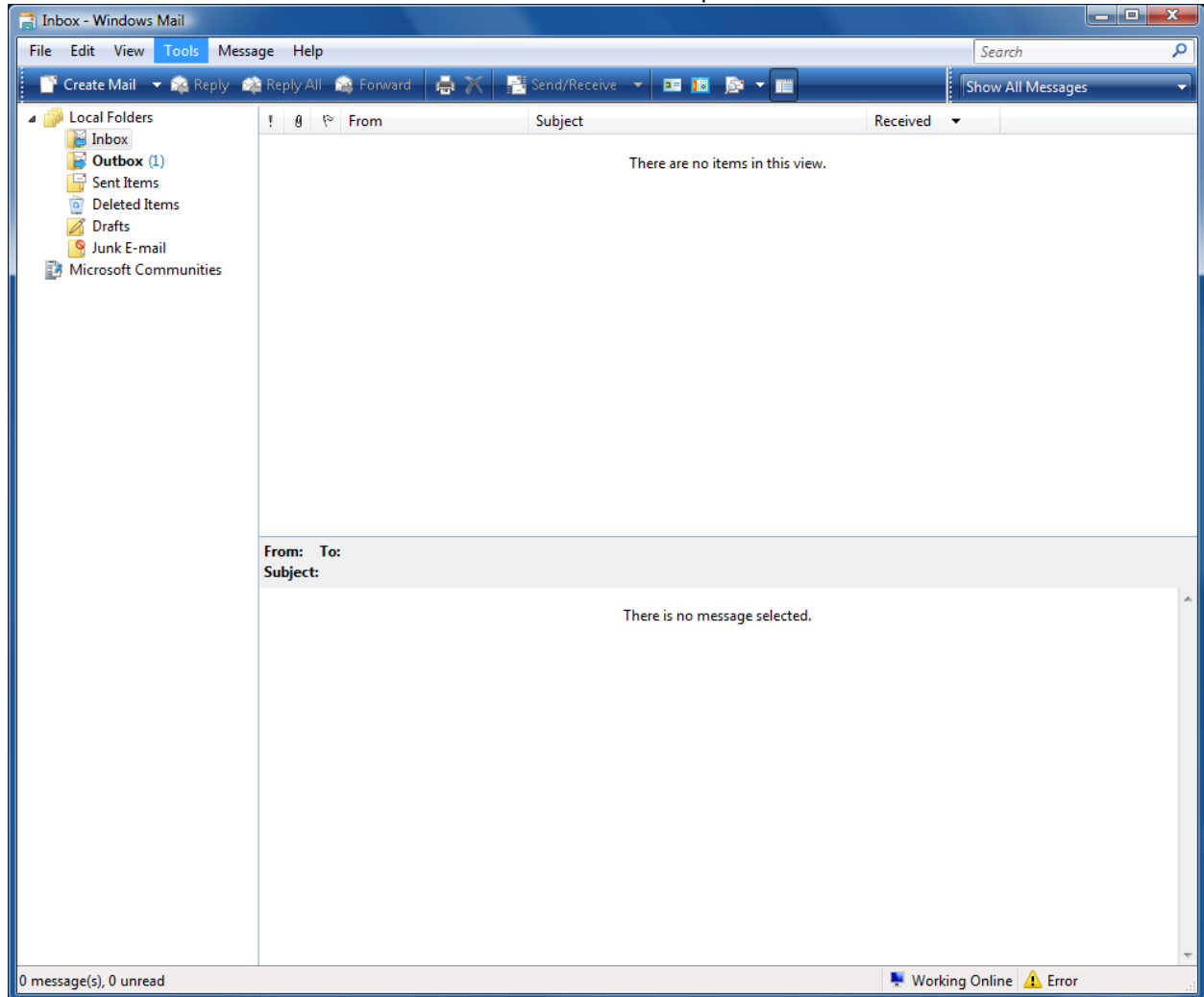


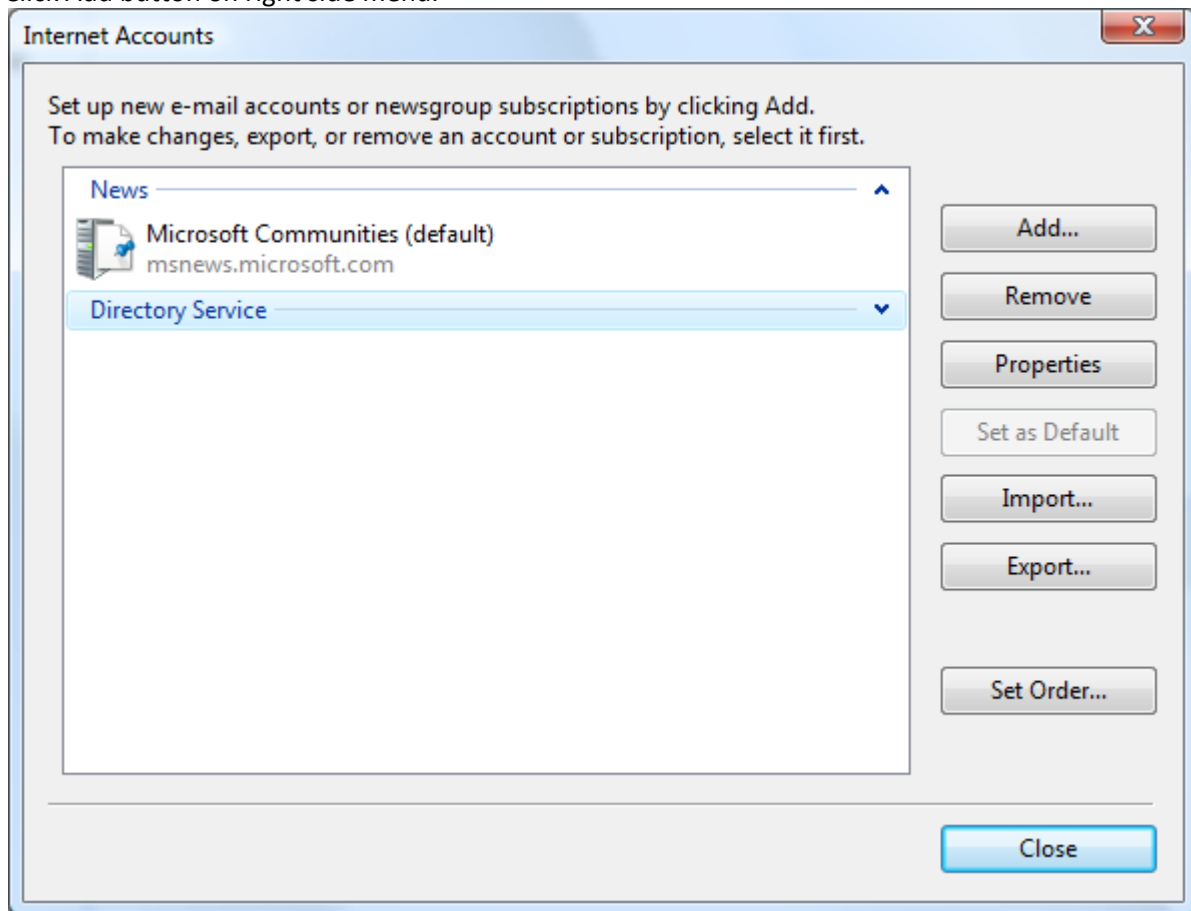
Configuring Windows Mail for Excella hosted email

Open Microsoft Windows Mail.

