

## Vista - Windows Mail Setup

Click on the **Start Menu** button

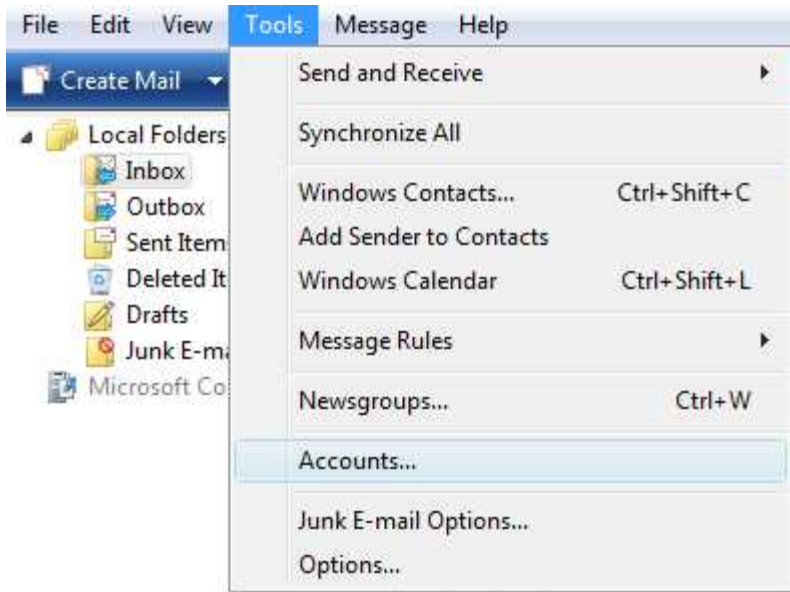


