
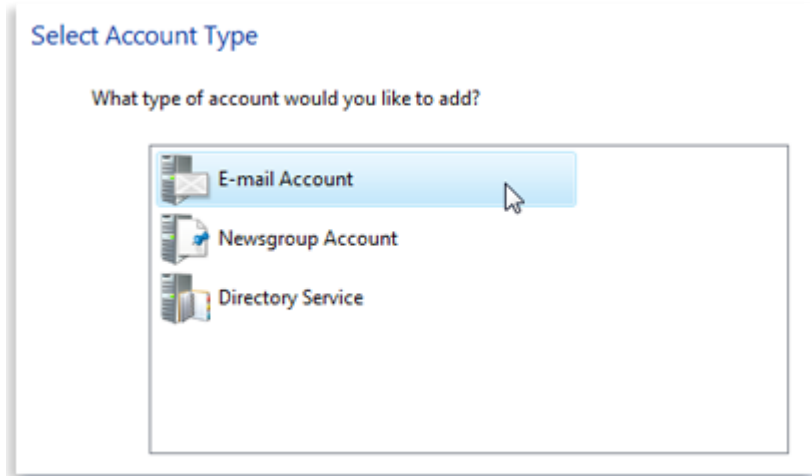
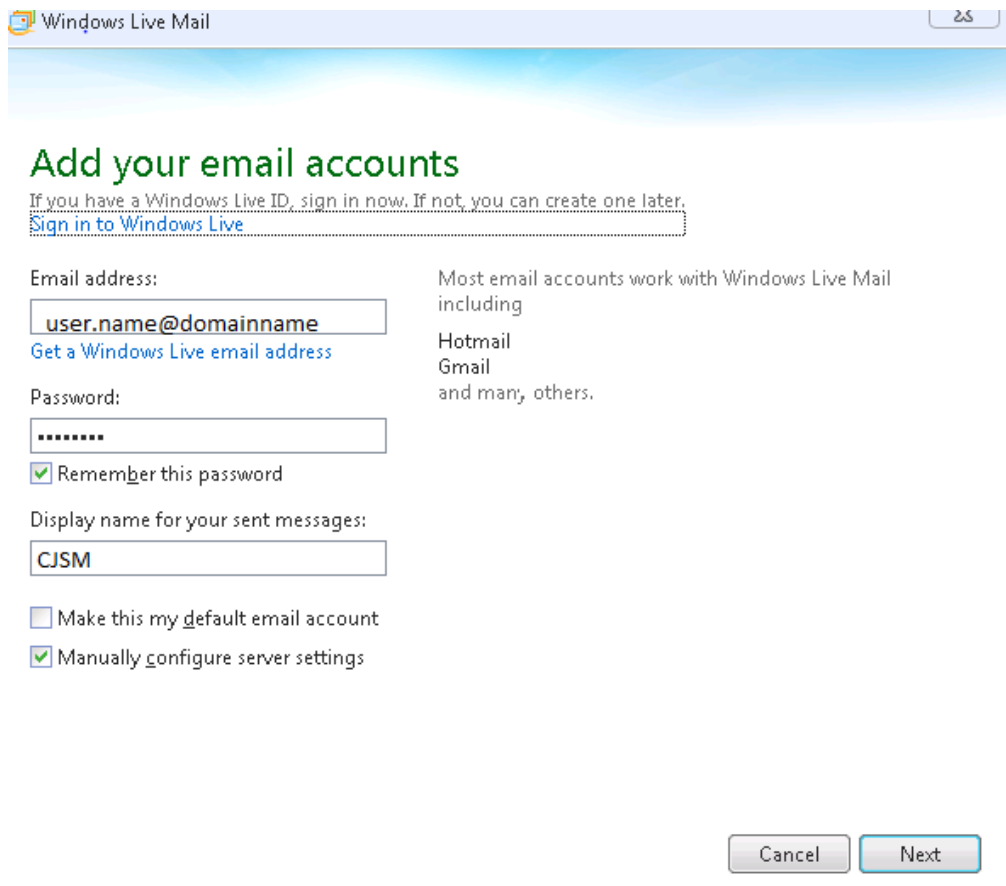


1. Open Windows Mail by clicking the **Start** button , clicking **All Programs**, and then clicking **Windows Mail**.
2. Click the **Tools** menu, and then click **Accounts**.
3. Click **Add**.