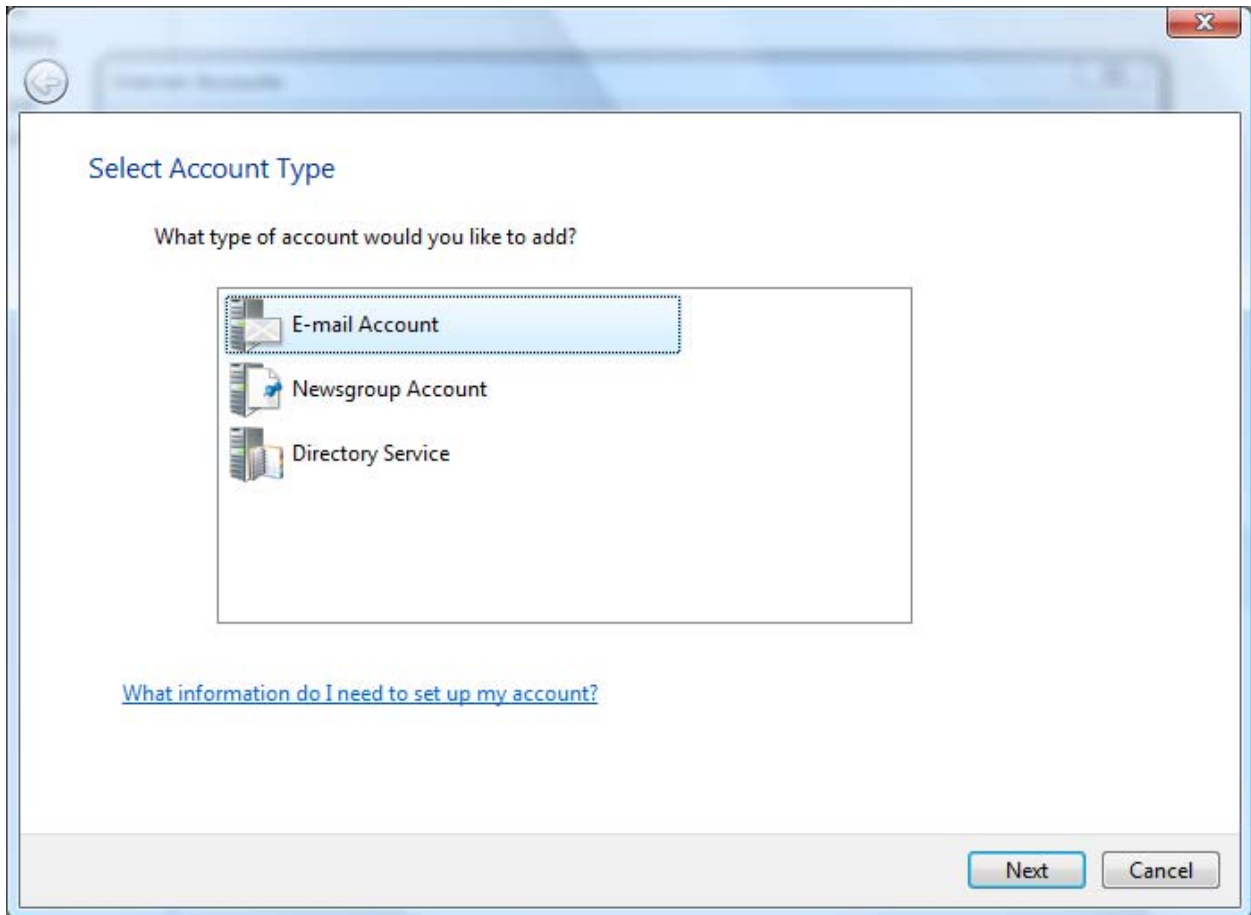
In Windows Mail click on Tools then click Accounts in the