Click on **Windows Mail**

### Step 2.

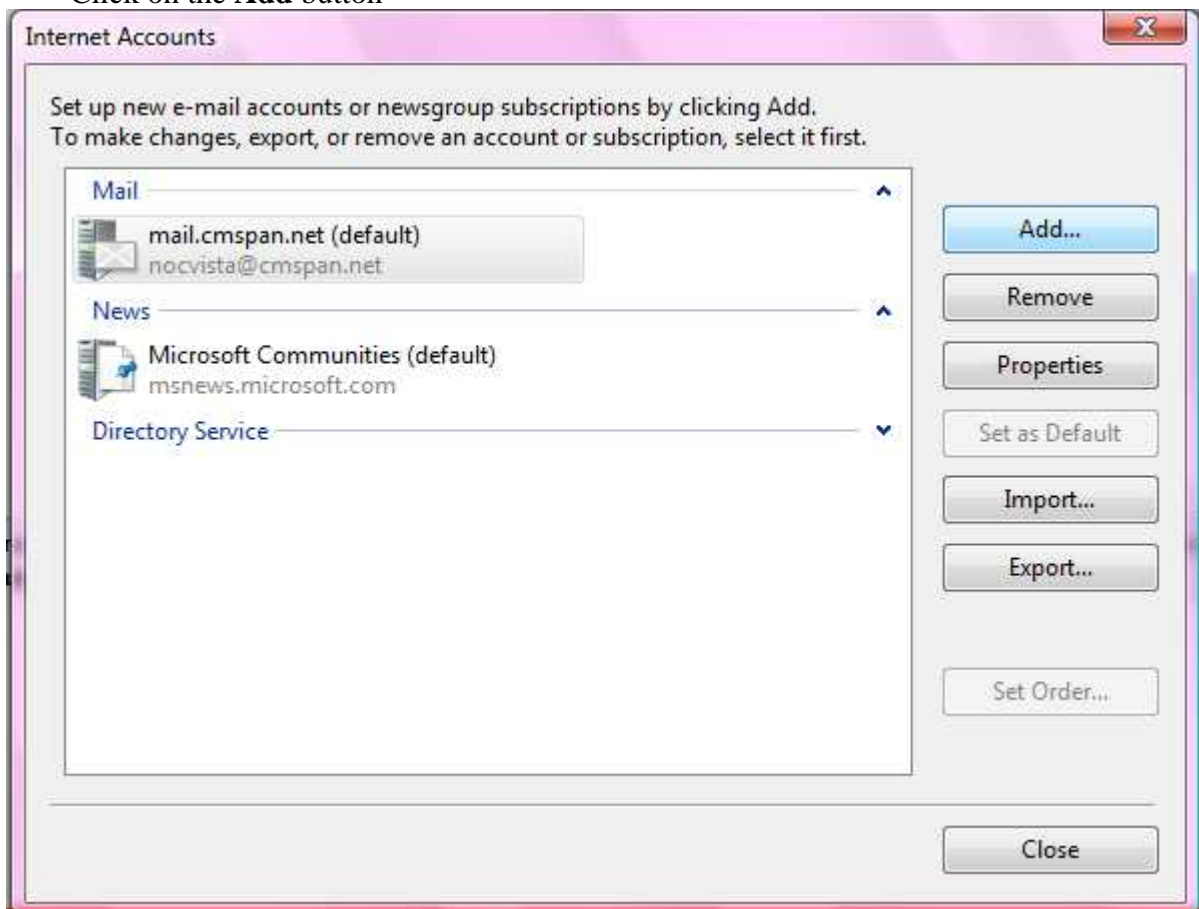
Click on the **Tools** button