After you click Add on the Internet Accounts screen, Windows Mail will ask what type of account you want to add

4. Click **E-mail Account**, click **Next**, and then follow the instructions.
5. Type in your CISM username in the Email address field; example **user.name@domainname**



Windows Live Mail 25

Add your email accounts

If you have a Windows Live ID, sign in now. If not, you can create one later.
[Sign in to Windows Live](#)

Email address:

[Get a Windows Live email address](#)

Password:

 Remember this password

Display name for your sent messages:

Make this my default email account
 Manually configure server settings

Most email accounts work with Windows Live Mail including
Hotmail
Gmail
and many, others.

6. Type in the “password” , note this is the CJSJ password.

7. Do not enable the “Remember this password box”

Password: a

Remember this password

Display name for your sent messages:

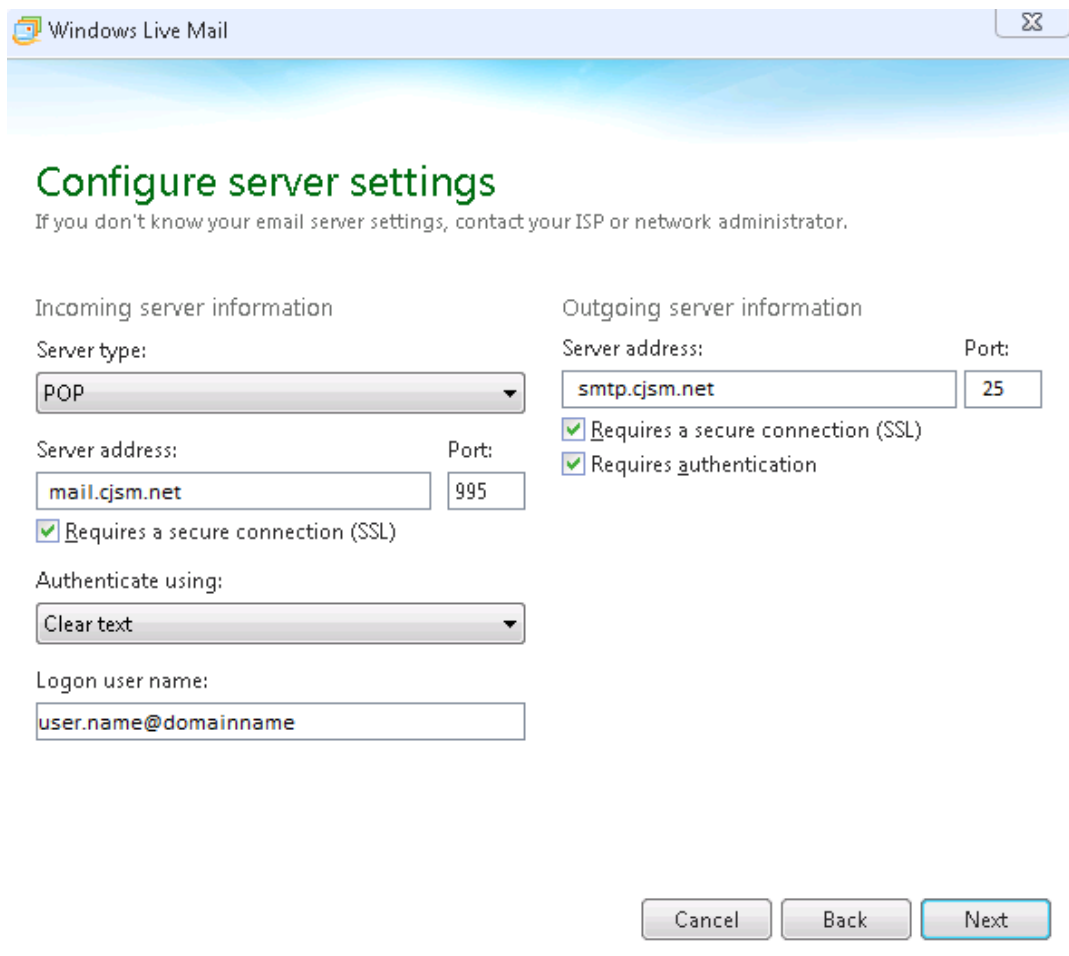
Test Account

Make this my default email account

Manually configure server settings

8. Select the “Manually configure server setting” box and then click “Next”

9. Select POP3 from the drop-down box.



The screenshot shows the 'Configure server settings' dialog box in Windows Live Mail. The window title is 'Windows Live Mail'. The main heading is 'Configure server settings' in green, with a sub-note: 'If you don't know your email server settings, contact your ISP or network administrator.'

The dialog is divided into two main sections: 'Incoming server information' and 'Outgoing server information'.

