

The Zeevo logo is displayed in a white, lowercase, sans-serif font. It is centered within a horizontal purple banner that features a subtle, repeating pattern of stylized floral or leaf motifs.

MailStar

Windows Mail Setup Guide

Document Version: 1 (10 January 2011)

Please Note: This document is prepared on the basis it is commercial in confidence and is not to be disclosed to any third parties without the express written permission of Zeevo Ltd.

Set Up POP – Windows Mail

For increased security, we recommend that you use our secure (SSL) servers, as detailed below.

To set up Windows Mail for POP, perform the following steps:

1. In Windows Mail, select **Tools / Accounts**.
2. Click the **Add** button.
3. Click the **Next** button.
4. Enter your first and last name. This is the name that will appear in the **From** field of messages you send.
5. Click the **Next** button.
6. Enter your entire email address (e.g., myname@mydomain.com).
7. Click the **Next** button.
8. Enter the following information:
 - Incoming e-mail server type—Ensure that **POP3** is selected.
 - Incoming mail (POP3 or IMAP) server—Enter the secure server name:
secure.emailsrvr.com
 - Outgoing e-mail server (SMTP)—Enter the secure server name:
secure.emailsrvr.com
 - Check the **Outgoing server requires authentication** box.

Set up e-mail servers

Incoming e-mail server type:
POP3

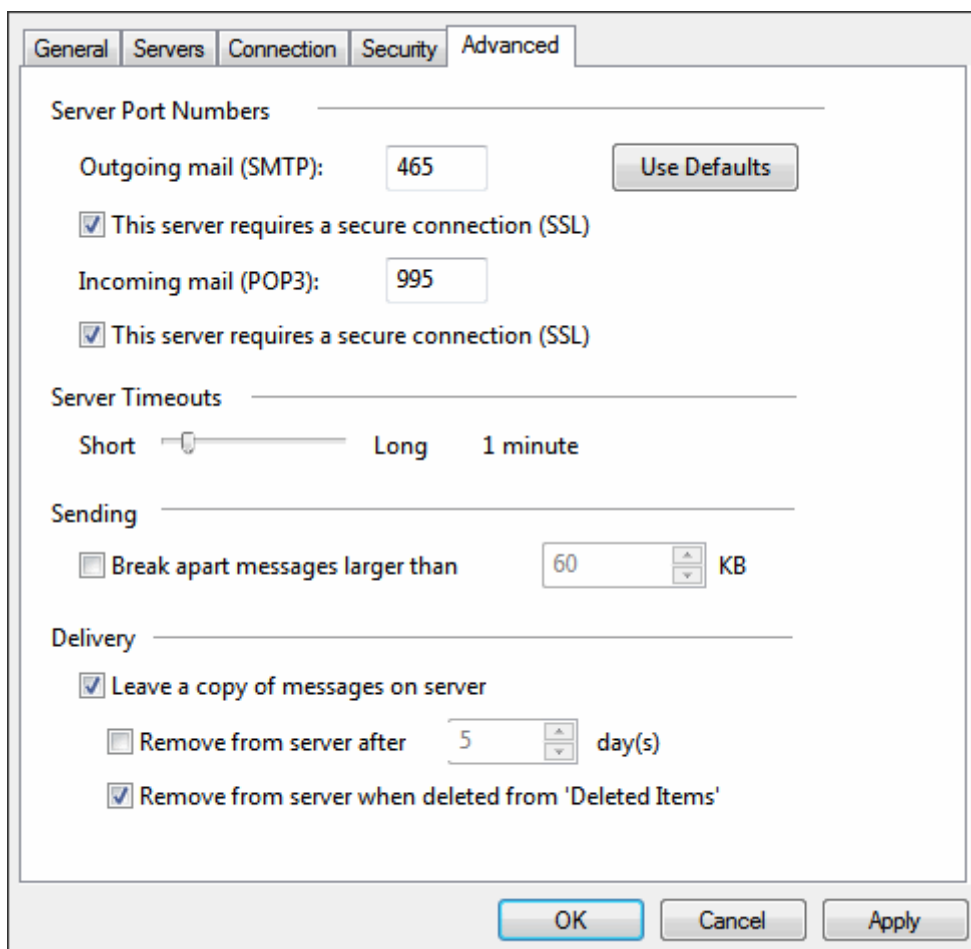
Incoming mail (POP3 or IMAP) server:
secure.emailsrvr.com

Outgoing e-mail server (SMTP) name:
secure.emailsrvr.com

Outgoing server requires authentication

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

9. Click the **Next** button.
10. Enter your entire email address (e.g., myname@mydomain.com).
11. Enter the password for your email account.
12. Leave the **Remember password** box checked, if desired.
13. Click the **Next** button.
14. In the **Congratulations** window, if you don't want to download all your messages, check the box labeled **Do not download my e-mail at this time**. Otherwise, you can leave this setting unchecked.
15. Click the **Finish** button.
16. The account you just created will be selected. Click the **Properties** button.
17. Click the **Advanced** tab.
18. Check both **This server requires a secure connection (SSL)** boxes.
19. In the **Outgoing mail (SMTP)** field, enter the secure outgoing port: **465**.



20. A POP connection typically removes the email messages from the email server after you have downloaded new messages to your computer. If you would like to leave copies on the server, check the **Leave a copy of messages on server** box. To avoid exceeding your account's storage limits, indicate whether the server should delete messages after a certain number of days and/or delete messages when you manually delete them from the **Deleted Items** folder.
21. Click the **OK** button.
22. Click the **Close** button.