

SETTING UP A HOTMAIL ACCOUNT IN OUTLOOK EXPRESS

In Outlook Express click on the **Tools** menu, **Accounts...** menu item, the **Add** button, and then the **Mail...** item. That should get you here:

Enter the name you would like displayed along side your email address on outgoing messages and click **Next**.

Enter your Hotmail email address and click **Next**.

Make sure that "My incoming mail server is a **POP3** server" is selected, and enter:

- **pop3.live.com** for the Incoming mail server
- **smtp.live.com** for the Outgoing mail server

Click **Next**.

Enter your full Hotmail email address as the **Account name**, and your Windows Live Hotmail password as the **Password**. Click **Next**.

At this point Outlook Express will tell you that you are done, but in fact you are not. There are additional steps required. Go ahead and click **Finish**.

You should be left at your Internet Accounts dialog box:

Click on the newly created account, and then click on the **Properties** button.

In the resulting Properties dialog box, click on the **Advanced** tab.

Make sure that both cases of "This server requires a secure connection (SSL)" are **checked**. At that point the server port numbers should be 25 for SMTP, and 995 for POP3.

If you want: check "Leave a copy of messages on server". If you leave this unchecked mail will be downloaded or *moved* to Outlook Express and will not be visible on the Hotmail web interface. If you check it, then messages will be available in both places (but you'll have to delete in both places as well).

Now click on the **Servers** tab.

Under "Outgoing Mail Server" make sure that **My server requires authentication** is checked. (You can also double-check the **Settings** button, but the default of "Use same settings as my incoming mail server" is correct.)

That's it!