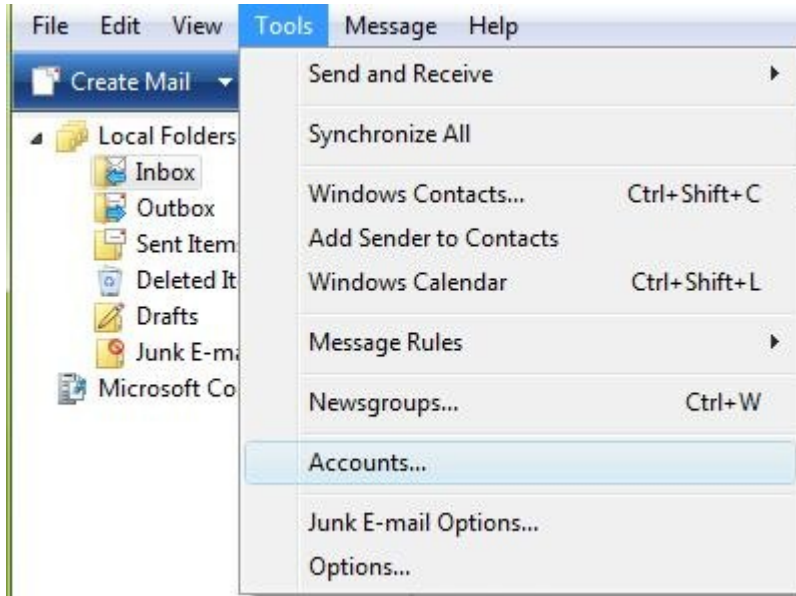
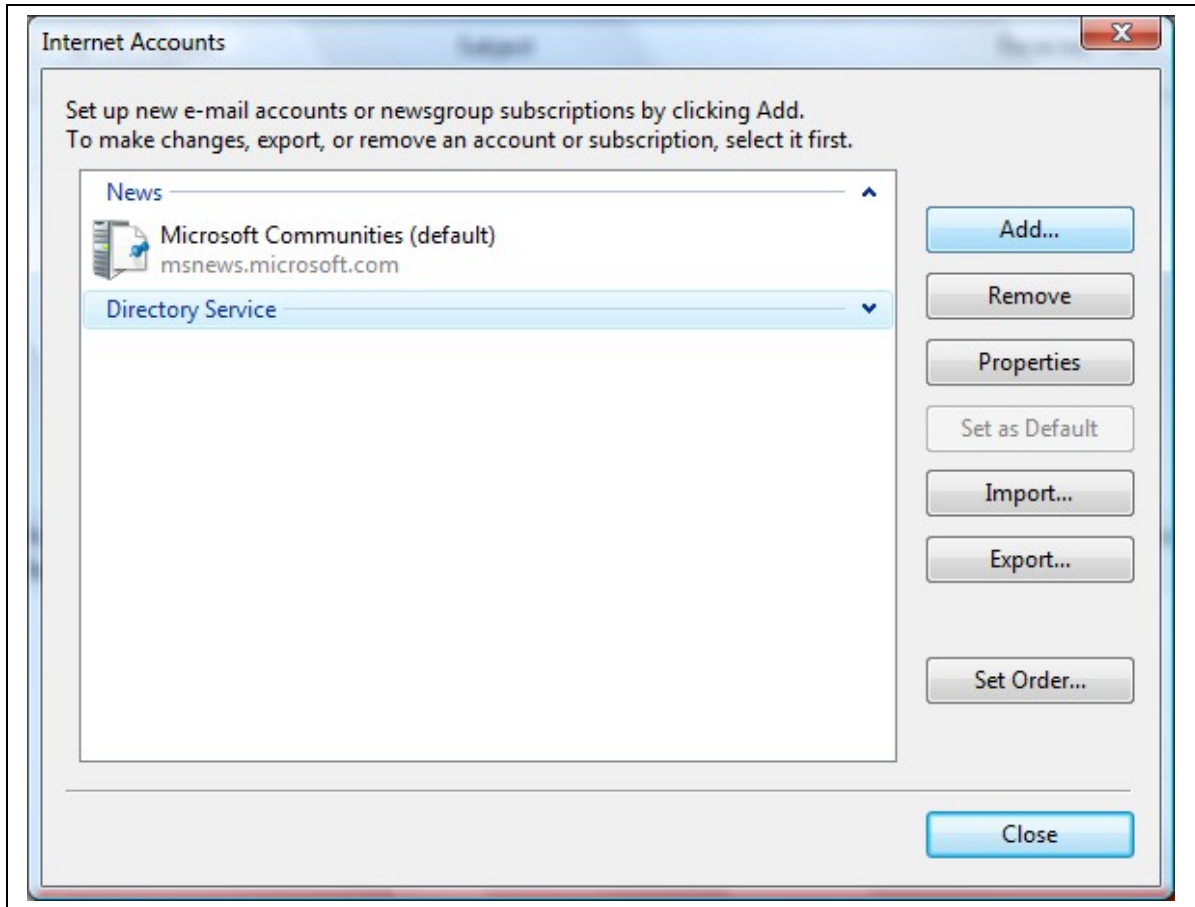


