



E-MAIL SETUP INSTRUCTIONS WINDOWS LIVE MAIL

1. OPEN WINDOWS LIVE MAIL.
2. WITHIN THE ADD YOUR E-MAIL ACCOUNTS PAGE, FILL OUT THE INFORMATION AS SHOWN IN THE PHOTO. BE SURE TO CHECK MARK THE "MANUALLY CONFIGURE SERVER SETTINGS" OPTION.

Windows Live Mail

Add your email accounts

If you have a Windows Live ID, sign in now. If not, you can create one later.
[Sign in to Windows Live](#)

Email address: [Get a Windows Live email address](#)

Password: Remember this password

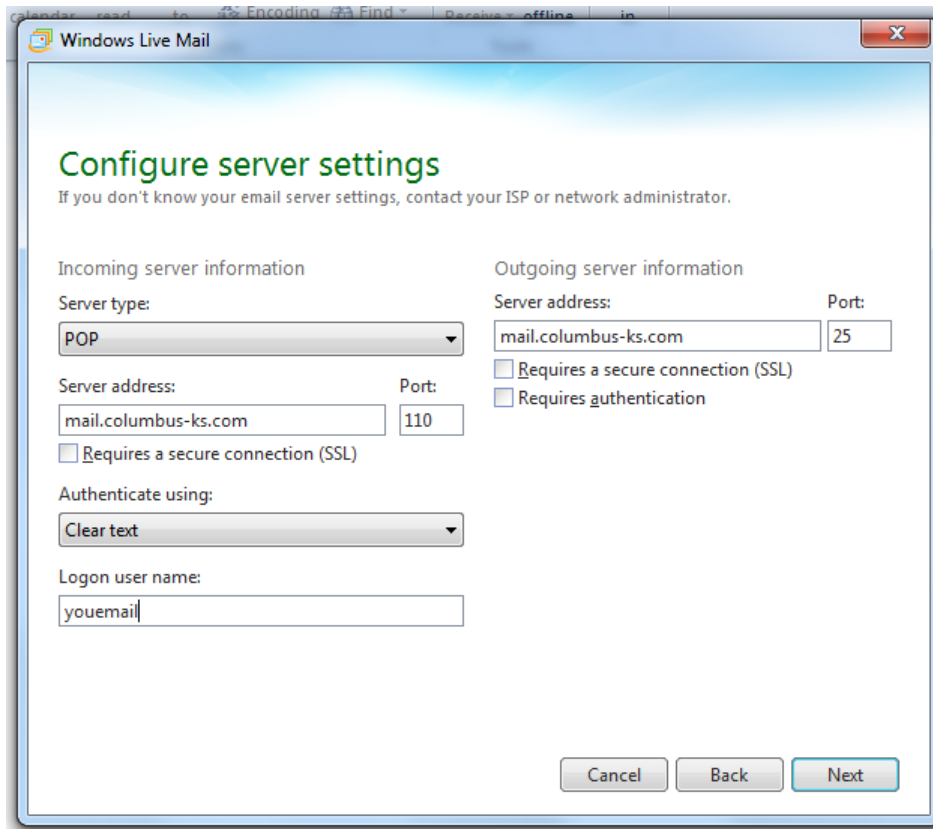
Display name for your sent messages: Manually configure server settings

Most email accounts work with Windows Live Mail including Hotmail Gmail and many others.

Cancel Next

3. CLICK "NEXT."

4. ON THE NEXT WINDOW, FILL OUT THE SERVER INFORMATION AS SHOWN IN THE BELOW PHOTO. OUR SERVER ADDRESS FOR BOTH INCOMING AND OUTGOING E-MAIL IS: MAIL.COLUMBUS-KS.COM



5. CLICK "NEXT."

6. YOUR E-MAIL HAS NOW BEEN SUCCESSFULLY ADDED. CLICK "FINISH" TO BEGIN USING YOUR E-MAIL SERVICE.