Q. How do I setup my account in Windows Live Mail?

A. Please follow the instructions below to setup your account in Windows Live Mail

1. Open Windows Live Mail and click on the "Tools" menu at the top of the screen and then "Accounts"

📴 Storage folders - Windows Live Mail					
File Edit View Go	Tools Actions Help				
New - Delete	Sync all e-mail accounts F5 Sync everything Ctrl+F5				
Quick views	Message rules				
Outbox	Manage newsgroups Ctrl+W Manage feeds				
Storage folders	Accounts Safety options				
Add e-mail account	Options				

NOTE - If you cannot see the "Tools" menu in Windows Live Mail, press the Alt and T keys on your keyboard to show this

2. Click on the "Add..." button on the right hand side of the screen here

Ac	counts	
S T	et up new e-mail accounts or newsgroup subscriptions by clicking Add. o make changes, export, or remove an account or subscription, select it first.	
	News	
	Microsoft Communities (Default Account)	<u>A</u> dd <u>R</u> emove
	Contacts Directory	Properties
		Set as <u>D</u> efault
		Import
		Export
_		
		Close

3. Select "E-mail Account" here and click the "Next" button

Add an account	×
What type of account would you like to add?	
E-mail Account	
Newsgroup Account	
Contacts Directory Account	
Get help finding the information to set up my account	
< <u>B</u> ack <u>N</u> ext >	Cancel

4. Enter your account information here

- Email address: Your email address (e.g. user-id@gol.com)

- Password: Your Rakuten Broadband Premium account password
- Remember password Check
- Display Name: Your name

- Manually configure server settings for e-mail account - Check

Add an E-mail Acco	unt	
Please enter you	r e-mail account information below:	
<u>E</u> -mail address:	user-id@gol.com	
	example555@hotmail.com <u>Get a free e-mail account</u>	
<u>P</u> assword:	•••••	
	✓ <u>R</u> emember password	
How should your name appear in e-mail sent from this account?		
<u>D</u> isplay Name:	Your Name	
	For example: John Smith	
⊡ Manually <u>c</u> on	figure server settings for e-mail account.	
	< <u>B</u> ack <u>N</u> ext >	Cancel

Click the "Next" button here after entering this information

5. Enter the following information here

Incoming Server Information

- My incoming mail server is a POP3 server
- Incoming server: popmail.gol.com
- Port: 110
- This server requires a secure connection (SSL) Do not check
- Log on using: Clear text authentication
- Login ID (if different from e-mail address): user-id@gol.com

Outgoing Server Information

- Outgoing server: mail.gol.com
- Port: 587
- This server requires a secure connection (SSL) Do not check
- My outgoing server requires authentication Check

Add an E-mail Account		×	
Where can I find my e-mail server information?			
Incoming Server Information			
<u>M</u> y incoming mail s	erver is a POP3 💉 server.		
Incoming server:	popmail.gol.com Port: 110		
🔲 This server req	uires a secure connection (SS <u>L)</u>		
Log on <u>u</u> sing:	Clear text authentication		
Login ID (if different from e-mail address):			
user-id@gol.com			
Outgoing Server Information			
<u>O</u> utgoing server:	mail.gol.com Po <u>r</u> t: 587		
This server reguires a secure connection (SSL)			
✓ My outgoing server requires authentication			
	< <u>B</u> ack <u>N</u> ext > Cancel		

Click the "Next" button here after entering this information

6. Your account has now been setup. Click "Finish" to close this screen

Your new account settings are complete	×
You have successfully entered in the information required to set up your account.	
	_
< <u>B</u> ack Finish Cancel	

You should now be able to send and receive email using Windows Live Mail

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