WINDOWS MAIL SETUP

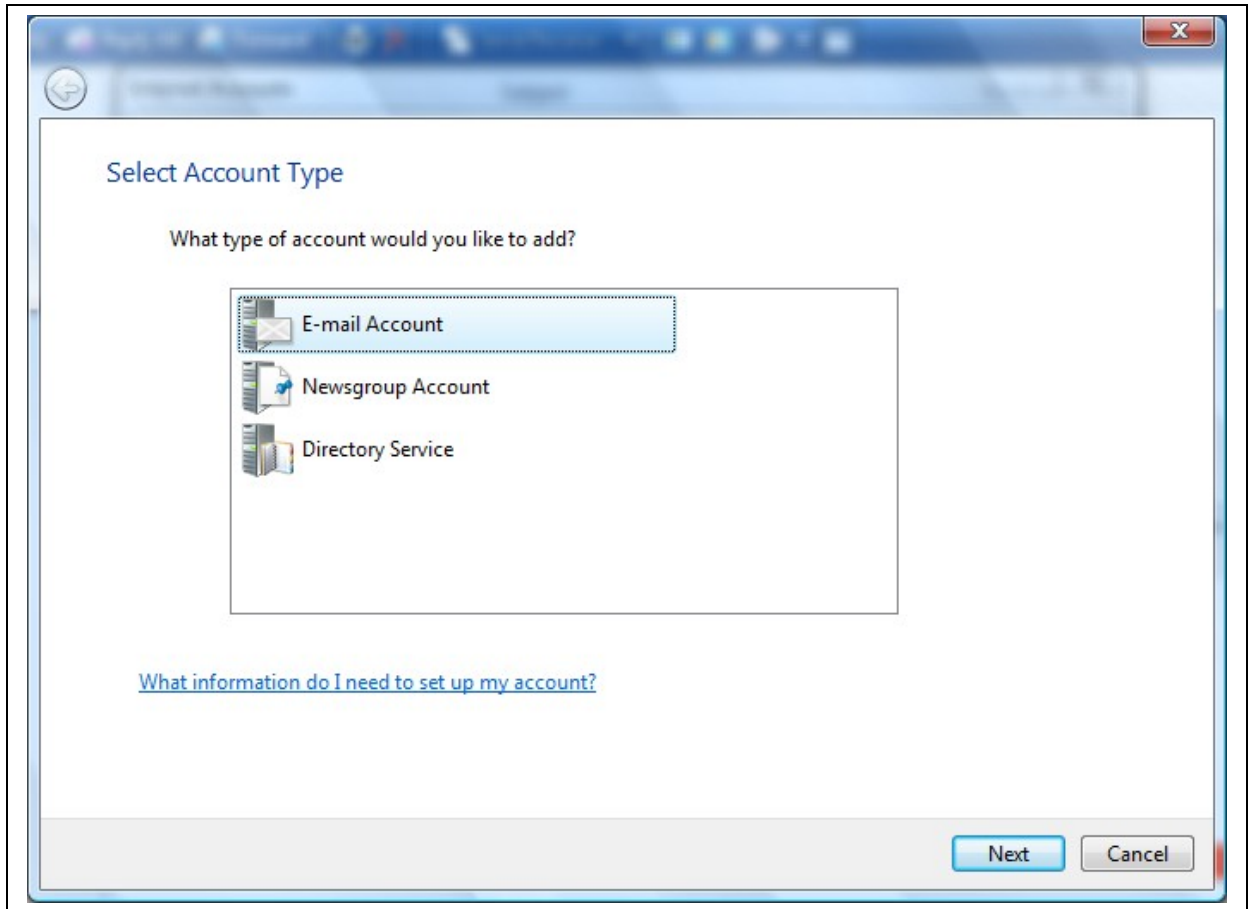
From the menu bar select **Tools/Accounts**.



