

## How To: Configure Microsoft Mail (Vista)

► **Summary:** The steps below describe the process for setting up your account in Microsoft Mail for Vista Operating System.

**Note:** Before adding or modifying an email account, you will need to know the following information:

- ? Your XIT e-mail address and password
- ? Incoming and Outgoing mail servers for your area

- Incoming Mail Server = [mail.xit.net](mailto:mail.xit.net)

- Outgoing Mail Server = [mail.xit.net](mailto:mail.xit.net)

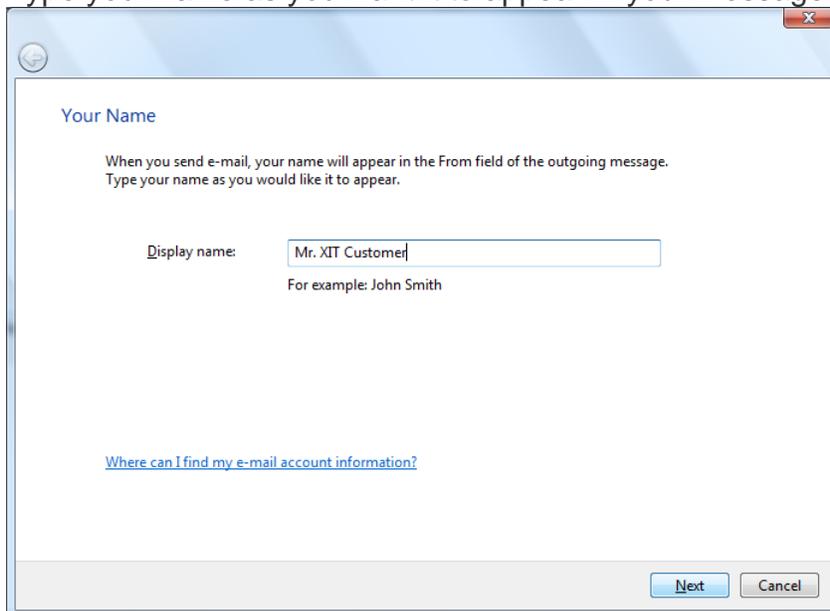
XIT does not provide technical support for the following e-mail programs. The content below is for reference only.

### ► Solution

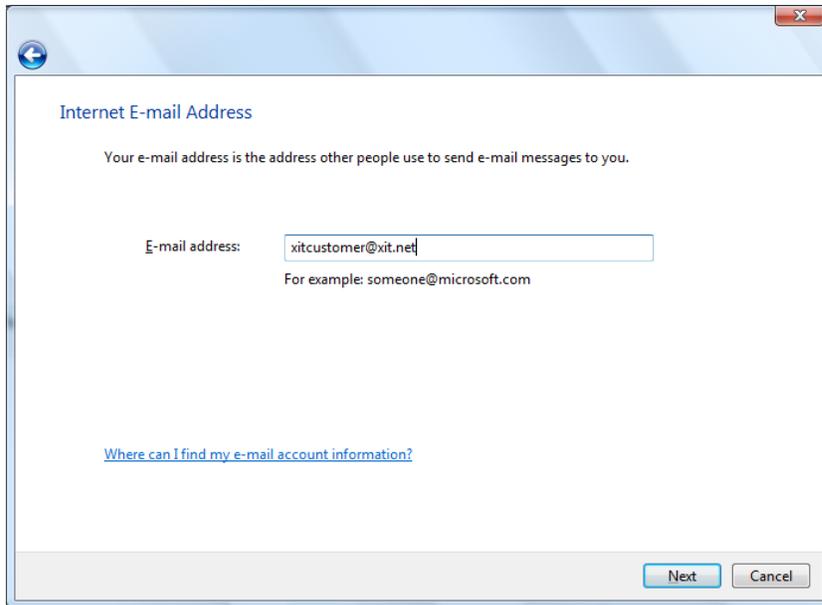
#### Configure the new Email account using the Internet Connection Wizard

1. Double-click Microsoft Mail icon to start the program.
2. Click on Tools and then select Accounts
3. Click the Add button and select Mail..

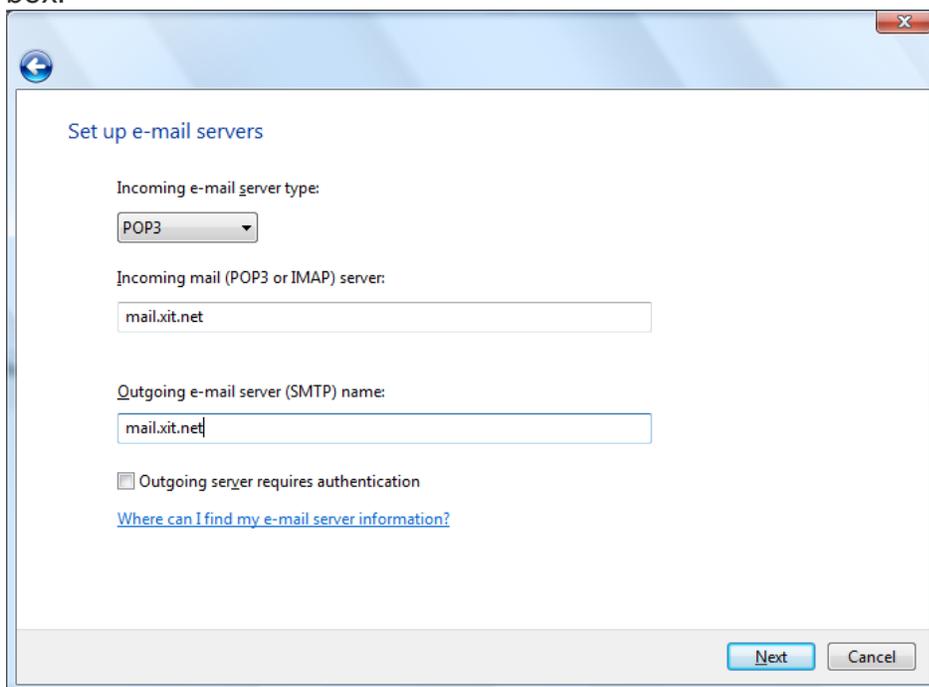
Type your name as you want it to appear in your message's **From:** field and click **Next**.



