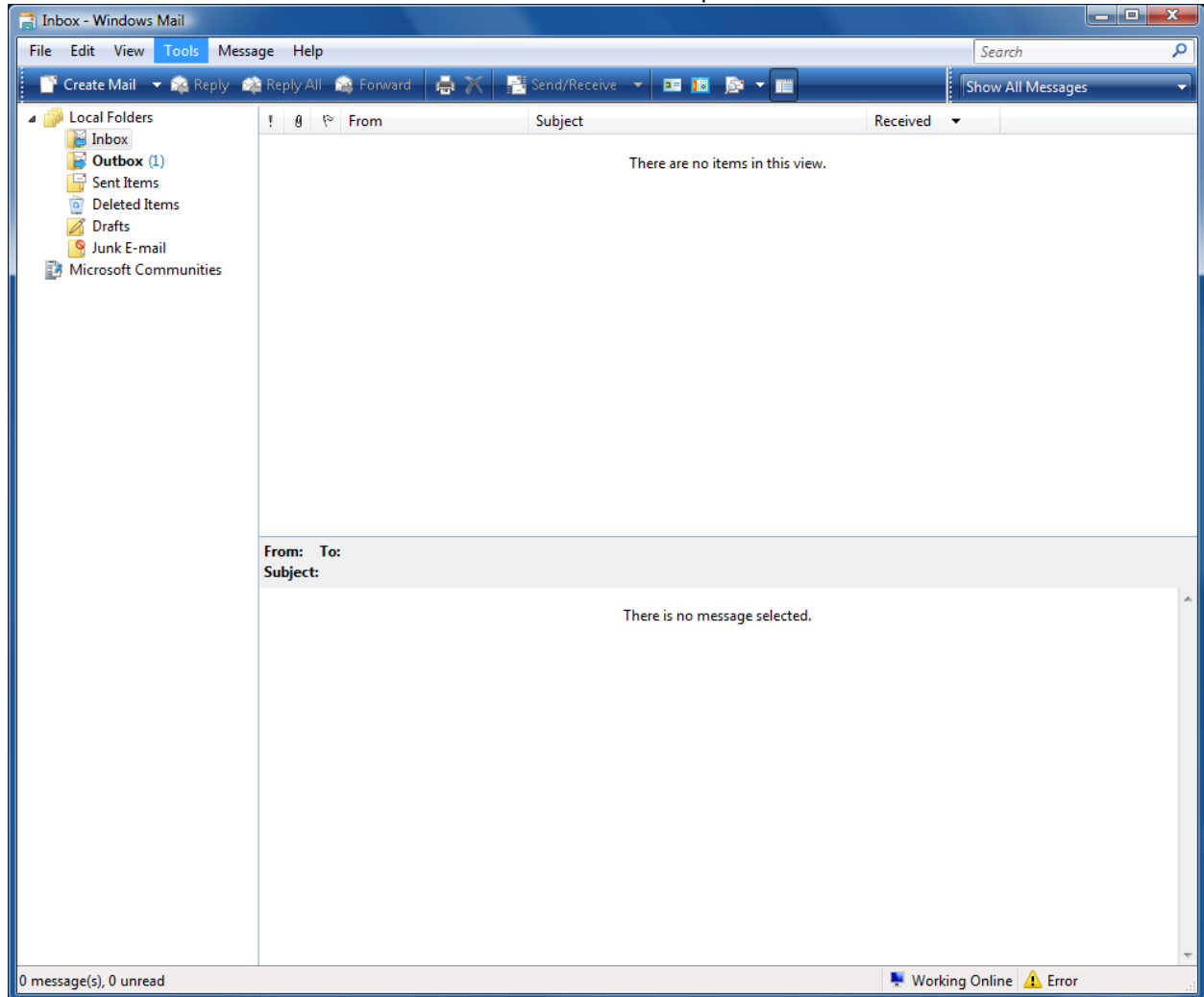


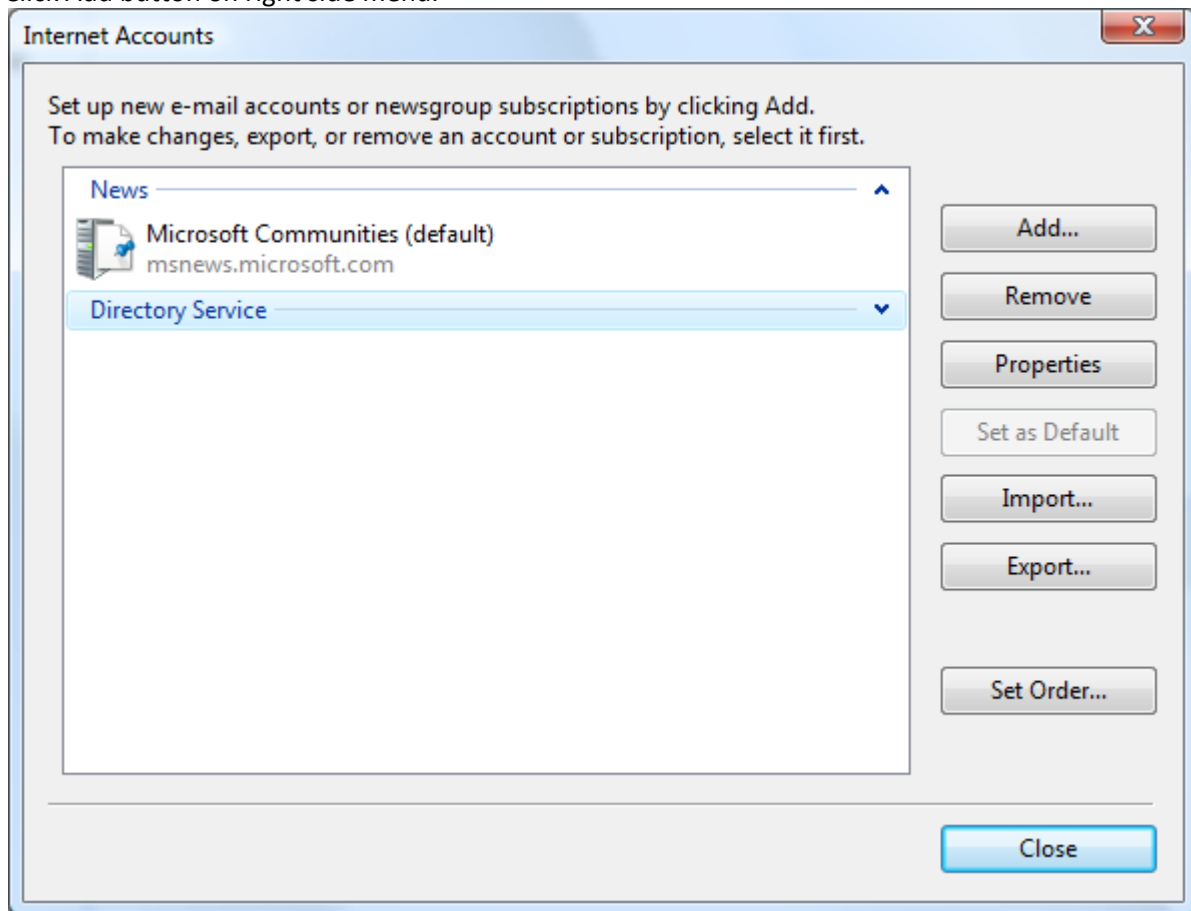
Configuring Windows Mail for excellanet.net mail accounts

Open Microsoft Windows Mail.