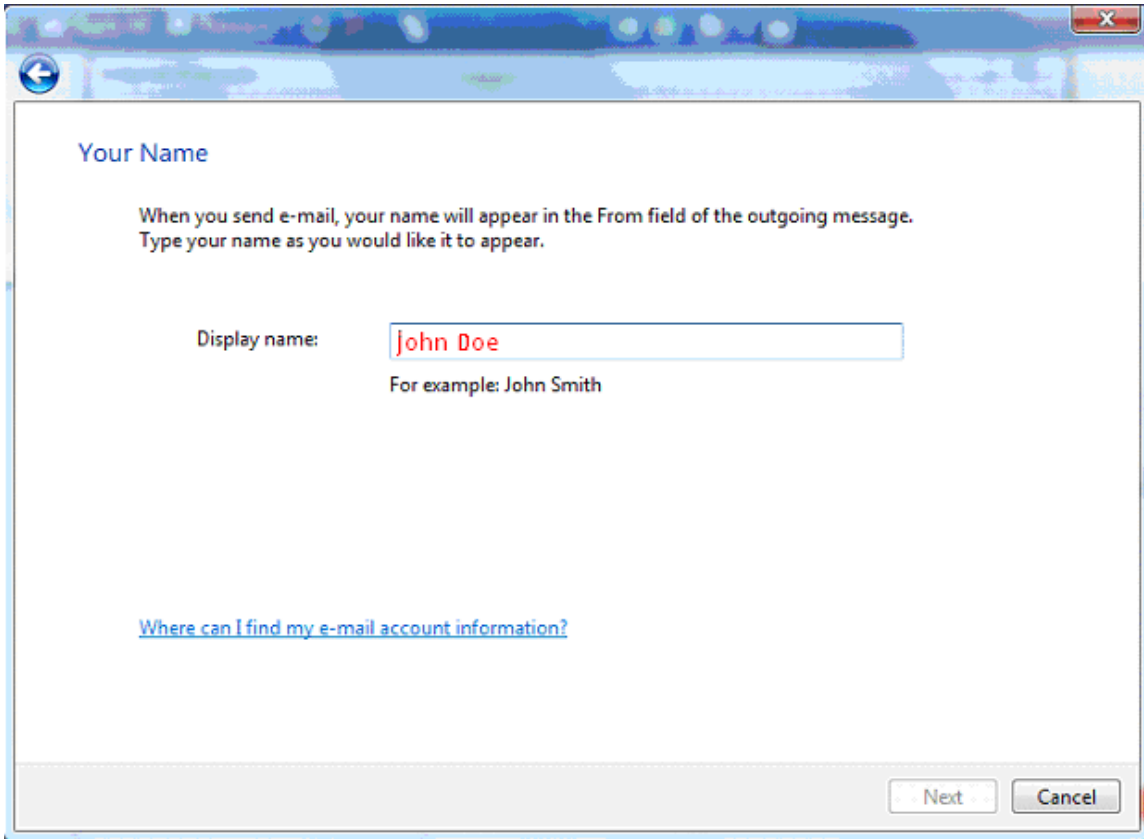
Select the **Add** button, on the right side. **Ignore the Microsoft Communities under News, you will not need that.**



Select E-mail Account



Type in the **Display Name** you wish to use. This is the name that will appear on your outgoing email.