drop down menu.



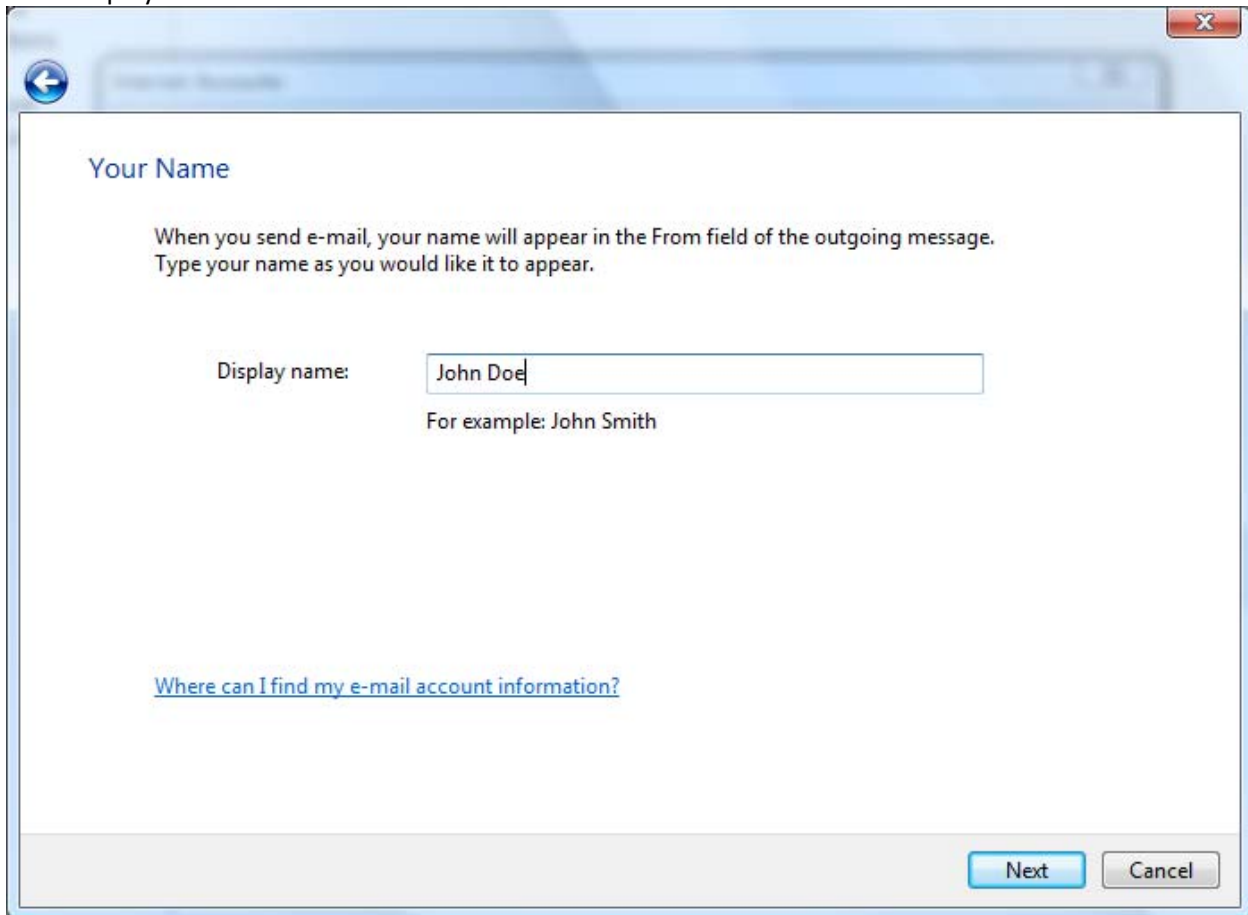
Click Add button on right side menu.



