Connect Windows Mail to Exchange Labs

You can connect Windows Mail for Windows Vista 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
https://bl2prd01 or https://pod51000	pod51000.outlook.com
https://db2prd01 or https://pod51002	pod51002.outlook.com
https://sinprd01 or https://pod51003	pod51003.outlook.com

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

1. Start Windows Mail. The Internet Connection Wizard runs the first time it is opened. If the Internet Connection Wizard doesn't run when you first open the program, do the following:

    a. On the **Tools** menu, click **Accounts**.

    b. In the **Internet Accounts** dialog box, click **Add**.

    c. On the **Select Account Type** page, click **E-mail Account**, and then click **Next**.

2. On the **Your Name** page, enter your full name in the **Display name** box.

3. On the **Internet E-mail Address** page, enter your e-mail address in the **E-mail address** box, and then click **Next**.

4. On the **Set up e-mail servers** page, in the drop-down menu under **Incoming e-mail server type**, select **IMAP** or **POP3**. You might want to use IMAP because it supports more features. Do the following:

    a. Under **Incoming mail (POP3 or IMAP) server**, enter **outlook.com**.

    b. Under **Outgoing e-mail server (SMTP) name**, enter the SMTP server name. See "Prerequisites" earlier in this topic for information about how to determine the name of your SMTP server.

    c. Select the check box next to **Outgoing server requires authentication**, and then click **Next**.

5. On the **Internet Mail Logon** page, enter your e-mail address and password. If you want Windows Mail to remember your password, select the check box next to **Remember password**. After you've entered this information, click **Next**.

6. On the **Congratulations** page, select the one of the following check boxes, and then click **Finish**.

- If you're using IMAP4, the check box text says **Do not download my e-mail and folders at this time**.
- If you're using POP3, the check box text says **Do not download my e-mail at this time**.

7. On the **Internet Accounts** page, under **Mail**, select the account you just set up to use Exchange Labs, and then click **Properties**.

> **Note:**
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> To open the **Internet Accounts** page, on the **Tools** menu, click **Accounts**.

8. On the **Properties** page for your account, click the **Advanced** tab, and do the following:

   . Under **Server Port Numbers**, under **Outgoing mail (SMTP)**, select the check box next to **This server requires a secure connection (SSL)**.

   a. Under **Incoming mail (IMAP)** or **Incoming mail (POP3)**, select the check box next to **This server requires a secure connection (SSL)**.

   b. If you're using POP3, it's a good idea to set up your client to keep a copy of the messages that you retrieve to your local computer on the server. To do this, under **Delivery**, click **Leave a copy of messages on server**. This lets you access your messages from a different mail program, such as Outlook Web Access.

   c. Click **Apply**, and then click **OK**.

9. On the **Internet Accounts** page, click **Close**.

10. If you're using IMAP4, a message appears that asks if you want to download folders from the mail server you added. Click **Yes**. Use the Windows 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 Mail?

Things to watch for

If Windows Mail doesn't connect after you follow these steps, 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 **Internet Accounts** page, select your account, and then click **Properties**.
3. On the **Properties** page for your account, on the **Servers** tab, make sure that **Log on using Secure Password Authentication** 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 Mail, see the Help documentation that's provided with Windows Mail.