Click on the **Accounts** button



### Step 3.

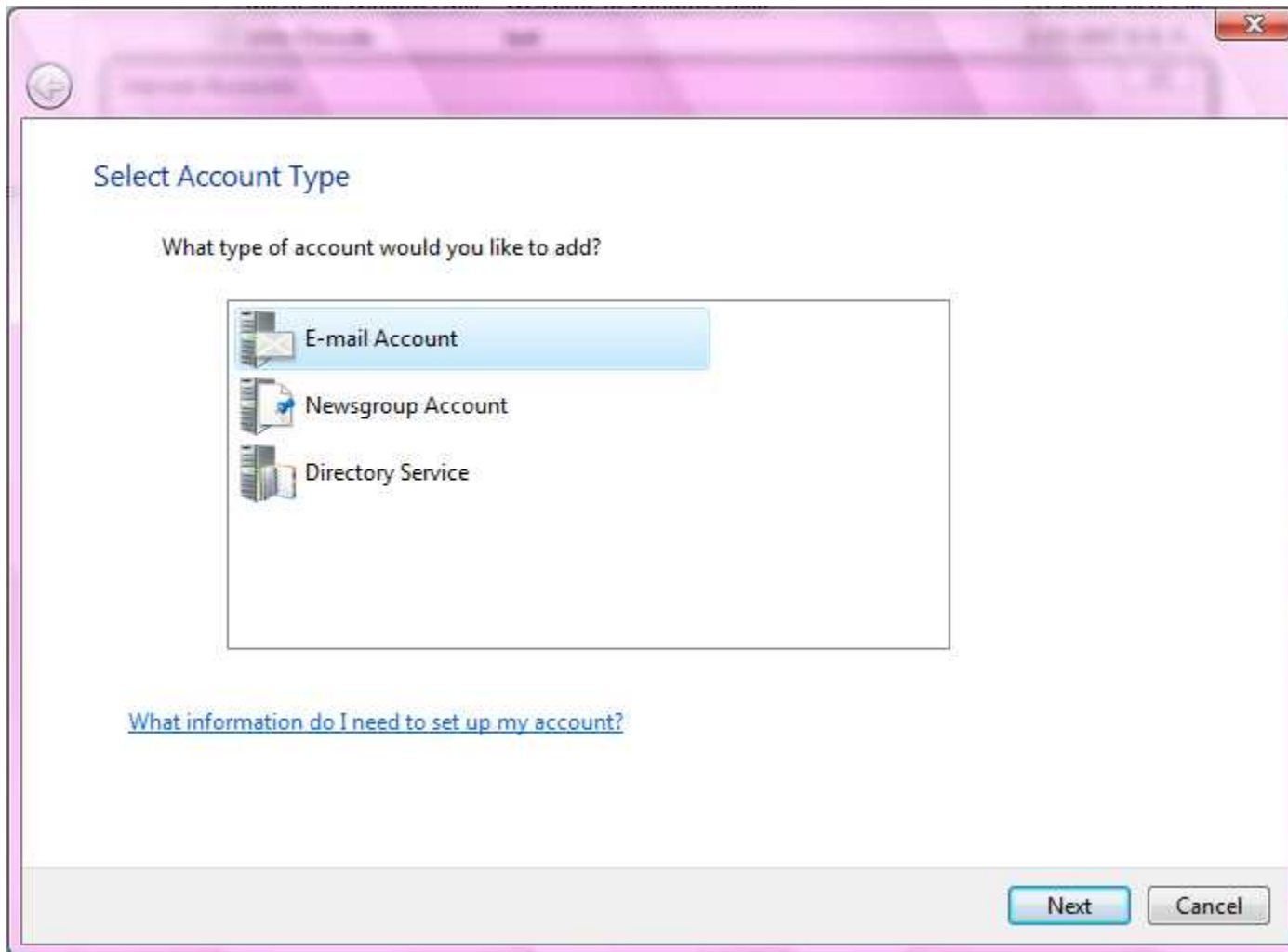
Click on the **Add** button



