

Configuring Windows Mail for a Rev.Net E-mail Address

Use this procedure to configure a Rev.Net e-mail address on your Windows Vista computer. These steps only apply to a Vista computer that has never had an e-mail account configured (for example, a new computer).

1. Single left-click on the **Start** button in the lower left hand corner of your monitor screen.
2. Single left-click on **E-mail** at the top portion of the **Start** Menu. This will launch Windows Mail, the default e-mail application included with Windows Vista.

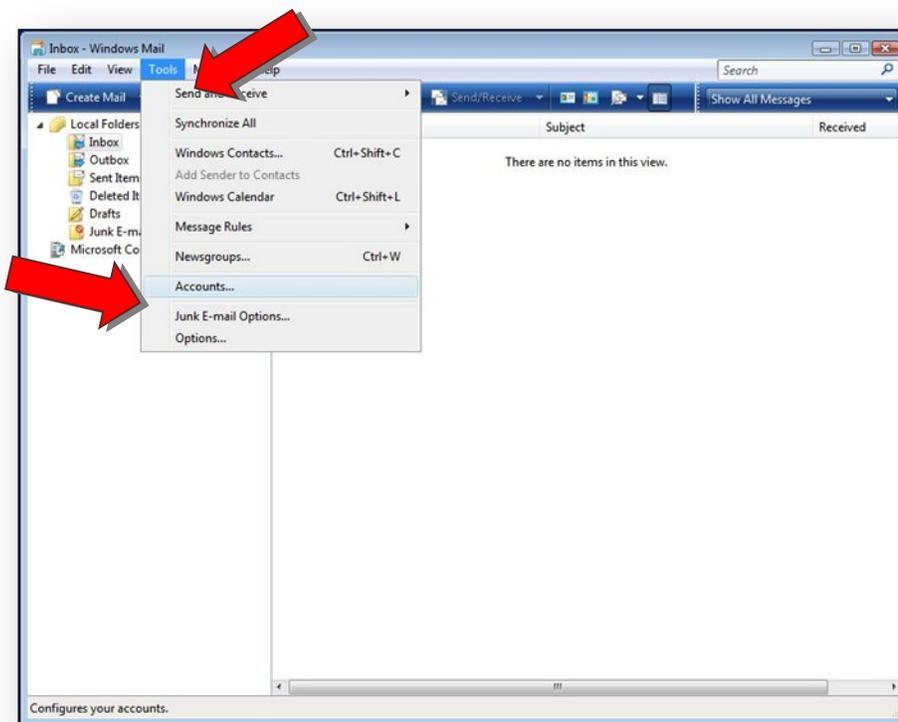