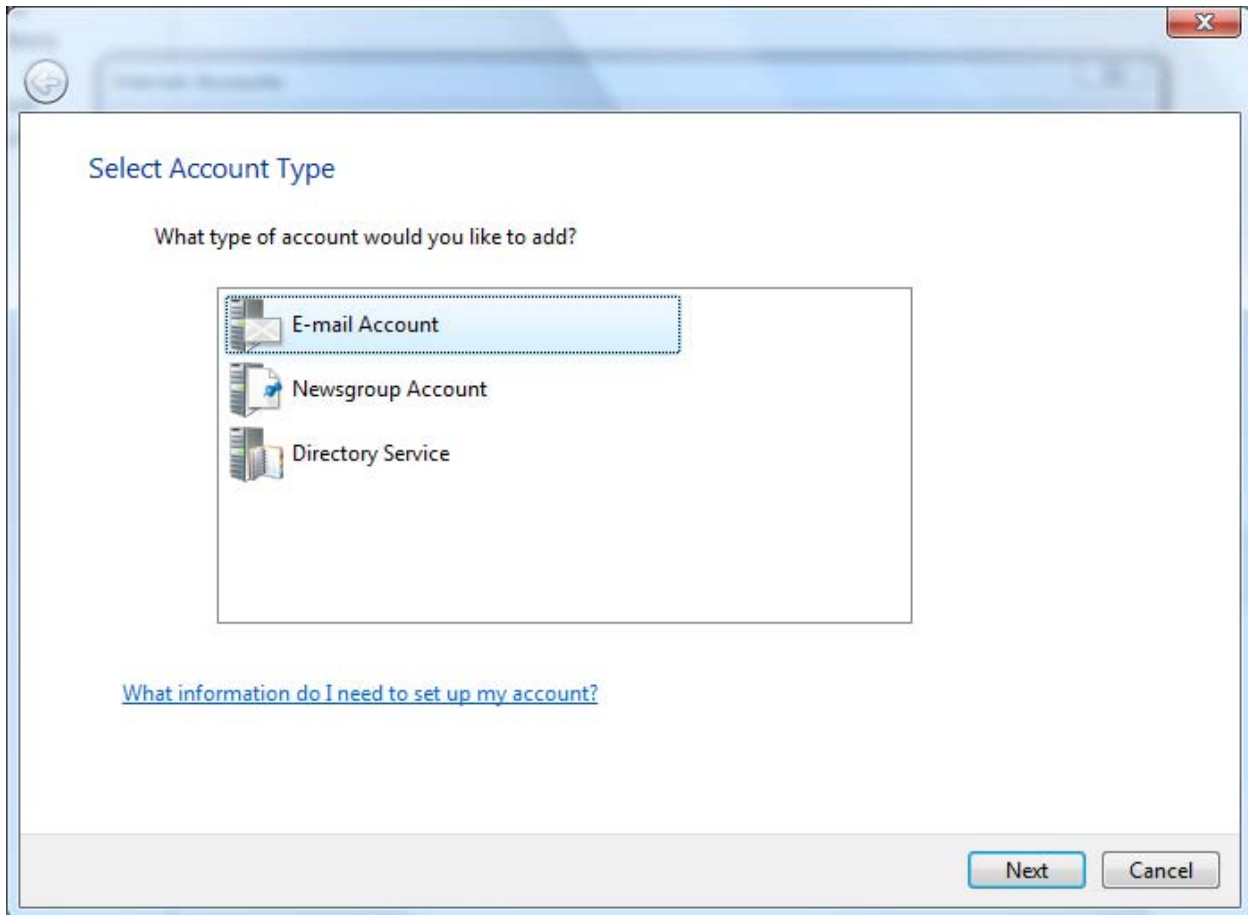
In Windows Mail click on Tools then click Accounts in the drop down menu.