#### Step 4.

Click on **Email Account**

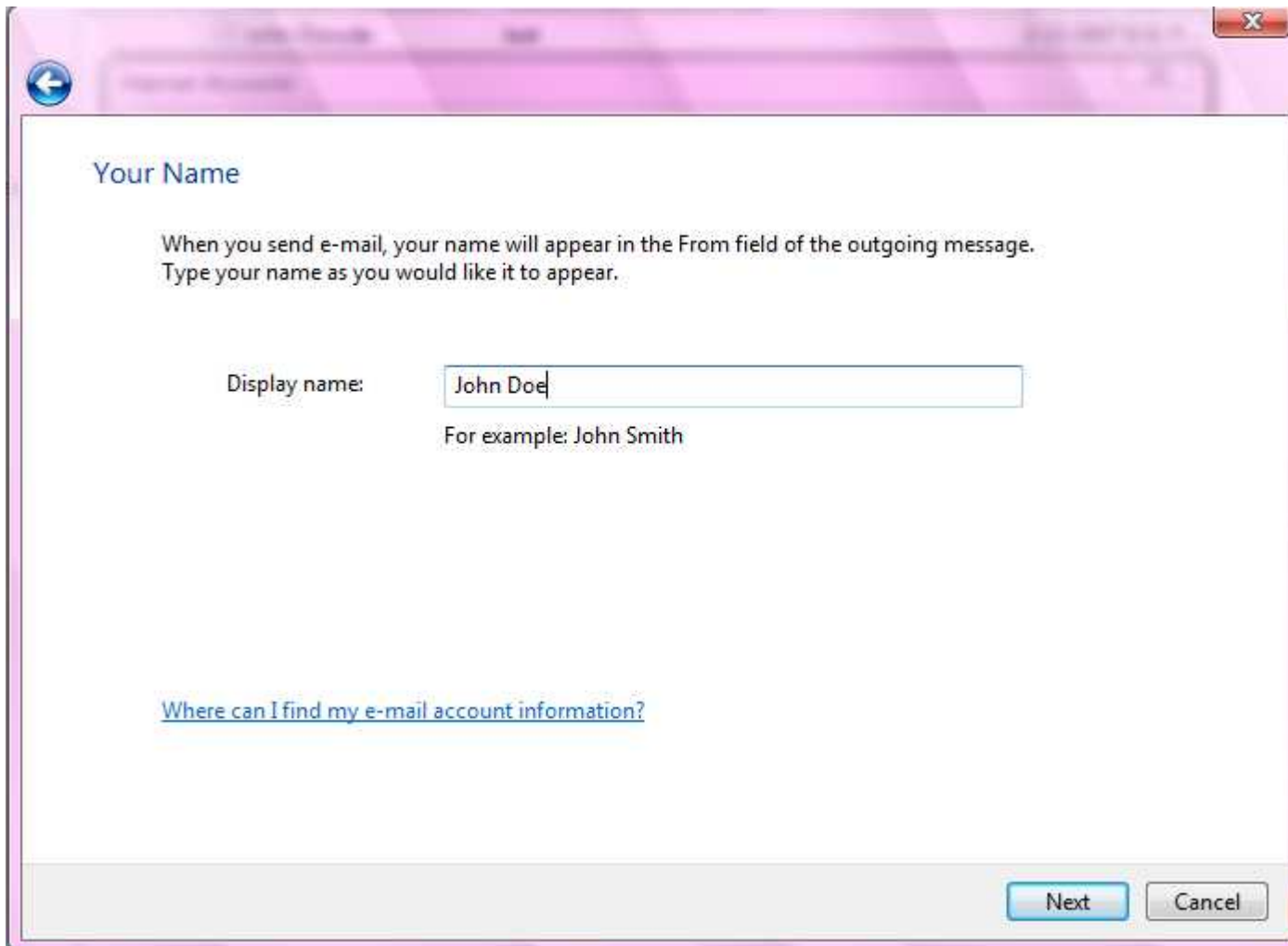
Click on **Next** button