2. E-Mail



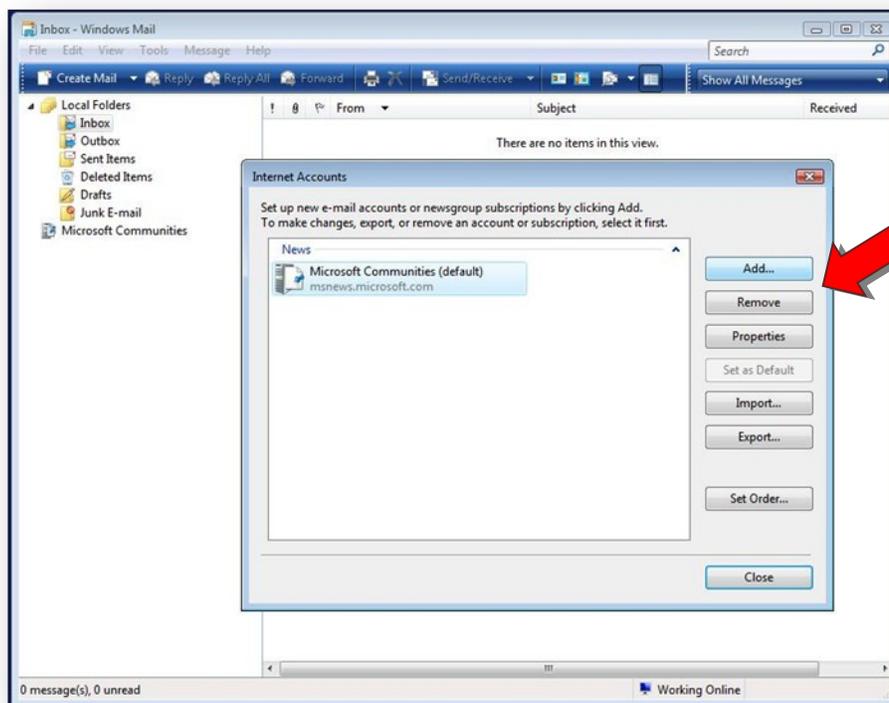
1. Start Button

3. Along the top of the Windows Mail window, locate the **Tools** menu then single left-click on the word **Tools**. A drop-down menu will appear.

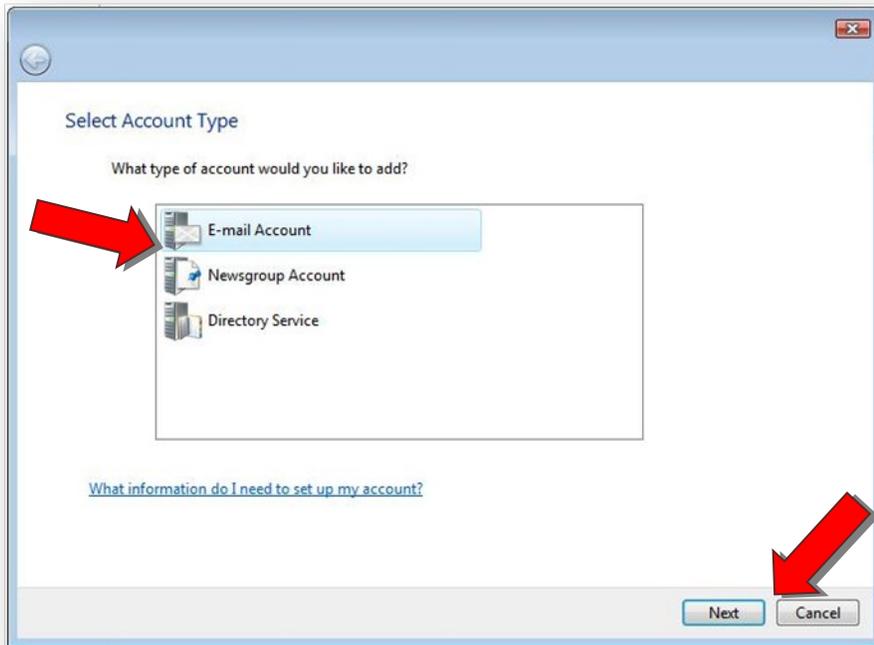
4. Single left-click on the word **Accounts** - an **Internet Accounts** panel will appear.



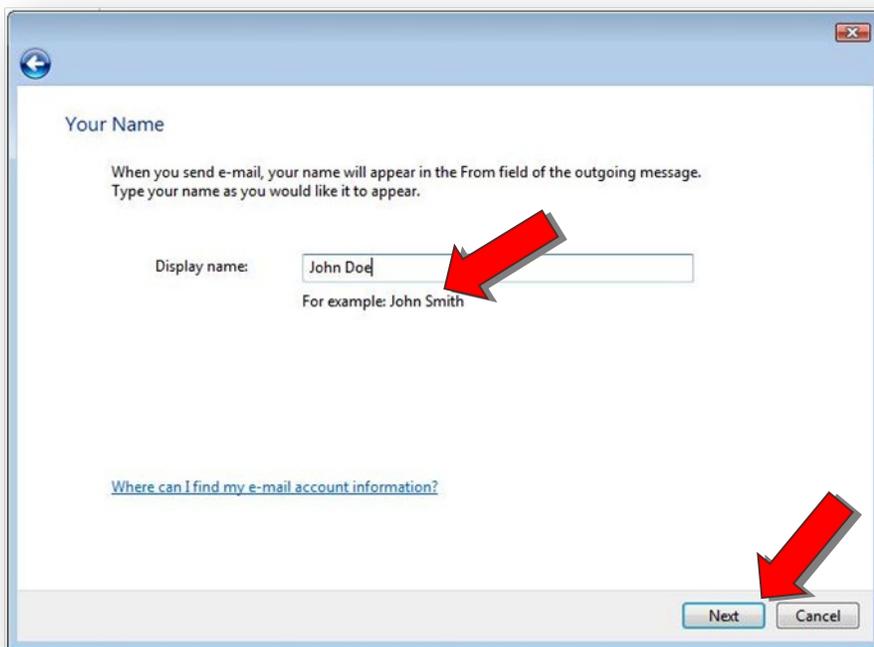
5. On the right hand side of the **Internet Accounts** panel, locate the **Add** button then single left-click it. This will open the **New Account Wizard**.



