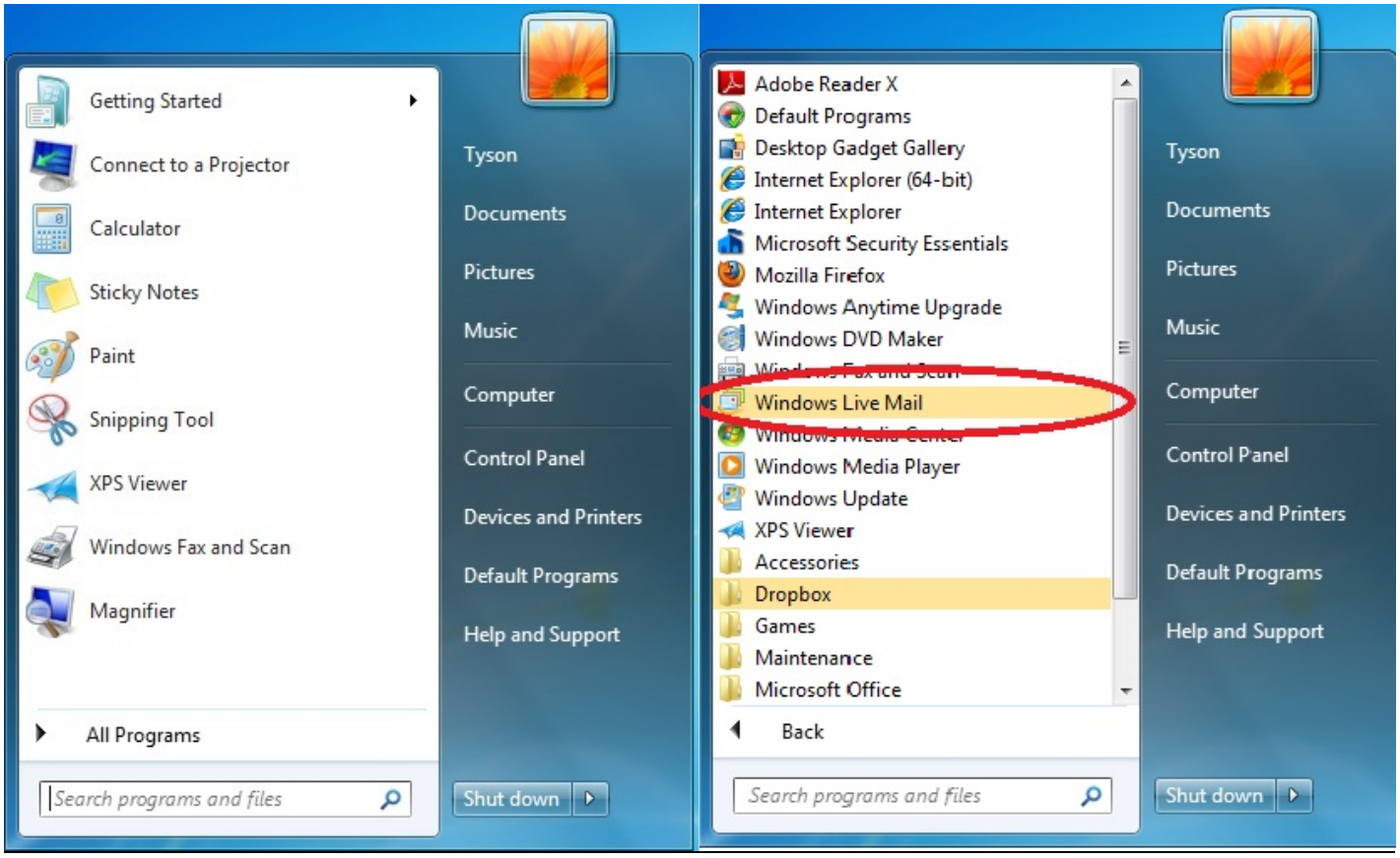
E-Mail Setup Instructions

Windows Live Mail

Step 1: Open Windows Live Mail. If you do not see it on your desktop, click on the windows symbol in the lower left corner:

NOTE If you cannot find Windows Live Mail, you may have to download it. Go to http://download.live.com and click download. Follow the on screen instructions to install the program.