#### Step 5.

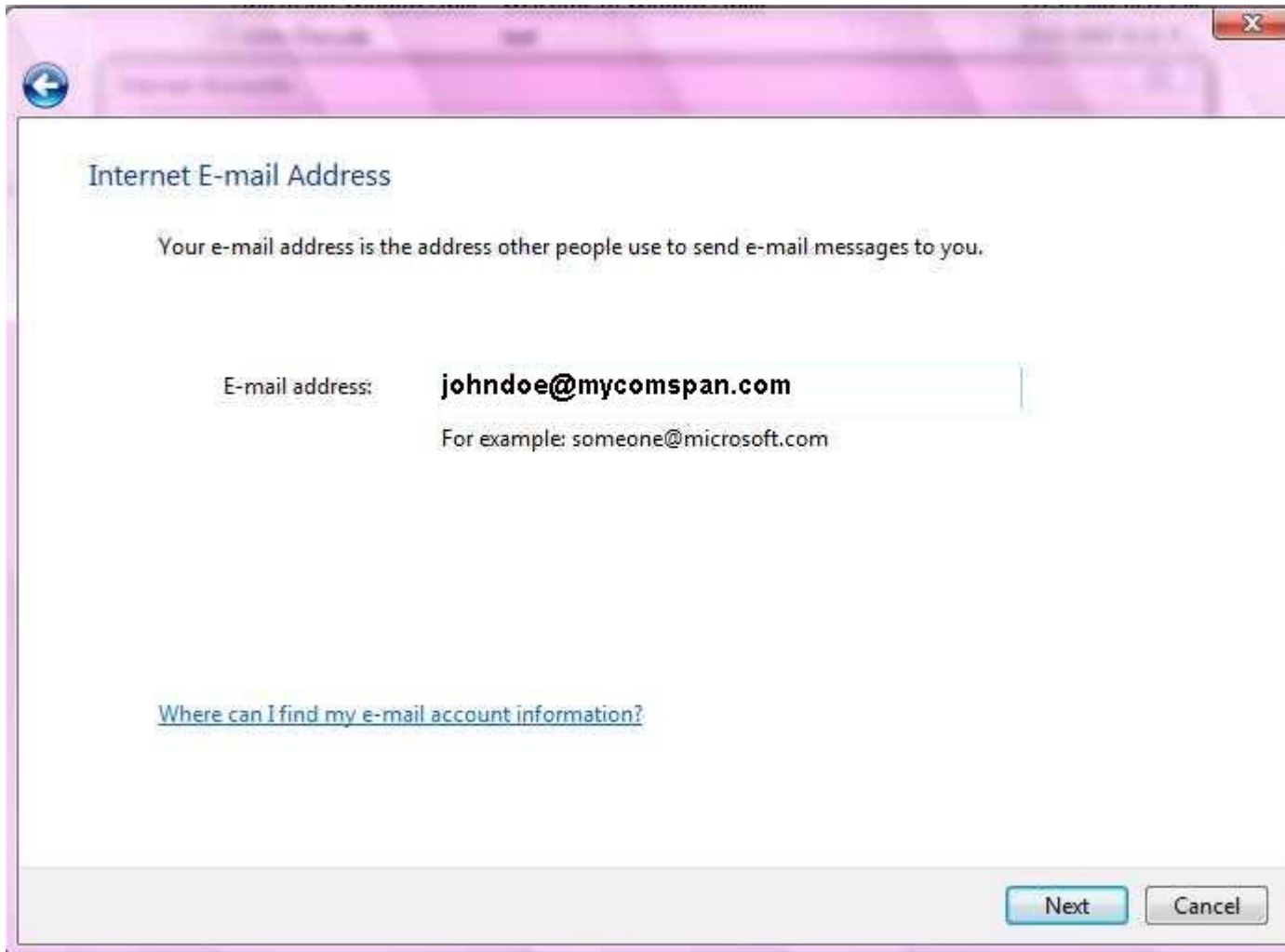
Enter customer's name in **Display name** field

