## **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.



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.

	eip			Search	_
eate Mail	Send and ceive	· · · ·	🔁 Send/Receive 💌 📧 🛍 🔊 💌 🛄	Show All Messages	
al Folders	Synchronize All		Subject		Received
Outbox Sent Item	Windows Contacts Add Sender to Contacts	Ctrl+Shift+C	There are no items in this view.		
leted It	Windows Calendar	Ctrl+Shift+L			
fts k E-mi	Message Rules	•			
Microsoft Co Newsgroups Ctri+W Accounts Junk E-mail Options Options					
	Accounts				
	Junk E-mail Options				

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**.

cal Folders	L A D From	Subject	Parainad
Inbox	1 9 1 <sup>-</sup> From •	Subject	Received
Sent Items		There are no items in this view.	]
Deleted Items Drafts	Internet Accounts		
Junk E-mail crosoft Communities	Set up new e-mail accounts or newso To make changes, export, or remove	group subscriptions by clicking Add. an account or subscription, select it first	
	News		· /
	Microsoft Communities (de msnews.microsoft.com	fault)	Add
			Remove
			Properties
			Set as Default
			Import
			Export
			Set Order
			Ciose

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

	E
Select Account Type	
What type of account would you like to add?	
E-mail Account	
Newsgroup Account	
Directory Service	
What information do I need to set up my account?	
	Next Cancel

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.)

Your Name	
When you send e-mail, y Type your name as you v	your name will appear in the From field of the outgoing message. would like it to appear.
Display name:	John Doe
	For example: John Smith
Where can I find my e-m	nail account information?
	Next Cancel

)		
Internet E-mail Address		•
Your e-mail address is the	address other people use to send e-mail messages to you.	
E-mail address:	jdoe@rev.net	
	For example: someone@microsoft.com	
where can I find my e-ma	il account information?	
		Next Cancel

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.

)	(
Set up e-mail servers	
Incoming e-mail server type:	
ncoming mail (POP3 or IMAP) server:	
poprevillet	
Outgoing e-mail server (SMTP) name:	
mail.rev.net	
Outgoing server requires authentication	
Where can I find my e-mail server information?	
	Next

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.

•		
Internet Mail Logon		
Type the account name	and password your Internet service provider h	nas given you.
E-mail username:	jdoe	
Password:	•••••	
		Next Cancel

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**.

0				
C	Congratulations			
	You have successfully en	tered all of the information re	equired to set up your accou	nt.
	To save these settings an	d download your e-mail, clic	k Finish.	
	📝 Do not download n	ny e-mail at this time		

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.

pop.rev.net (default)	Add
jdoe@rev.net	Remove
Microsoft Communities (default)	Properties
- Harensanerosorieoni	Set as Default
	Import
	Export
	Set Order
	Import Export Set Order

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.

Mail Account =	Princeton Security Payancea	
Type th servers.	e name by which you would like to refer to these For example: "Work" or "Windows Mail".	
jdoe@rev.net		
User Information		
Name:	John Doe	
Organization:		
E-mail address:	jdoe@rev.net	
Reply address:		
Include this acco	ount when receiving mail or synchronizing	

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.

General	Servers	Connection	Security	Advanced			
Server	Port Nur	nbers -					-2
Out	going m	ail (SMTP):	25		Use D	efaults	
	This serve	r requires a s	ecure cor	nnection (SSL	.)		
Inco	ming m	ail (POP3):	110				
	This serve	r requires a s	ecure cor	nection (SSL	)		
Server	Timeout	c					
Sho	rt 🦳		Long	5 minute	s		
Sendir	ig			60		1.00	
	бгеак ара	rt messages	larger tha	n 00	¥	KB	
Delive	ry —						
<b>V</b> I	eave a co	opy of messa	ges on se	rver			
5	Remov	e from serve	r after	4	day(s)		
3	Remov	e from serve	r when de	leted from 'D	eleted Iten	าร'	

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.