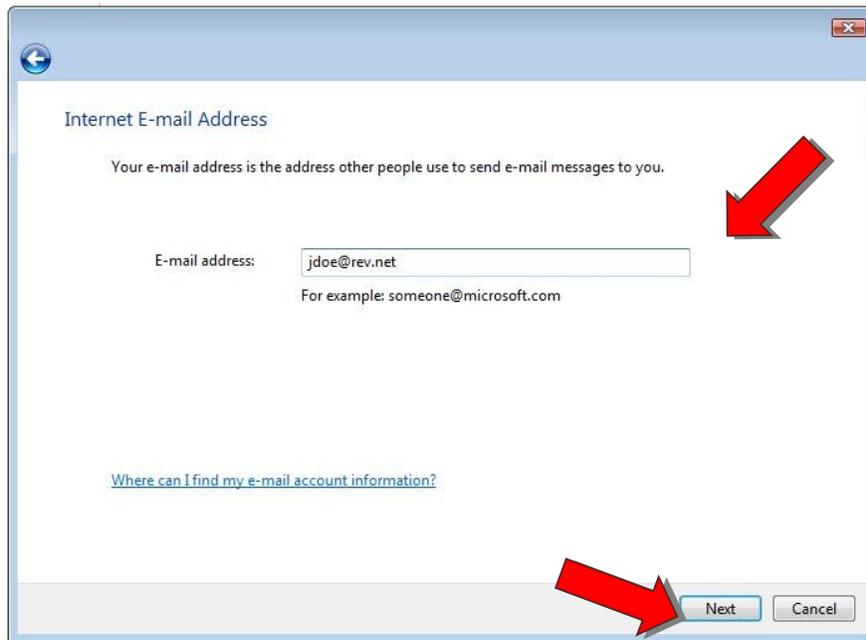
6. Single left-click **E-mail Account** then single left-click on the **Next** button.



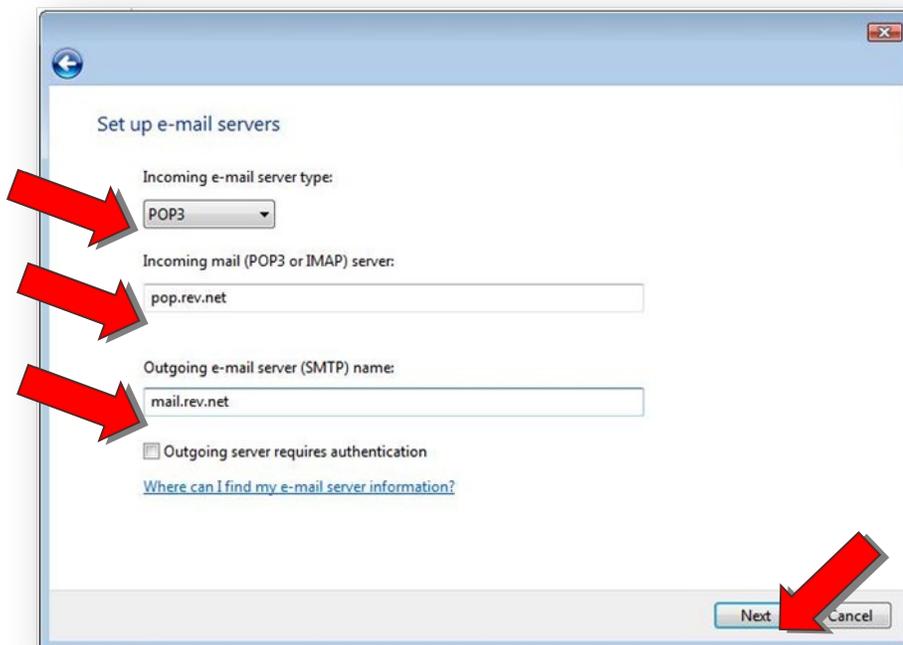
7. In the **Display Name** field, type your name as you would like it to appear in your e-mail messages then single left-click on the **Next** button. (If you make a mistake at any time during the set-up, single left-click the **Back** button in the upper left corner.)