The image shows a screenshot of a software window titled "Your Name". The window has a blue header bar with a back arrow on the left and a close button (X) on the right. Below the header, the text reads: "Your Name" followed by "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field with the text "John Doe" entered. Below the input field, it says "For example: John Smith". At the bottom of the window, there are two buttons: "Next" and "Cancel". A blue hyperlink is visible at the bottom left: "Where can I find my e-mail account information?".

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

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

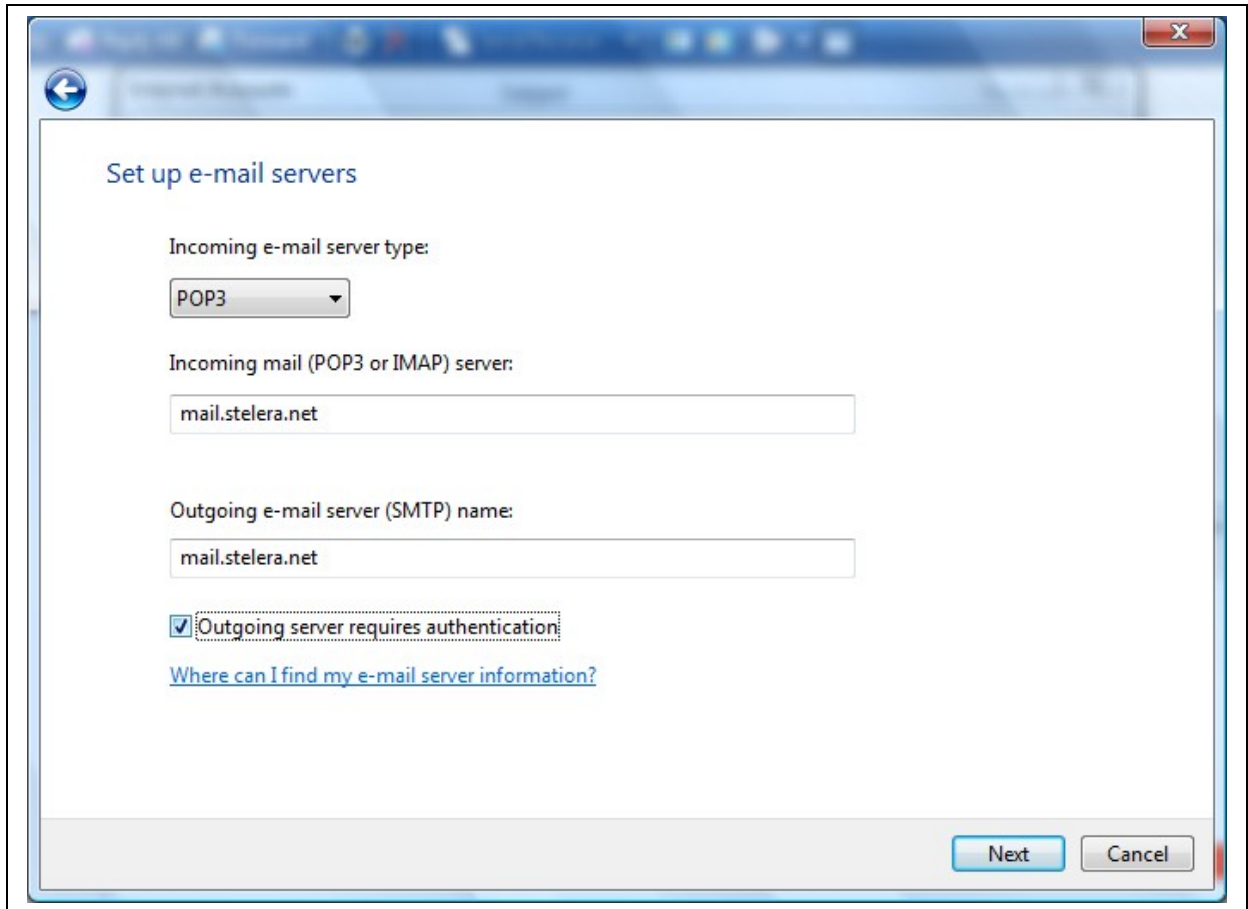
Next Cancel

Select either **POP3** or **IMAP**.