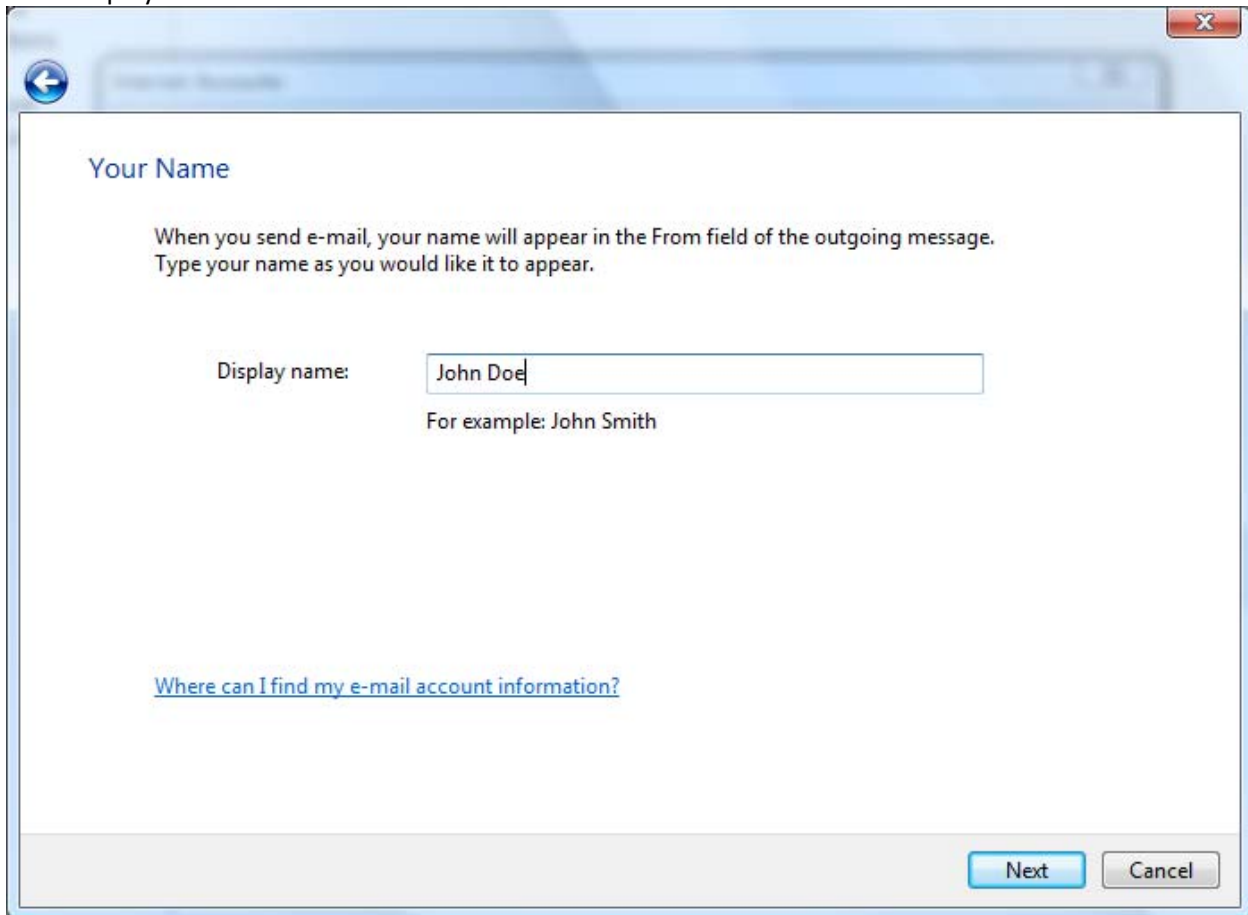
Click Add button on right side menu.



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 the Excella provided excellanet.net email address. Ie. johnd@excellanet.net Click Next button.

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?](#)

