

# Connect Windows Live Mail to Exchange Labs

You can connect Windows Live Mail to Exchange Labs using POP3 or IMAP4 connectivity.

## Note:

If you don't know whether to use POP3 or IMAP4, consider using IMAP4 because it supports more features.

### Prerequisites

To access Exchange Labs, you must have the Windows Live ID that your administrator gave you to use with Exchange Labs and your password. The Windows Live ID is also your primary e-mail address and includes the name of the domain, like tony@contoso.com.

Find the SMTP server name that you will need to use. To find the SMTP server name, sign in to Exchange Labs at the following address: <https://outlook.com>. After you sign in successfully, the address you entered will resolve to an address that contains the SMTP server name you need to use. Use the table below to find the SMTP server name. For example, if the address begins with **https://bl2prd01**, enter **pod51000.outlook.com** for the SMTP server name.

Outlook Web Access address starts with	SMTP server name
<a href="https://bl2prd01">https://bl2prd01</a> or <a href="https://pod51000">https://pod51000</a>	pod51000.outlook.com
<a href="https://db2prd01">https://db2prd01</a> or <a href="https://pod51002">https://pod51002</a>	pod51002.outlook.com
<a href="https://sinprd01">https://sinprd01</a> or <a href="https://pod51003">https://pod51003</a>	pod51003.outlook.com

Set up Windows Live Mail for POP3 or IMAP4 access to Exchange Labs

1. Start Windows Live Mail. A wizard may run the first time it's opened. If the wizard doesn't run when you first open the program, do the following:
  - a. On the **Tools** menu, click **Accounts**.
  - b. In the **Accounts** page, click **Add**.
  - c. On the **Add an account** page, click **E-mail Account**, and then click **Next**.
2. On the **Add an E-mail Account** page, do the following:
  - a. In **E-mail address**, enter your e-mail address.
  - b. In **Password**, enter your password. If you want Windows Mail to remember your password, select the check box next to **Remember password**.
  - c. In **Display Name**, enter your full name.
  - d. Select **Manually configure server settings for e-mail account**, and then click **Next**.
3. On the next page of the wizard, under **Incoming Server Information**, do the following:
  - a. In the drop-down menu under **Incoming mail server is a <type> server**, select **IMAP** or **POP3**. You might want to use IMAP because it supports more features.
  - b. Under **Incoming server**, enter **outlook.com**.
  - c. Select **This server requires a secure connection (SSL)**.
  - d. Under **Log on using**, make sure that **Clear text authentication is selected**.
  - e. Under **Login ID (if different from e-mail address)**, type your full e-mail address.
4. Under **Outgoing Server Information**, do the following:
  - a. Under **Outgoing server**, enter the SMTP server name. See "Prerequisites" earlier in this topic for information about how to determine the name of your SMTP server.

- b. Select the check box next to **This server requires a secure connection (SSL)**.
  - c. Select the check box next to **My Outgoing server requires authentication**, and then click **Next**.
5. On the **Your new account settings are complete** page, click **Finish**.
  6. On the **Accounts** page, click **Close**.
  7. If you're using IMAP4 and the **Show/Hide IMAP Folders** dialog box appears, use the Windows Live Mail user interface to select which folders you want to synchronize between the server and your local computer, and then click **OK**.

What else do I need to know about setting up Windows Live Mail?

#### **Things to watch for**

- If Windows Live Mail doesn't connect after you follow this procedure, you might need to verify that you're using the correct authentication setting. You can check this by doing the following:
  1. On the **Tools** menu, click **Accounts**.
  2. On the **Accounts** page, select your account, and click **Properties**.
  3. On the **Properties** page for your account, on the **Servers** tab, make sure that **Log on using clear text authentication** is selected.
- If you're using IMAP, Windows Mail will always keep a copy of a message on the server after you retrieve a copy to your local computer. If you're using POP3, Windows Mail will keep a copy of messages on the server by default. If you're using POP3, you can set up Windows Live Mail to remove the copy of a message from the server when you download it to your local computer. It's a good idea to keep a copy of your messages on the server because it lets you access your messages from a different mail program, such as Outlook Web Access. You can set up Windows Live Mail to remove a copy from the server by doing the following:
  1. On the **Tools** menu, click **Accounts**.
  2. On the **Accounts** page, select your account, and click **Properties**.
  3. On the **Properties** page for your account, on the **Advanced** tab, under **Delivery**, make sure that **Leave a copy of messages on server** is not selected.

#### **Other info that might help**

- For more information about how to connect to Exchange Labs using other e-mail programs, see [Connect to Your Exchange Labs E-Mail](#).
- For more information about POP3 and IMAP4, see [Using POP3 and IMAP4 E-Mail Programs](#).
- For information about how to use Windows Live Mail, see the Help documentation that's provided with Windows Live Mail.