8. Enter your **Rev.Net** e-mail address then single left-click on the **Next** button.

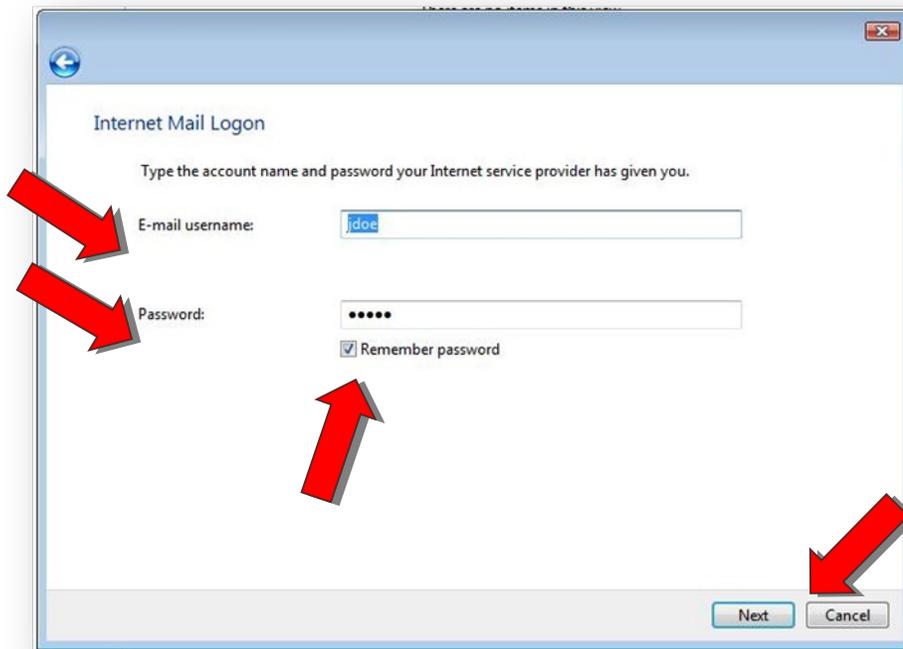


9. For **Incoming e-mail server type** leave it as POP3, for **Incoming mail (POP3 or IMAP) server** enter *pop.rev.net*, for **Outgoing e-mail server (SMTP) name** enter *mail.rev.net* - then single left-click on the **Next** button.