Click Email Account. Click Next button.



Enter display name. ie John Doe. Click Next button.



The screenshot shows a window titled "Your Name" with a back arrow in the top left and a close button in the top right. The main content area contains the following text:

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.

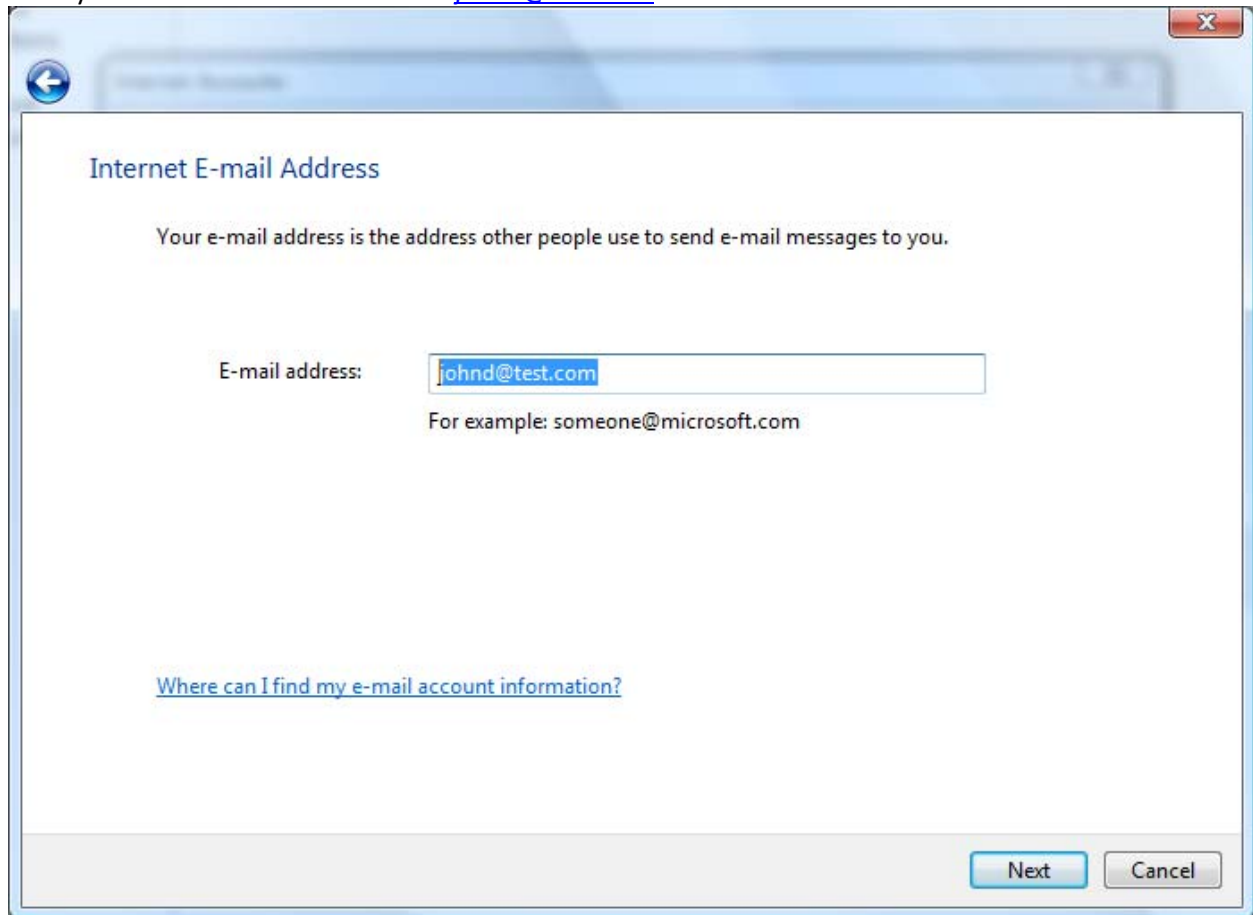
Display name:

For example: John Smith

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

At the bottom right, there are two buttons: "Next" (highlighted in blue) and "Cancel".

Enter your domain email address. Ie. johnd@test.com Click Next button.



The image shows a dialog box titled "Internet E-mail Address". It contains the following text and elements:

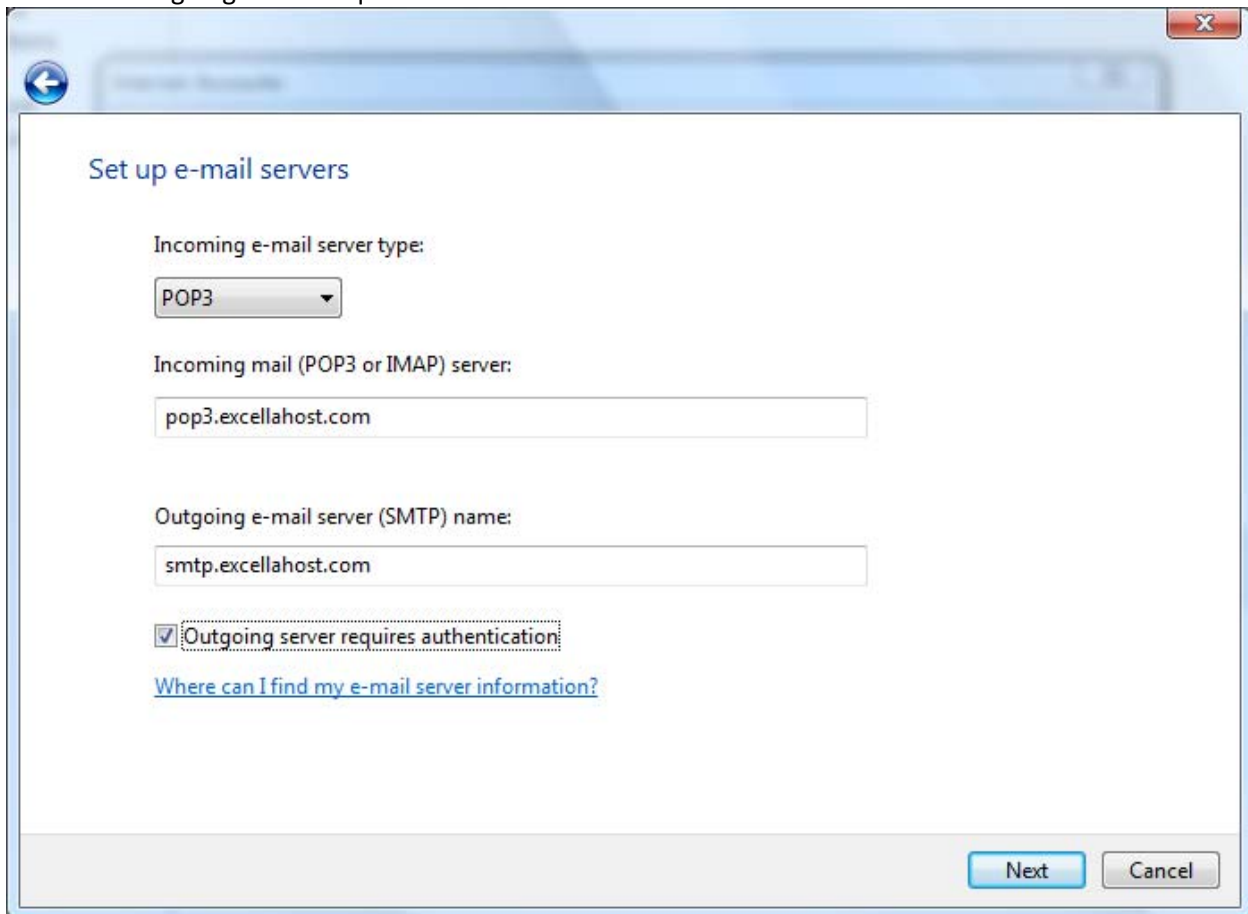
- Back arrow icon in the top left corner.
- Close button (X) in the top right corner.
- Title: "Internet E-mail Address"
- Text: "Your e-mail address is the address other people use to send e-mail messages to you."
- Label: "E-mail address:"
- Text input field containing "johnd@test.com".
- Text: "For example: someone@microsoft.com"
- Link: "[Where can I find my e-mail account information?](#)"
- "Next" button (highlighted in blue).
- "Cancel" button.