Click on **Next** button

A screenshot of a software window titled "Your Name". The window has a blue back arrow icon in the top-left corner and a red close button in the top-right corner. 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:" followed by a text input field containing "John Doe", and "For example: John Smith". At the bottom of the window, there is a blue hyperlink that reads "Where can I find my e-mail account information?". In the bottom-right corner, there are two buttons: "Next" (highlighted in blue) and "Cancel".

## Step 6.

Enter email address in the **Email address** field  
Click on **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:

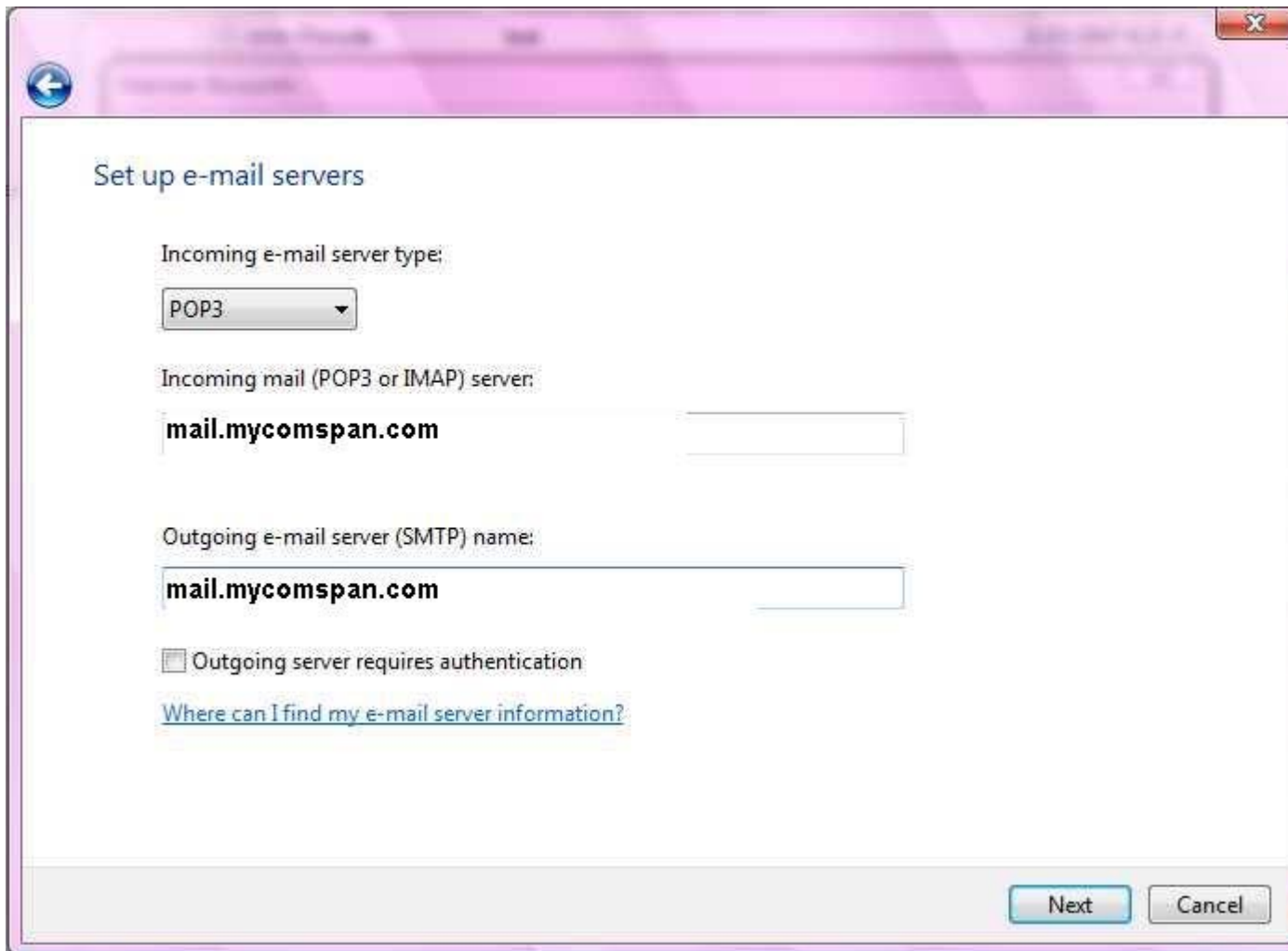
For example: someone@microsoft.com

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

Next Cancel

### Step 7.

- Enter **mail.mycomspan.com** in both the **incoming and outgoing mail server** fields
- Click on **Outgoing server requires authentication**
- Click on **Next** button

A screenshot of a Windows-style dialog box titled "Set up e-mail servers". The dialog box has a blue back arrow icon in the top-left corner and a red close button in the top-right corner. The main content area contains the following fields and options:

- "Incoming e-mail server type:" with a dropdown menu showing "POP3".
- "Incoming mail (POP3 or IMAP) server:" with a text input field containing "mail.mycomspan.com".
- "Outgoing e-mail server (SMTP) name:" with a text input field containing "mail.mycomspan.com".
- An unchecked checkbox labeled "Outgoing server requires authentication".
- A blue hyperlink: "[Where can I find my e-mail server information?](#)".

At the bottom right of the dialog box, there are two buttons: "Next" and "Cancel".

