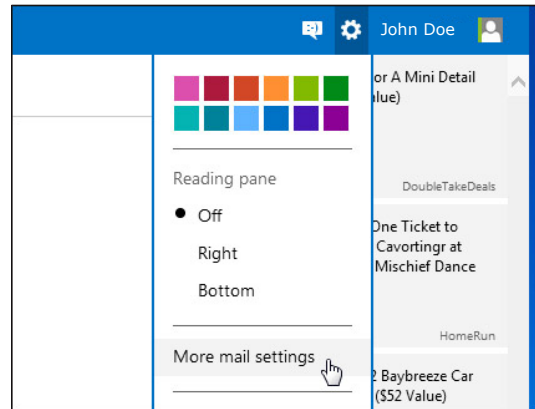


Wightman

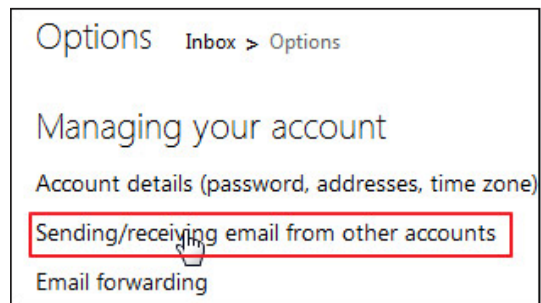
How to Use Outlook.com to Retrieve your POP Inbox in Windows 8 Mail

1. Log in to Outlook.com. If you don't have a Microsoft account, create one.

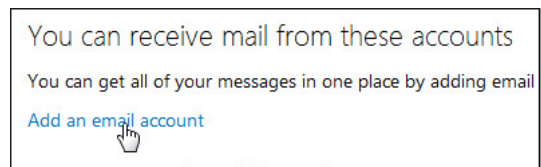
2. Select **More mail settings** from the settings menu in the upper right corner of the screen.



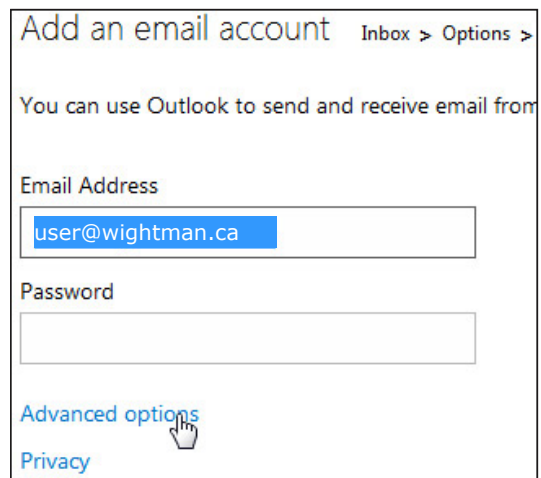
3. Click **Sending / receiving email from other accounts** under Managing Your Account.



4. Click **Add an email account** under the You Can Receive Email from These Accounts header.



5. Click **Advanced options**.



6. Configure your email settings by entering your email address, POP server name, checking or unchecking SSL and choosing other options as necessary. Click Next when done.

The screenshot shows two sections of an email setup wizard. The first section, 'Account info', has the heading 'Enter an email address below.' and a text box containing 'user@wightman.ca'. The second section, 'POP3 server information', has the heading 'Enter POP3 server information your email provider has given you.' and includes: a 'Server address' text box with 'mail.wightman.ca'; a 'Port' dropdown menu set to '110' and an unchecked 'Use SSL' checkbox; a checked checkbox for 'Leave a copy of my messages on the server'; a 'User name' text box with 'user'; and an empty 'Password' text box. At the bottom are 'Next' and 'Cancel' buttons.

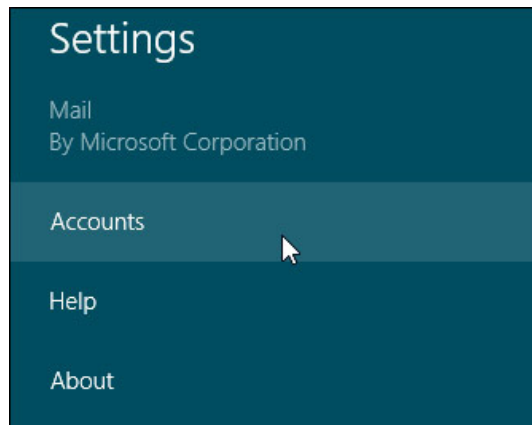
7. Select Your inbox to have your received mail saved to your inbox.

The dialog box asks 'When mail is received via user@wightman.ca, where do you want it saved?'. It offers two radio button options: 'A new folder called: @wightman - user' (which is unselected) and 'Your inbox' (which is selected). A 'Save' button is at the bottom.

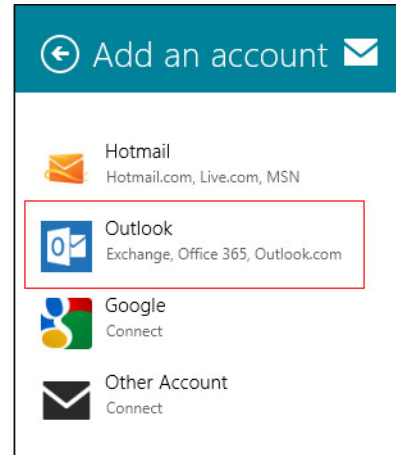
8. Verify your email address by clicking a link that comes in a confirmation email that Microsoft sends to your POP account. Your Outlook.com account should now show all the messages that are stored in your POP account.

The message says 'You have successfully verified user@wightman.ca!' and 'The next time you write messages, you will be able to select user@wightman.ca as a From address.' There is a 'Return to inbox' link at the bottom.

9. Select Accounts under Settings in the Windows 8 Mail app.



10. Select Outlook.



11. Enter your Outlook.com username and password then click Connect.