Incoming server information:

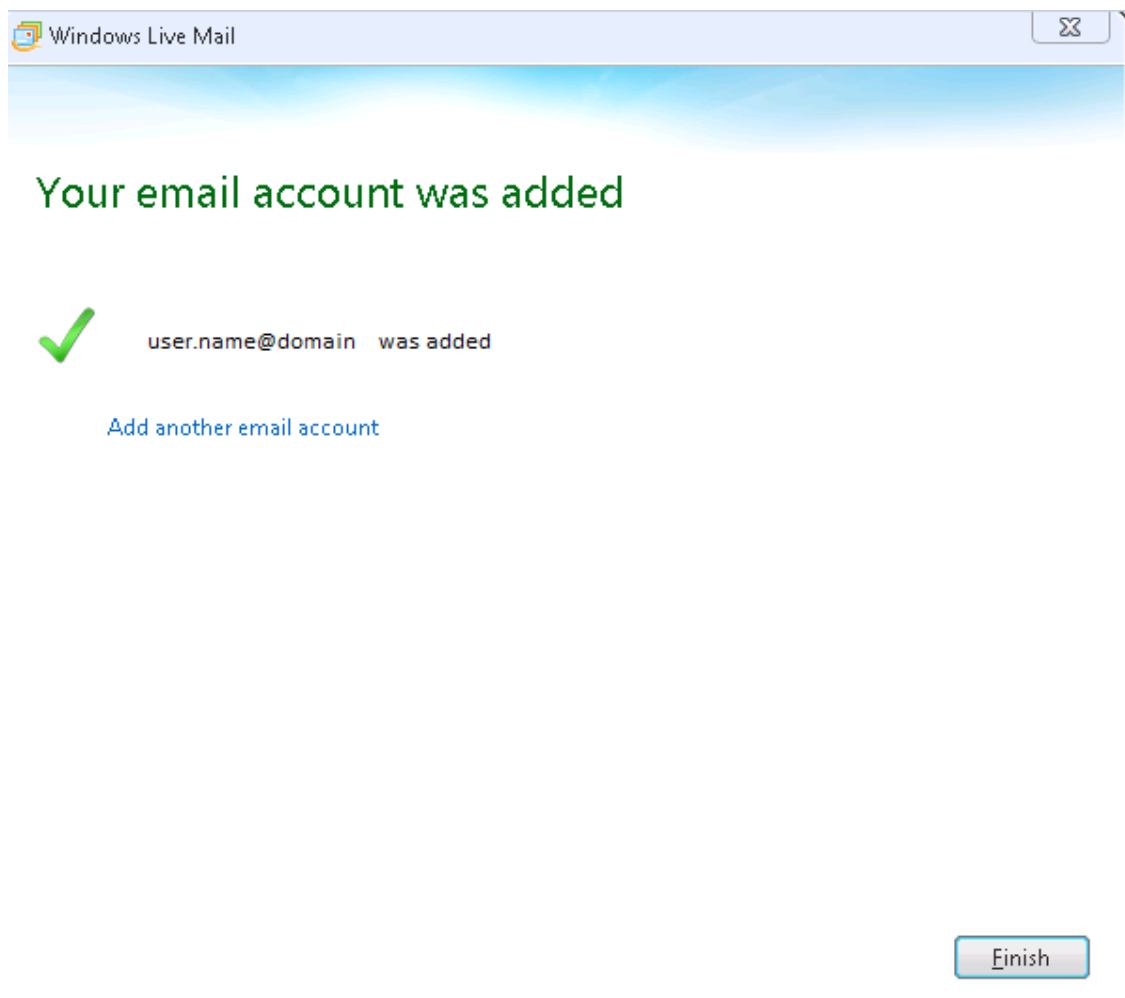
- Server type: POP (selected in a dropdown menu)
- Server address: mail.cjsm.net
- Port: 995
- Requires a secure connection (SSL)
- Authenticate using: Clear text (selected in a dropdown menu)
- Ligon user name: user.name@domainname

Outgoing server information:

- Server address: smtp.cjsm.net
- Port: 25
- Requires a secure connection (SSL)
- Requires authentication

At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Next'.

10. Add the Incoming server address: **mail.cjasm.net**
11. Check the box for **“This server requires a secure connection (SSL)”** and ensure that the Incoming server port is set to **995**.
12. Ensure **“Clear text authentication”** is selected from the drop-down menus
13. Type in the CJSM username in the **“Logon user name: ”** field
14. Add the Outgoing server address: **smtp.cjasm.net** and Port **“25”**
It is possible the default port 25 is being blocked by your Internet provider; please use the alternative port **2525** instead.
15. Check the boxes for **“Requires a secure connection (SSL)”** and **Requires authentication** and click **“Next”**



Click Finish