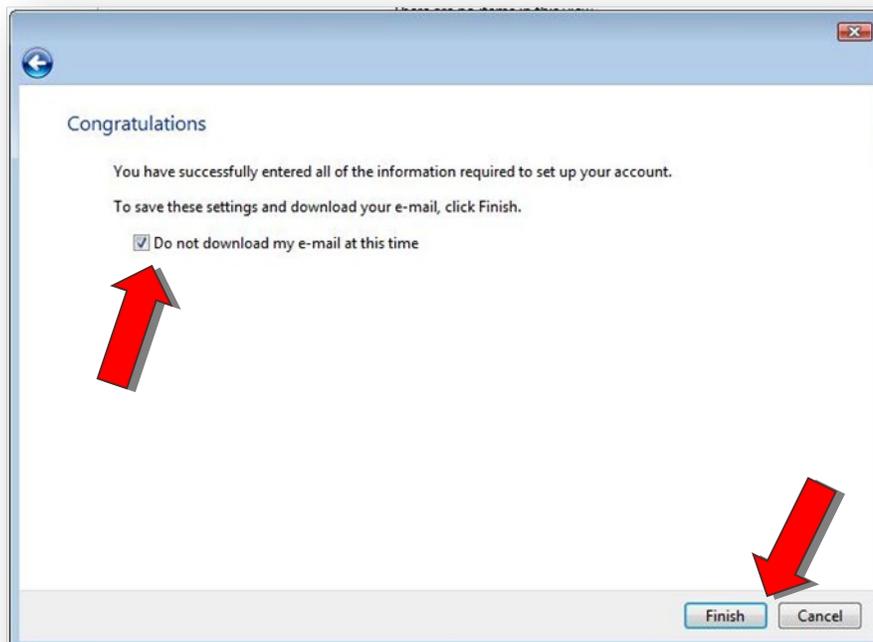


10. The **E-mail user name** should already have your Rev.Net user name inside it - if not, enter your Rev.Net user name. In the **Password** field, enter your Rev.Net password in lower case letters (make sure your caps

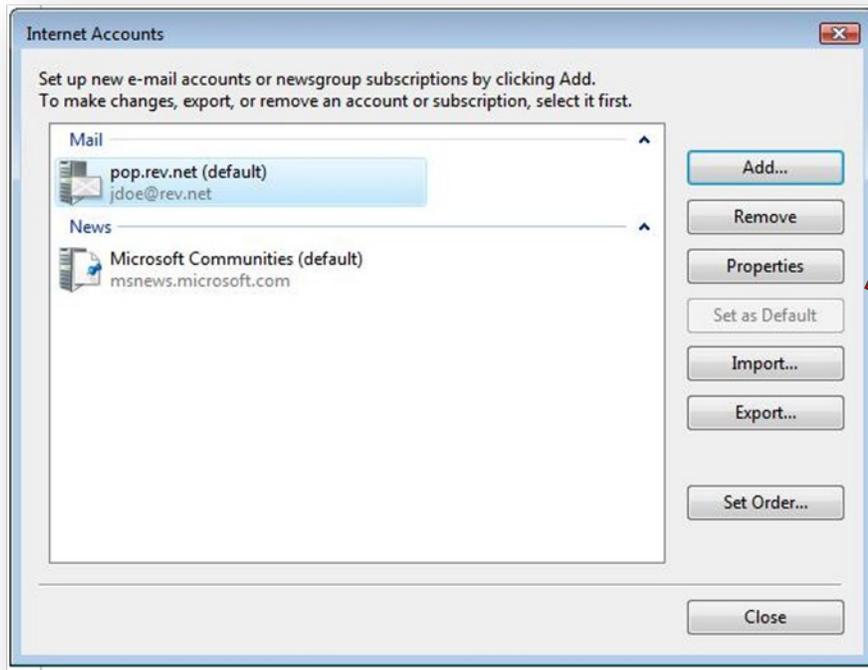
lock key and light are not on) the put a tick mark in front of **Remember password**. Single left-click on the **Next** button.



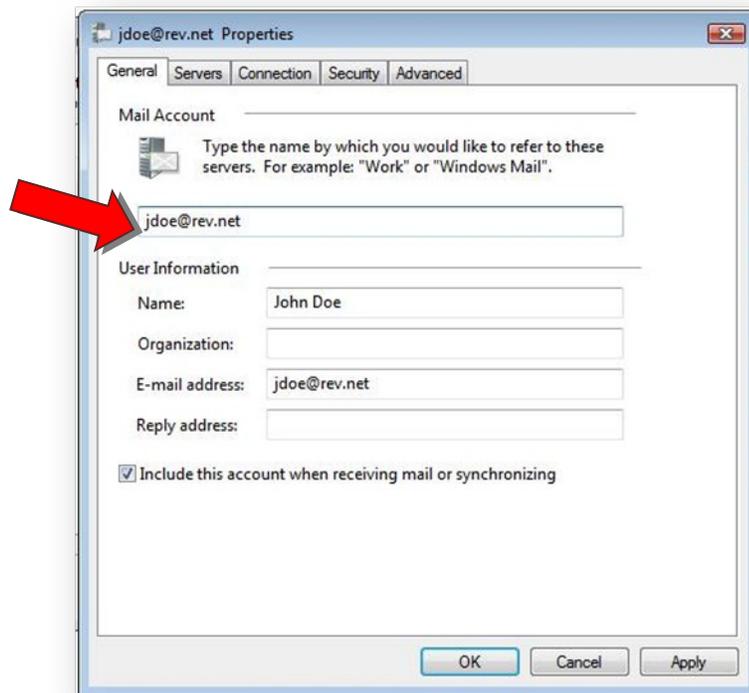
11. In the **Congratulations** panel, put a tick mark in front of **Do not download my e-mail at this time** then single left-click on the **Finish** button to complete the account set-up. This will close the Wizard and return you to the **Internet Accounts** panel. You should see the account *pop.rev.net* in your accounts list under the word **Mail**.