Step 2: Click All Programs. Windows Live Mail will be in the list of programs at the top (listed in alphabetical order). Click on Windows Live Mail to open the program.



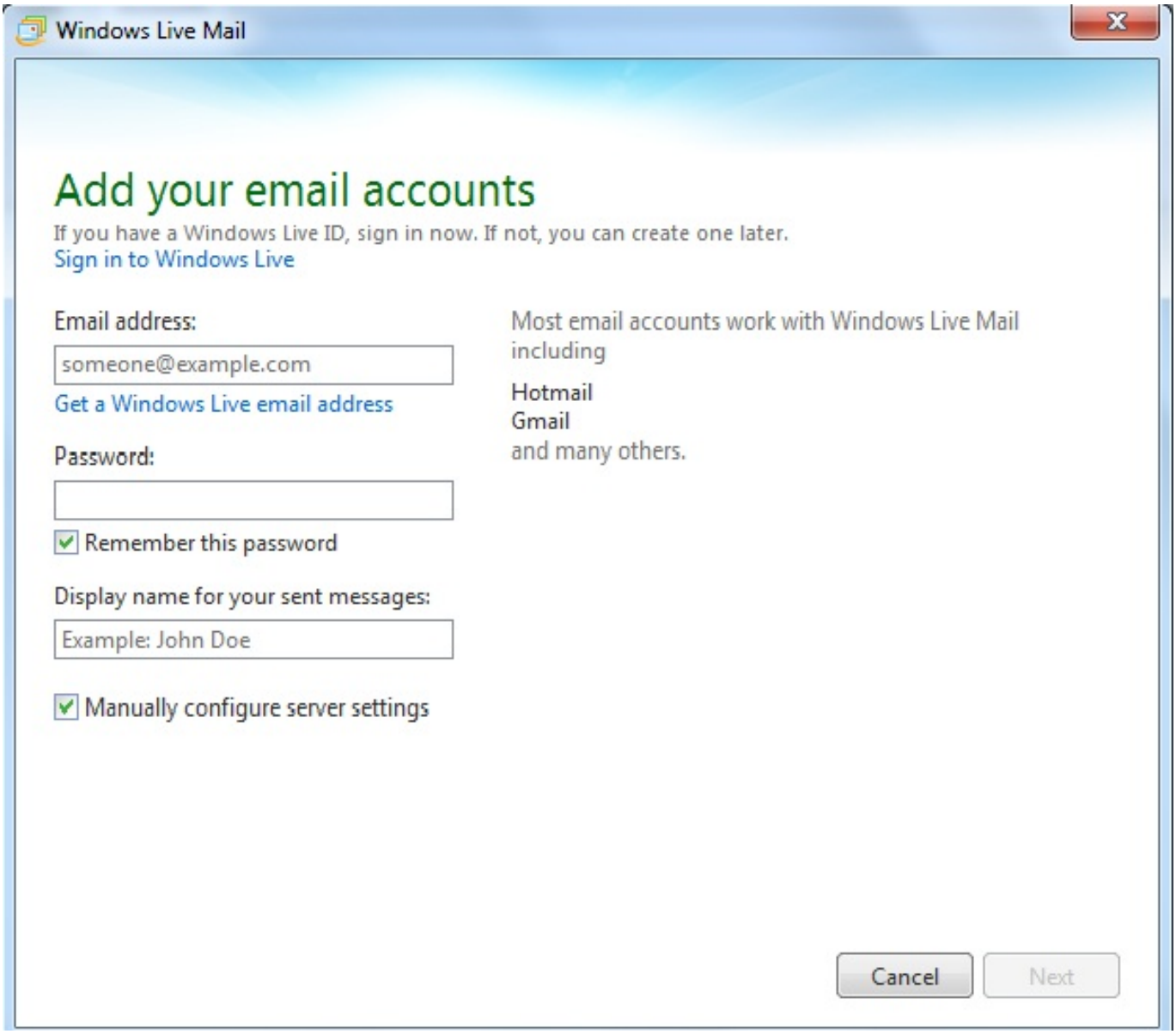
Need Help? Call WRT's Tech Support–
Available 24 hours a day, 7 days a week