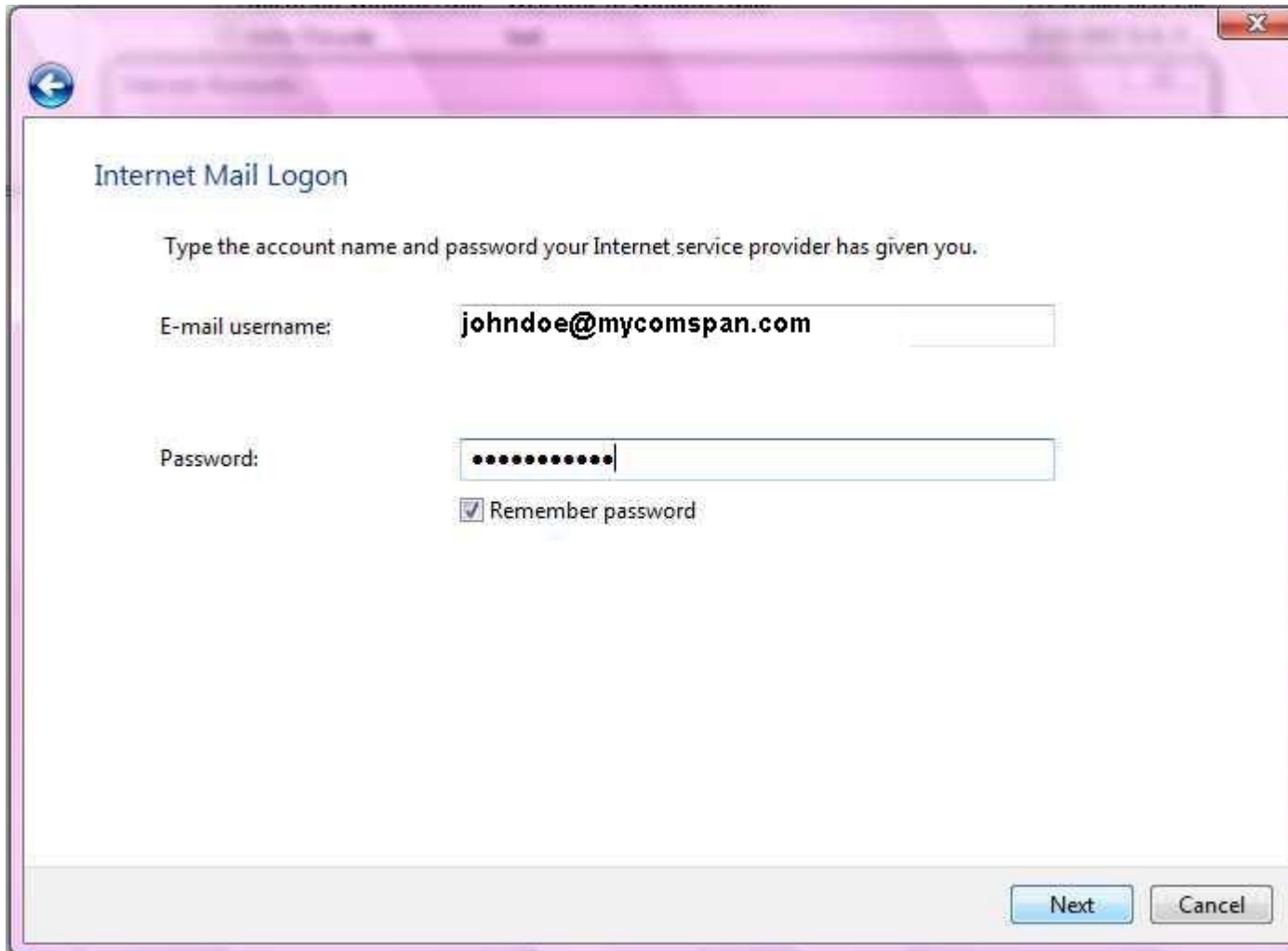
### Step 8.

Enter user name in the **Email user name** field (the username is your full email address including @mycomspan.com)

Enter password in the **Password** field

Click on square labeled **Remember password**

Click on **Next** button

A screenshot of a Windows-style dialog box titled "Internet Mail Logon". The dialog box has a light blue title 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 elements:

- A heading "Internet Mail Logon" in a dark blue font.
- A line of text: "Type the account name and password your Internet service provider has given you."
- A label "E-mail username:" followed by a text input field containing "johndoe@mycomspan.com".
- A label "Password:" followed by a password input field containing ten black dots.
- A checkbox labeled "Remember password" which is checked.
- At the bottom right, there are two buttons: "Next" (highlighted in light blue) and "Cancel".

Click on **Finish** button  
The email account is now set up and ready to use