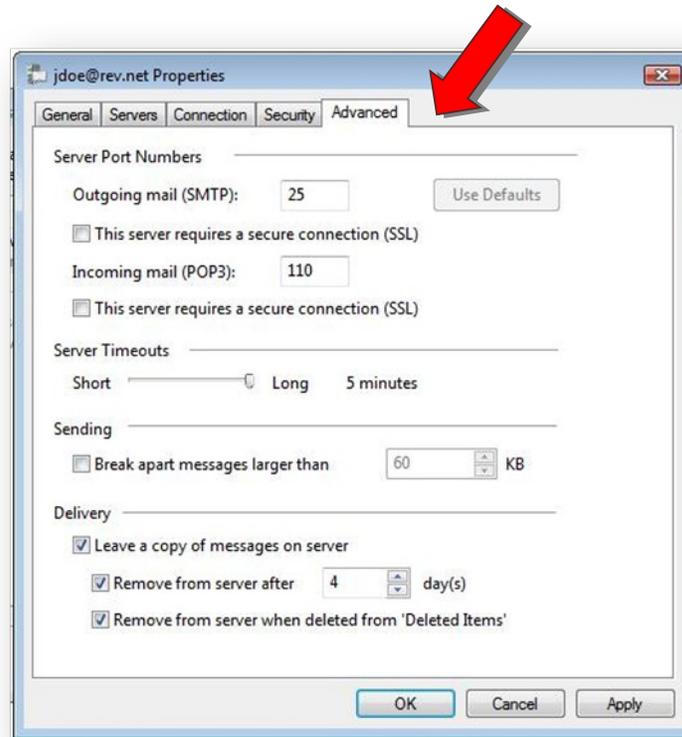
12. On the right hand side of the **Internet Accounts** panel, locate the **Properties** button then single left-click it. This will open the **Properties** panel for your e-mail account.



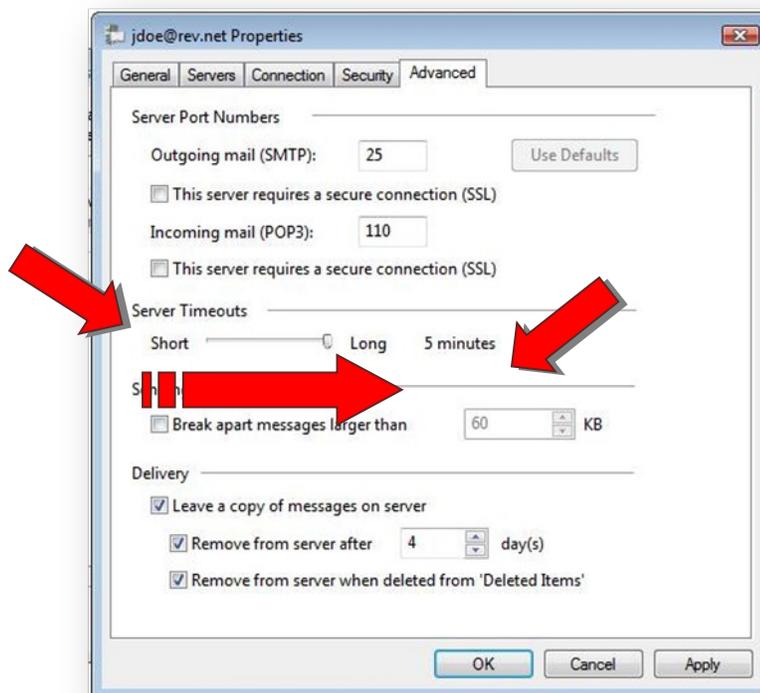
13. The very first tab in the **Properties** panel is labeled **General**. Locate the very first field with the words *pop.rev.net* inside of it. Double left-click inside that field to highlight those words... then erase them by hitting the Backspace key on your keyboard (located to the right of the + key and above the } and \ keys). Inside the blank field, type your e-mail address. Double check the other fields in the **General** sub-panel to ensure that the information is accurate.