Phone: 748-2211 • Out of Area: 1-800-748-7220

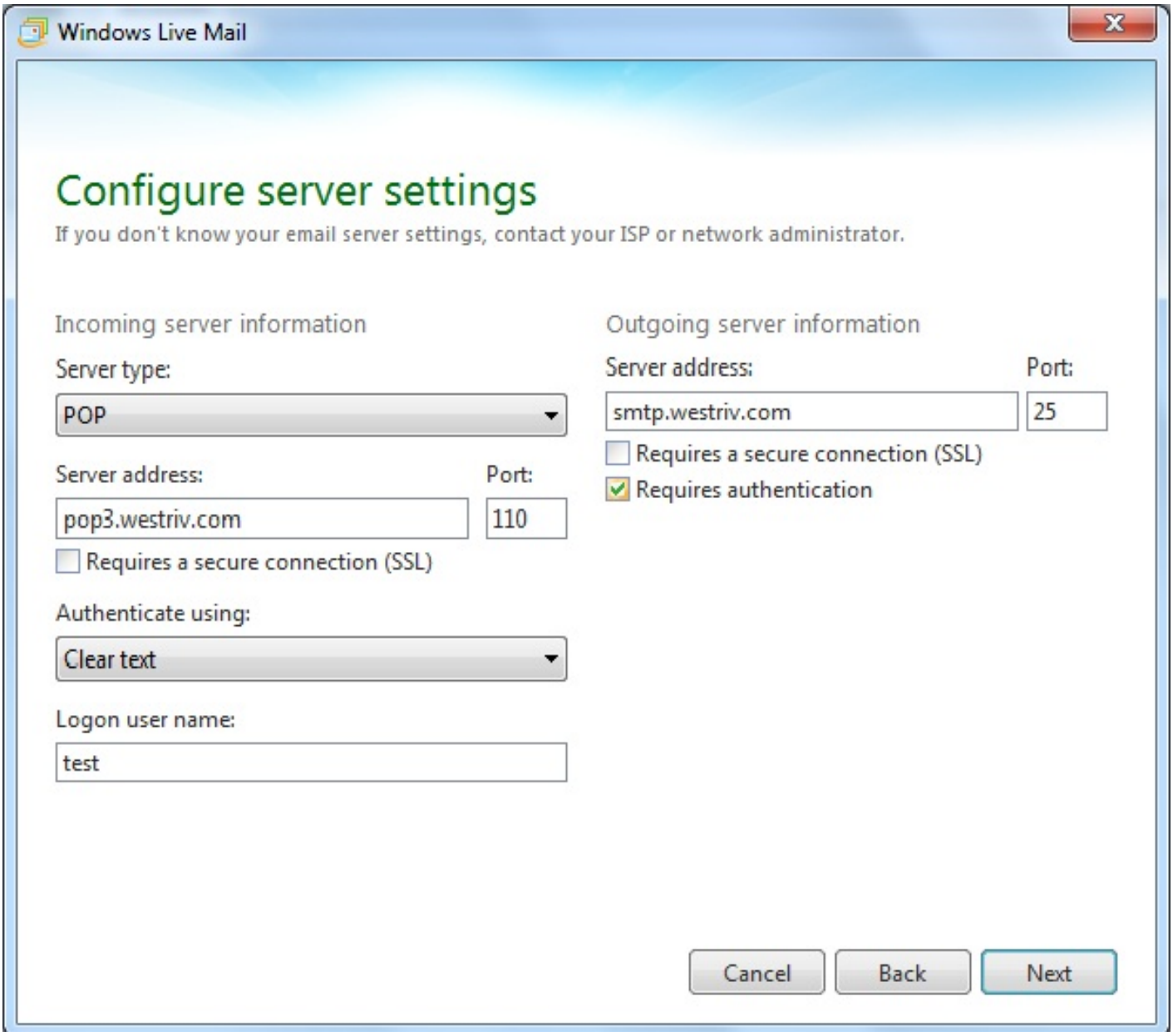
E-Mail: support@westriv.com • Web: www.westriv.com

Step 3: Once Windows Live Mail is open, the window below should appear automatically, If not, click Accounts. Click Email.