Choose POP3 incoming e-mail server type.

Enter Incoming mail server: pop3.excellahost.com

Enter Outgoing mail server: smtp.excellahost.com

Check the Outgoing server requires authentication check box. Click Next button.



Set up e-mail servers

Incoming e-mail server type:
POP3

Incoming mail (POP3 or IMAP) server:
pop3.excellahost.com

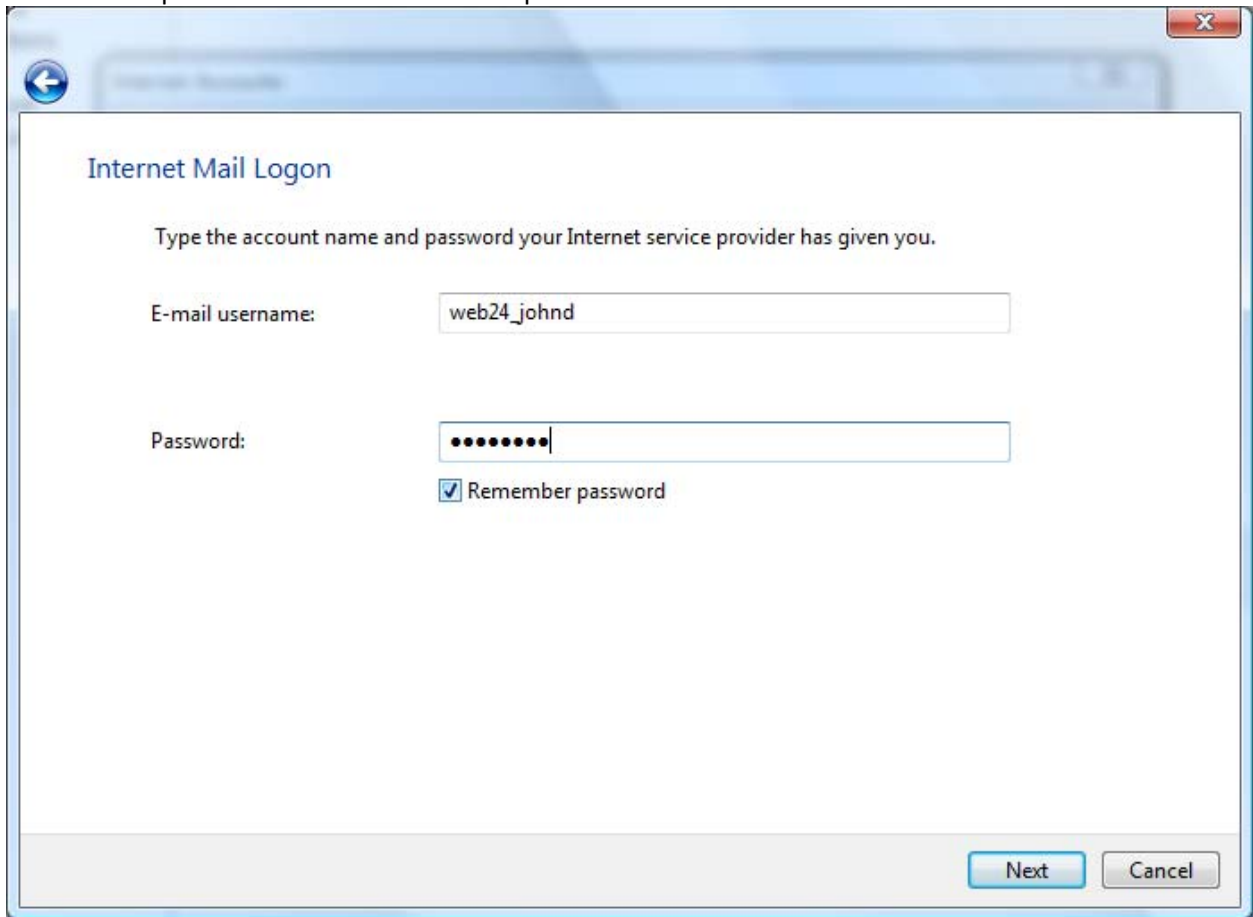
Outgoing e-mail server (SMTP) name:
smtp.excellahost.com