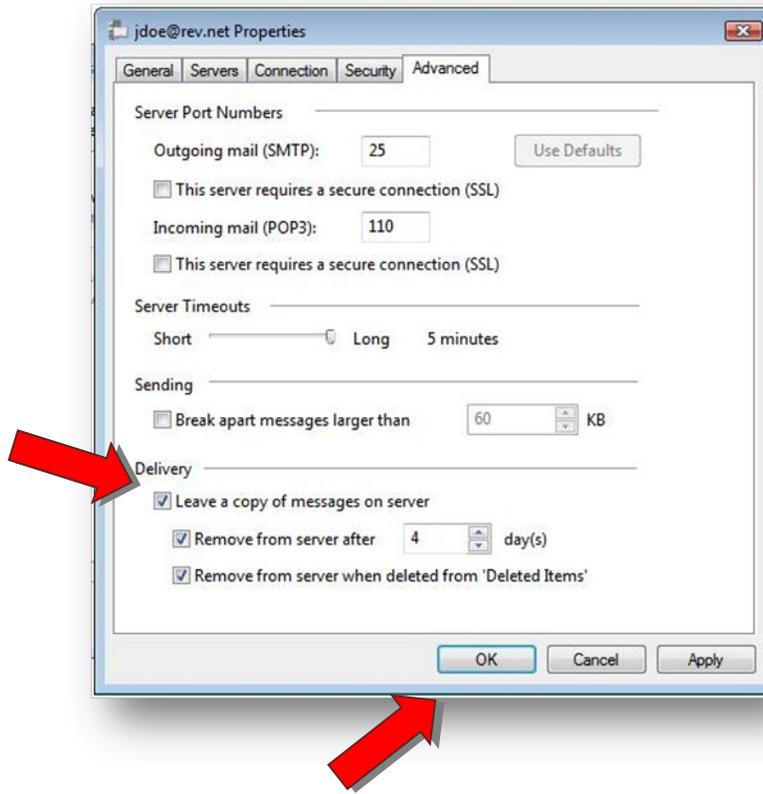
14. At the top of the **Properties** panel, single left-click on the tab labeled **Advanced**. This will change the view to the **Advanced** sub-panel.



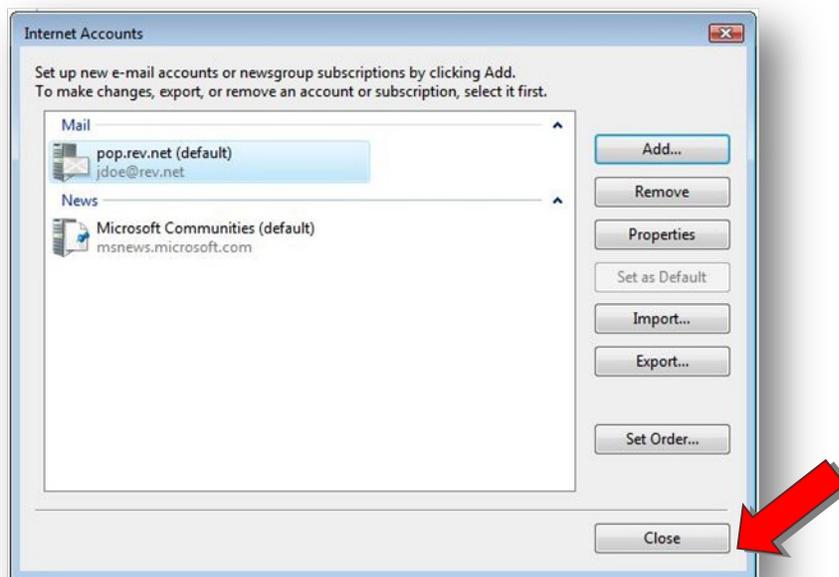
15. In the center of the **Advanced** sub-panel, locate **Server Timeouts**. Move the slider between the words **Short** and **Long** to the Long side so that it reads 5 minutes. To move the slider, put your arrow directly over it, press and hold down the left mouse button, then move your mouse to the right until the slider hits the word Long then let go of the left mouse button.