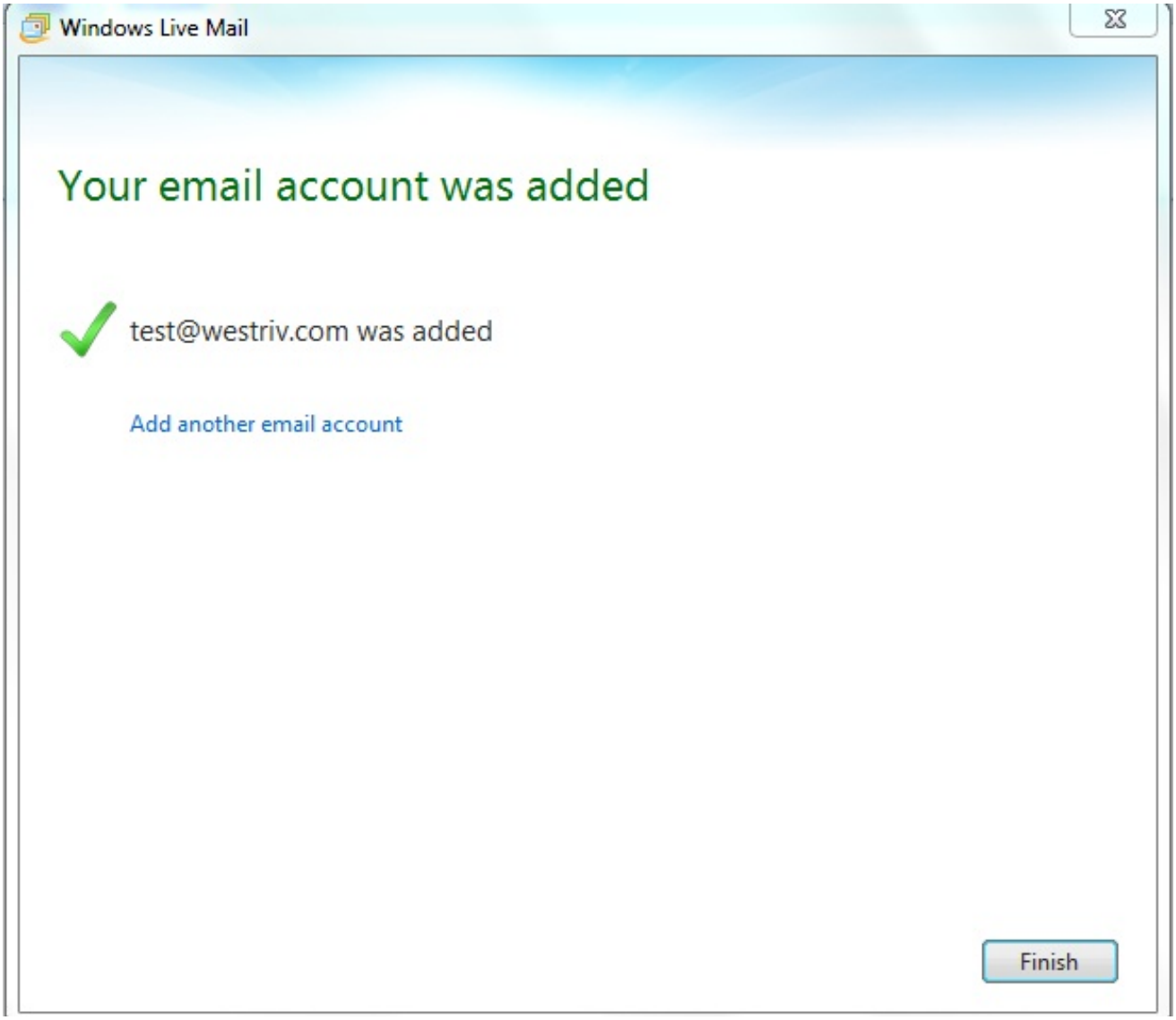
Step 4: Enter in your email address, password, and display name (your first and last name). Check the box that says Manually configure server settings. Click next.



Step 5: Type in the server settings as shown. Incoming server address is pop3.westriv.com Outgoing email server address is smtp.westriv.com Your user name should be automatically filled in at the bottom. Check the box that says Requires Authentication. Click next.



Step 6: Click on finish.



Your E-Mail Setup is complete.