Outgoing server requires authentication

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

Next Cancel

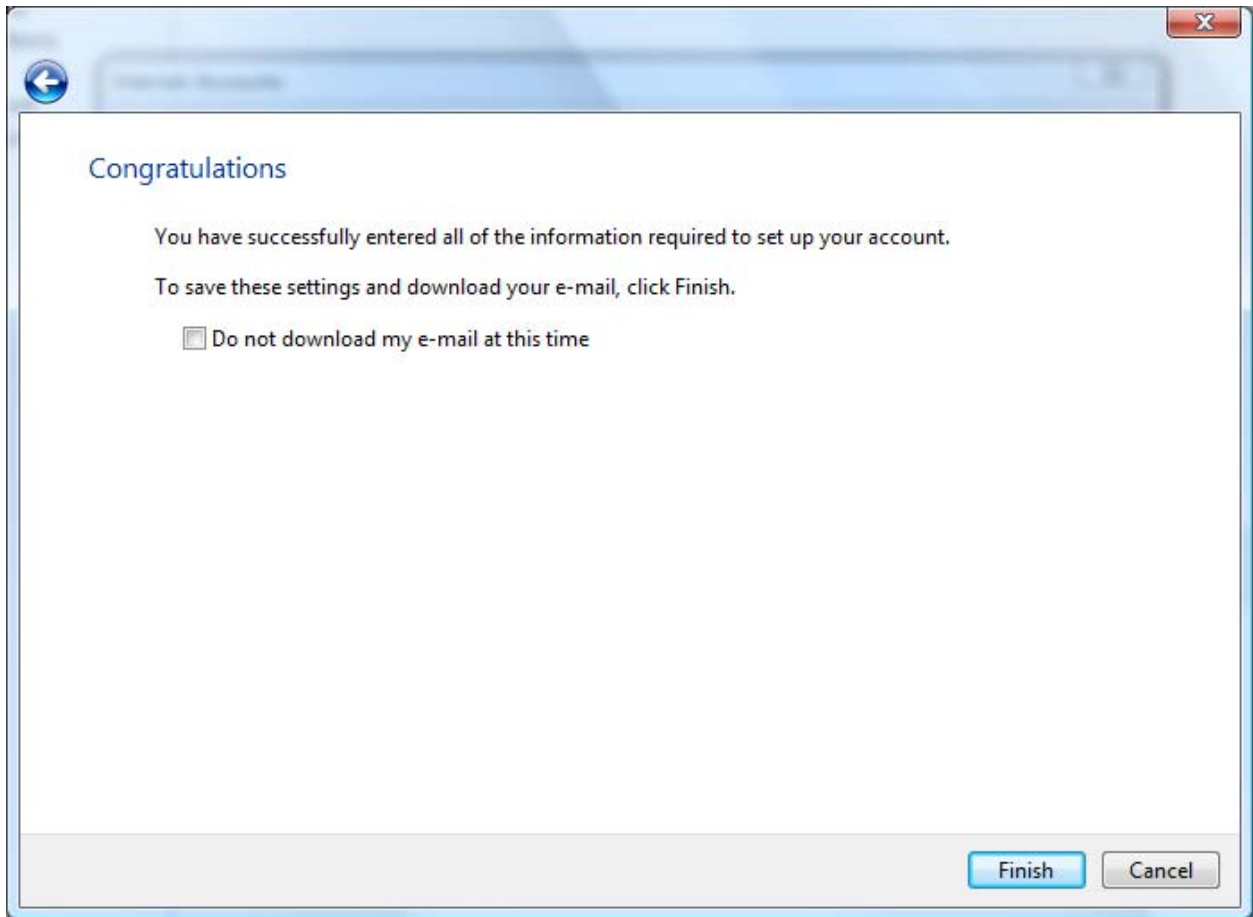
Enter Excella provided email username and password. Click Next button.