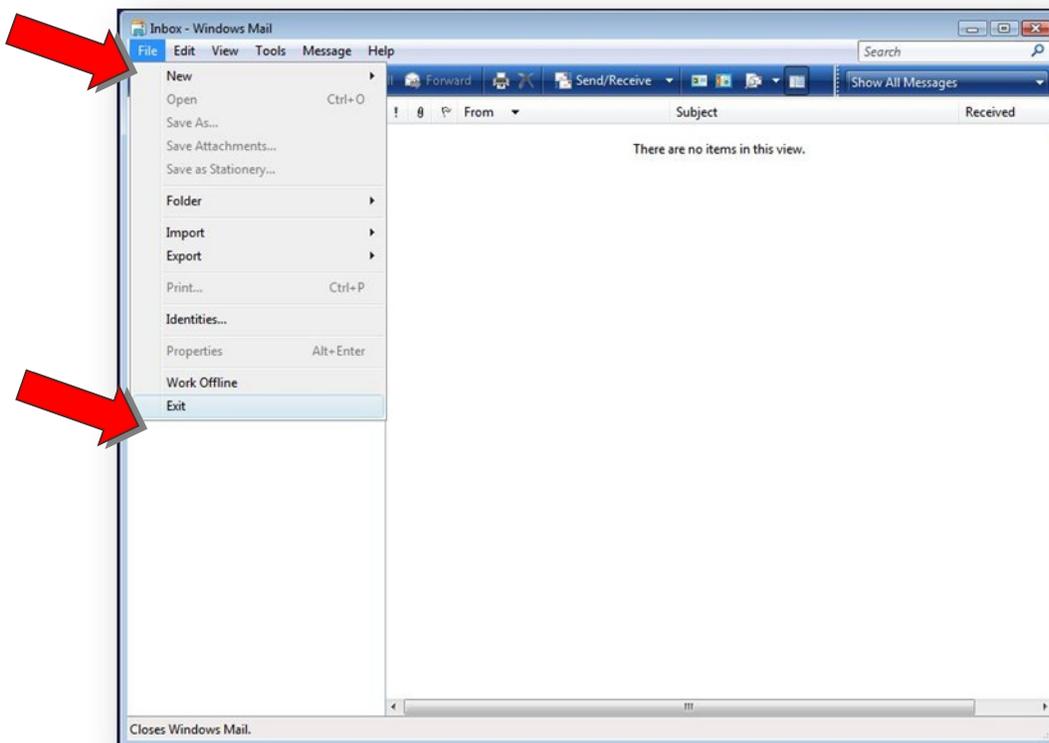
16. Towards the bottom of the **Advanced** sub-panel, locate **Delivery**. Put tick marks in front of **Leave a copy of messages on server**, **Remove from server after 5 day(s)**, and **Remove from server when deleted from 'Deleted Items'**. Single left click on the **OK** button. This will return you to the **Internet Accounts** panel.



17. Single left-click on the **Close** button in the lower right-hand corner of the **Internet Accounts** panel.



18. Close Windows Mail by single left-clicking on the **File** menu in the upper left-hand corner of the window then single left-clicking on **Exit** at the bottom of the drop-down menu.



This completes the set up of Windows Mail. The next time you connect to Rev.Net and then launch Windows Mail, it will begin to download any new messages that are waiting for you.