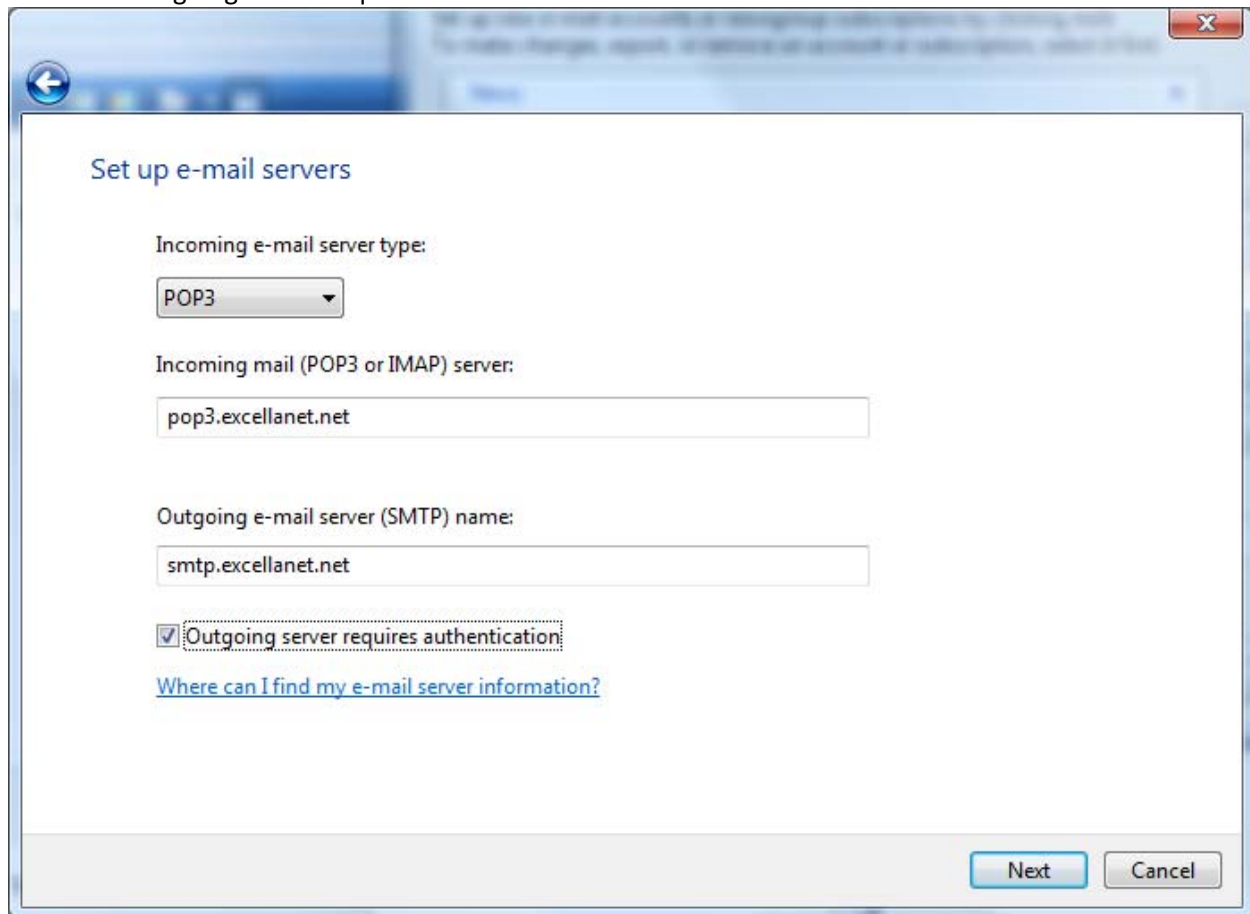
Next Cancel

Choose POP3 incoming e-mail server type.

Enter Incoming mail server: pop3.excellanet.net

Enter Outgoing mail server: smtp.excellanet.net