Incoming Mail Server: mail.stelera.net

Outgoing Mail Server: mail.stelera.net

Make sure the **Outgoing server requires authentication** box is checked.



Set up e-mail servers

Incoming e-mail server type:
POP3

Incoming mail (POP3 or IMAP) server:
mail.stelera.net

Outgoing e-mail server (SMTP) name:
mail.stelera.net

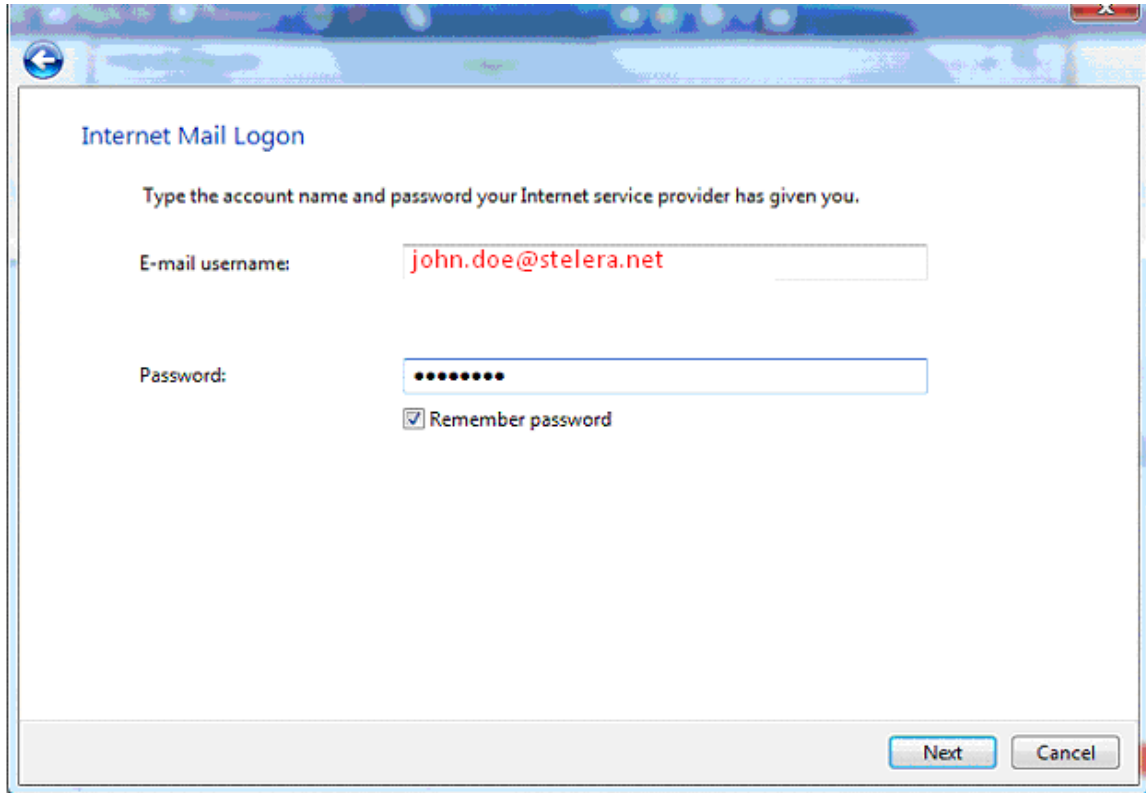
Outgoing server requires authentication

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

Next Cancel

E-mail username: Enter your Stelera email address.
Password: Password assigned to you by Stelera.

Be sure to check the **Remember Password** box if you do not wish to enter your password each time you retrieve your email.



The image shows a screenshot of a software dialog box titled "Internet Mail Logon". The dialog box has a blue header bar with a back arrow icon on the left and a close button on the right. Below the header, the text "Internet Mail Logon" is displayed in blue. Underneath, there is a prompt: "Type the account name and password your Internet service provider has given you." The "E-mail username:" label is followed by a text input field containing the text "john.doe@stelera.net" in red. The "Password:" label is followed by a password input field with seven black dots. Below the password field is a checked checkbox labeled "Remember password". At the bottom right of the dialog box, there are two buttons: "Next" and "Cancel".

Click on **Finish** to complete your email setup.