Server Port Numbers Outgoing mail (SMTP): 25 Use Defaults This server requires a secure connection (SSL) Incoming mail (POP3): 110 This server requires a secure connection (SSL) Server Timeouts Short Long 5 minutes Short Long 5 minutes Short Break apart messages larger than 60 KB Delivery V Leave a copy of messages on server V Remove from server after 4 day(s) V Remove from server when deleted from 'Deleted Items'	General Servers Connection	Security Advanced		
Outgoing mail (SMTP):       25       Use Defaults         This server requires a secure connection (SSL)         Incoming mail (POP3):       110         This server requires a secure connection (SSL)         Server Timeouts         Short       Long         Short       Long         Break apart messages larger than       60         Delivery         Image: Leave a copy of messages on server         Image: Remove from server after       4         Image: Remove from server when deleted from 'Deleted Items'	Server Port Numbers			
<ul> <li>This server requires a secure connection (SSL)</li> <li>Incoming mail (POP3): 110</li> <li>This server requires a secure connection (SSL)</li> <li>Server Timeouts</li> <li>Short</li> <li>Long</li> <li>5 minutes</li> <li>Short</li> <li>Long</li> <li>5 minutes</li> <li>Short</li> <li>Long</li> <li>5 minutes</li> <li>KB</li> <li>Delivery</li> <li>Verver</li> <li>Verver</li> <li>Remove from server after</li> <li>A gay(s)</li> <li>Remove from server when deleted from 'Deleted Items'</li> </ul>	Outgoing mail (SMTP):	25	Use Defaults	
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<ul> <li>This server requires a secure connection (SSL)</li> <li>Server Timeouts</li> <li>Short</li> <li>Long</li> <li>5 minutes</li> <li>Short</li> <li>Long</li> <li>5 minutes</li> <li>Main and the secure connection (SSL)</li> <li>Short</li> <li>Short</li> <li>Long</li> <li>5 minutes</li> <li>Short</li> <li>Short</li> <li>Long</li> <li>5 minutes</li> <li>Short</li> <li>Short</li> <li>Long</li> <li>5 minutes</li> <li>Short</li> <li>Cong</li> <li>5 minutes</li> <li>Short</li> <li>Short</li> <li>Cong</li> <li>Short</li> <li>Short</li></ul>	Incoming mail (POP3):	110		
Server Timeouts Short Long 5 minutes Short Break apart messages larger than 60 kB Delivery V Leave a copy of messages on server V Remove from server after 4 day(s) V Remove from server when deleted from 'Deleted Items'	This server requires a se	cure connection (SSL	)	
Short Long 5 minutes Short Long 5 minutes Short Break apart messages larger than 60 KB Delivery V Leave a copy of messages on server Remove from server after 4 day(s) V Remove from server when deleted from 'Deleted Items'	Seguer Timeoutr			
Short Cong S minutes	Server Timeouts	Long Eminute		
Shen Break apart messages larger than 60 kB Delivery V Leave a copy of messages on server Remove from server after 4 day(s) Remove from server when deleted from 'Deleted Items'	Short	Long 5 minutes		
Break apart messages larger than       60       KB         Delivery       Image: Comparison of the state of the stat	Shan			
Delivery V Leave a copy of messages on server Remove from server after 4 day(s) Remove from server when deleted from 'Deleted Items'	🔲 Break apart messages la	rger than 60	÷ KB	
<ul> <li>Leave a copy of messages on server</li> <li>Remove from server after</li> <li>Remove from server when deleted from 'Deleted Items'</li> </ul>	Delivery			
Remove from server after     4      day(s)       Remove from server when deleted from 'Deleted Items'	Leave a copy of message	jes on server		
Remove from server when deleted from 'Deleted Items'	Remove from server	after 4	day(s)	
	Remove from server	when deleted from 'D	eleted Items'	
		OK	Cancel	A

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.

	Security Advanced		
Server Port Numbers			
Outgoing mail (SMTP):	25	Use Defaults	
This server requires a se	cure connection (S	SL)	
Incoming mail (POP3):	110		
This server requires a server	cure connection (S	SL)	
Server Timeouts			
Short 💭 🛈	Long 5 minu	tes	
Sending			
🔲 Break apart messages la	arger than	50 🙀 KB	
Delivery			
Leave a copy of message	tes on server		
Remove from server	after 4 🖉	dav(s)	
		'Deleted Itemse'	
Remove from server	when deleted from	Deleted Items	
		OK Cancel	Apply

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

Mail	~	
pop.rev.net (default) jdoe@rev.net		Add
News	~	Remove
Microsoft Communities (default) msnews.microsoft.com		Properties
		Set as Default
		Import
		Export
		Set Order
		Close

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.