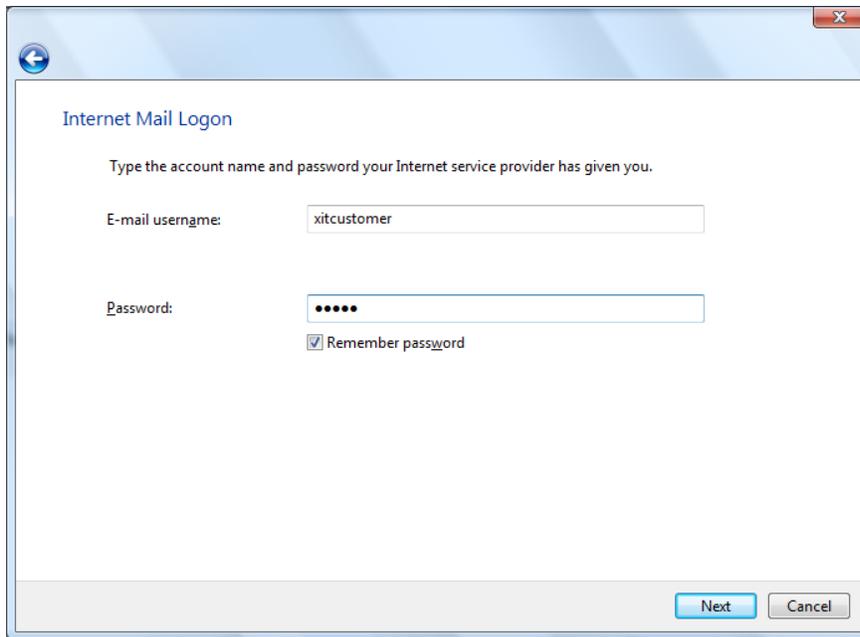
4. Type your XIT High Speed Internet email address and click **Next**.



3. Set your **incoming** mail server type to **POP3**
4. Type in your incoming (POP3) e-mail server in the **Incoming** mail server address box
5. Type in your outgoing (SMTP) e-mail server in the **Outgoing** mail server address box.



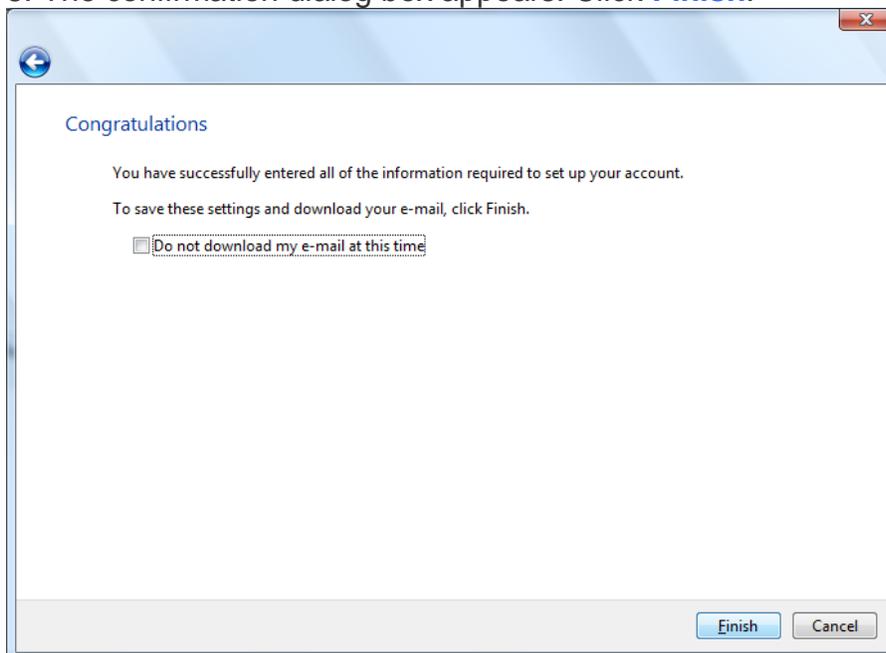
6. Click **Next**.
7. Type your XIT High Speed Internet account **Username** and **Password**. (Check the **Remember Password** box to avoid entering your password every time you open your account.) Click **Next**.



The dialog box is titled "Internet Mail Logon" and contains the following elements:

- A header bar with a back arrow icon on the left and a close button (X) on the right.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- An "E-mail username:" label followed by a text input field containing "xitcustomer".
- A "Password:" label followed by a password input field containing five dots.
- A checked checkbox labeled "Remember password".
- At the bottom right, there are two buttons: "Next" (highlighted in blue) and "Cancel".

8. The confirmation dialog box appears. Click **Finish**.



The dialog box is titled "Congratulations" and contains the following elements:

- A header bar with a back arrow icon on the left and a close button (X) on the right.
- Text: "You have successfully entered all of the information required to set up your account."
- Text: "To save these settings and download your e-mail, click Finish."
- An unchecked checkbox labeled "Do not download my e-mail at this time".
- At the bottom right, there are two buttons: "Finish" (highlighted in blue) and "Cancel".

Your newly configured email account appears in the **Internet Accounts** dialog box. You can get to this by clicking **Tools** and then **Accounts**.