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.excellanet.net

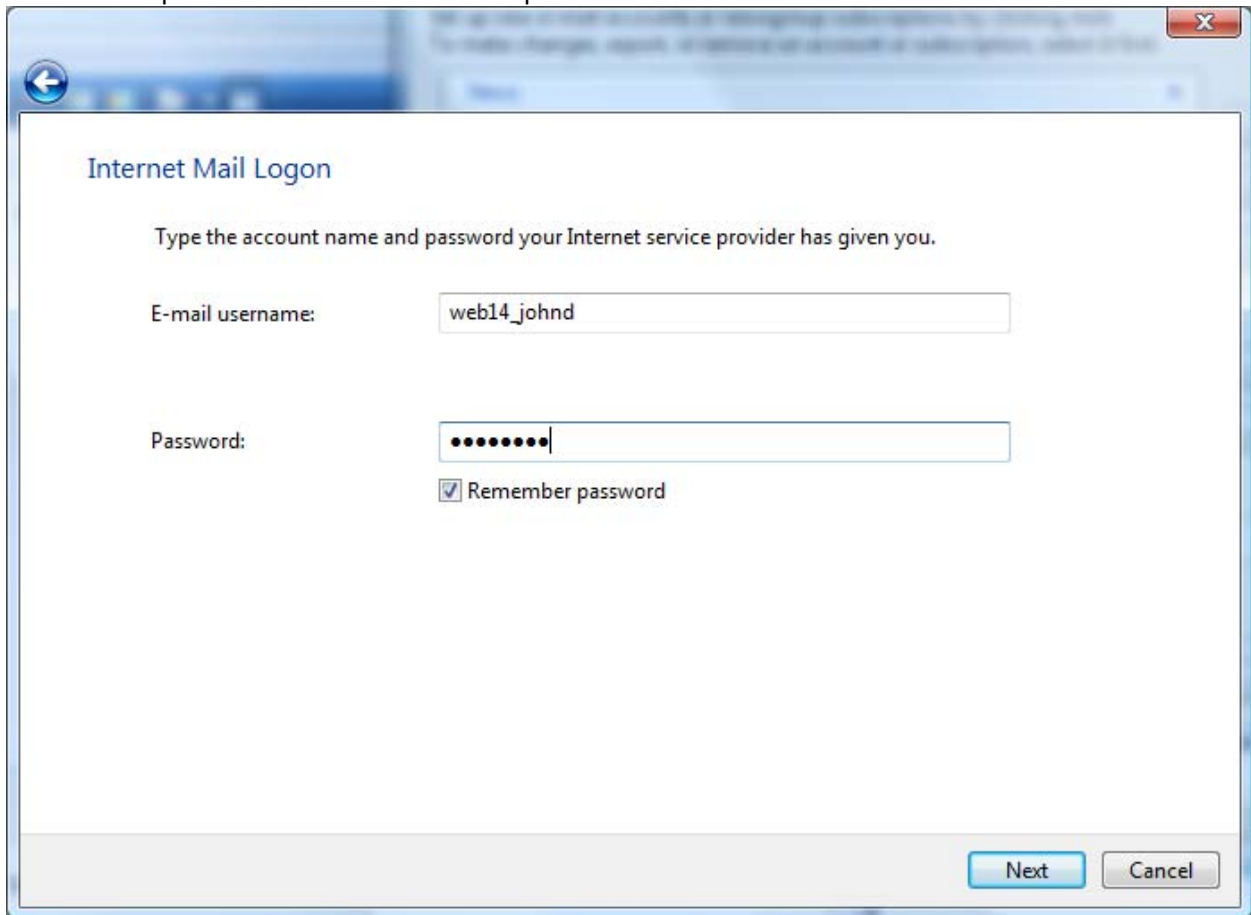
Outgoing e-mail server (SMTP) name:
smtp.excellanet.net