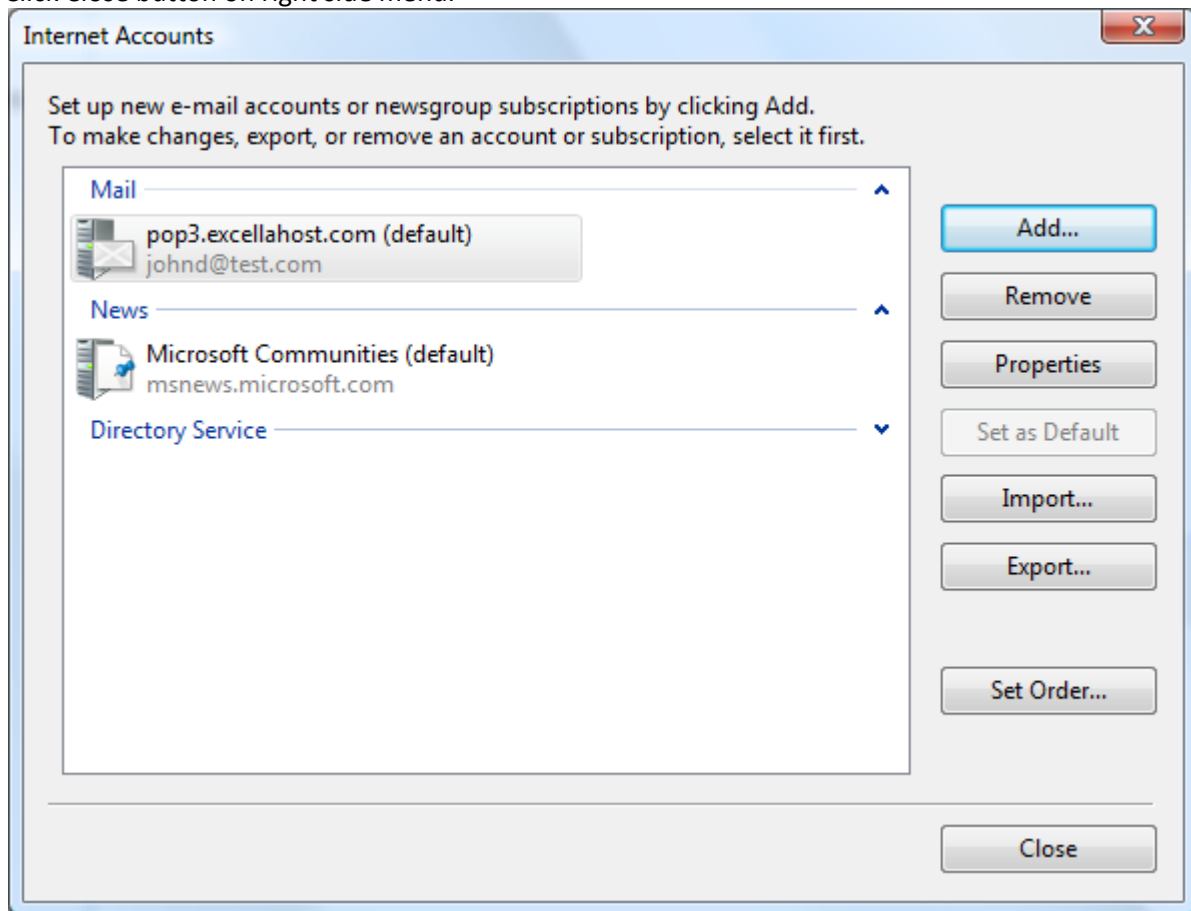
The image shows a standard Windows-style dialog box titled "Internet Mail Logon". It has a blue header bar with a back arrow on the left and a close button (X) on the right. The main content area is white and contains the following elements:

- Title:** "Internet Mail Logon" in blue text.
- Instruction:** "Type the account name and password your Internet service provider has given you." in black text.
- E-mail username:** A text input field containing "web24_johnd".
- Password:** A text input field containing ten black dots, indicating a masked password.
- Remember password:** A checked checkbox followed by the text "Remember password".
- Buttons:** Two buttons at the bottom right: "Next" (highlighted in blue) and "Cancel" (disabled).

Click Finish button.



Click Close button on right side menu.



Click Send/Receive button to check email.