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

Internet Mail Logon

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

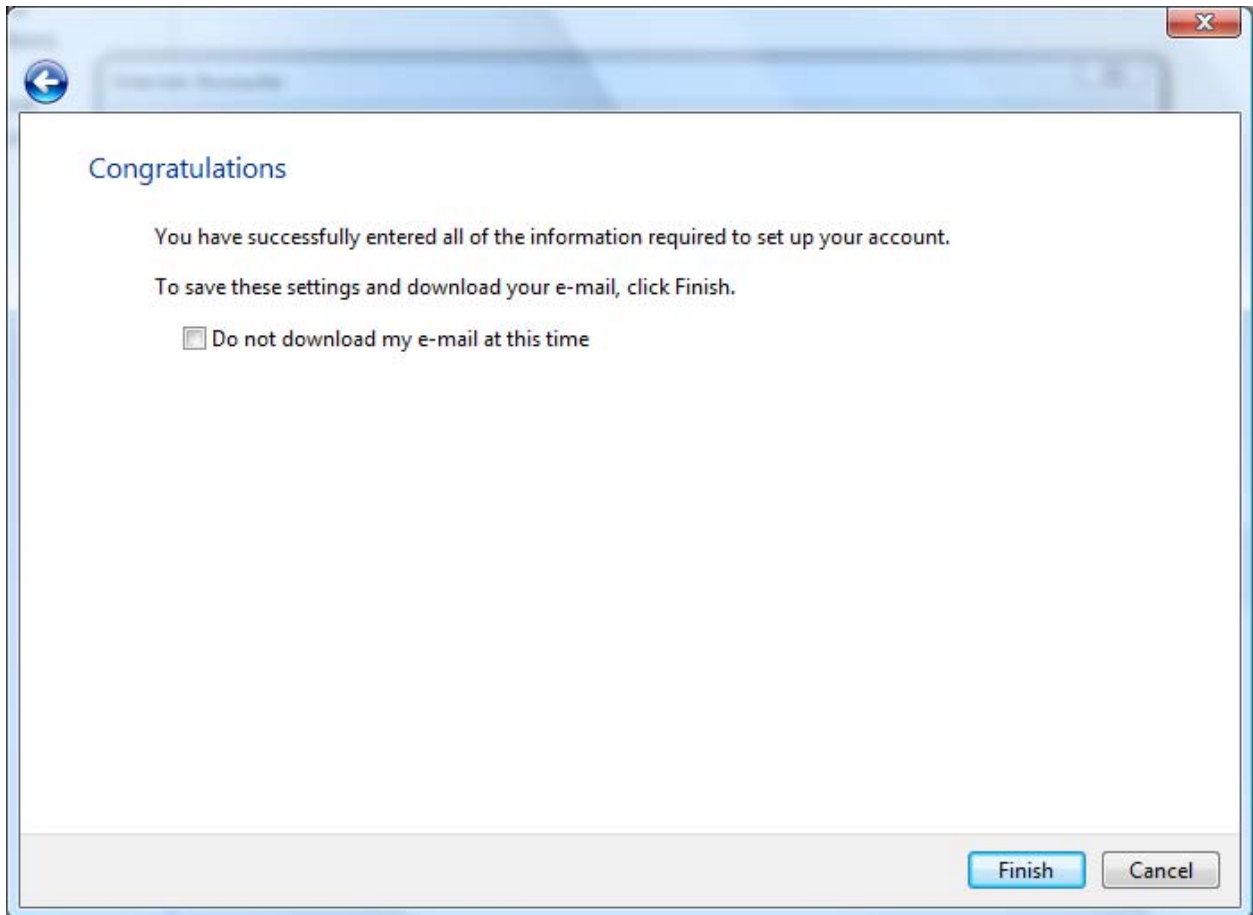
E-mail username:

Password:

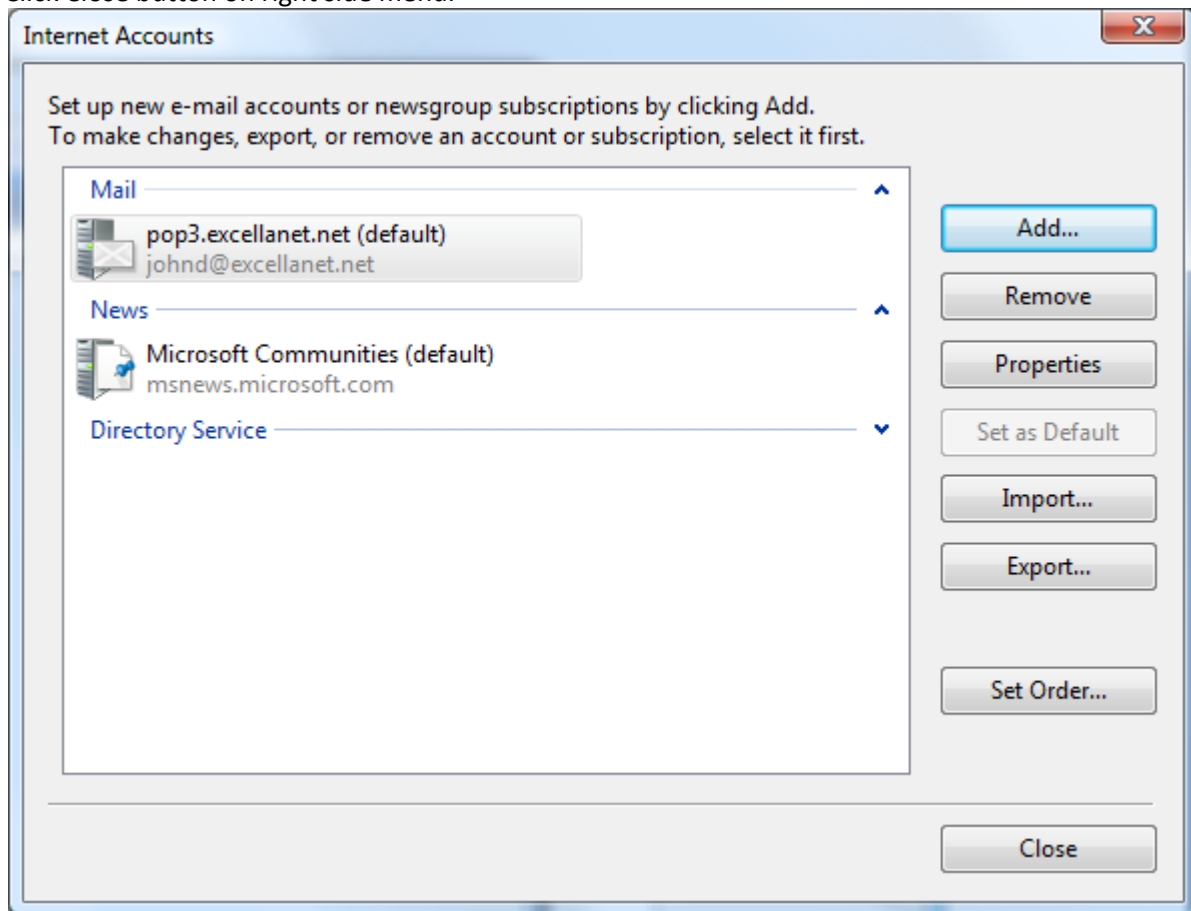
Remember password

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

Click Finish button.



Click Close button on right side menu.



Click Send/Receive button to check email.

