


3. In the Add Account window, enter your name, full email address and password for. Once done, click on **Continue**:



4. In the **Incoming Mail Server** screen, select **POP** or **IMAP** from the **Account Type** list and enter your details as follows:



**Incoming Mail Server**

Account Type:

Description:

Incoming Mail Server:

User Name:

Password:

**Description:** the name of your account

**Incoming mail server (POP or IMAP):** **mx.b.w3i.email**

**User Name:** full email address

**Password:** password for your email account

Click **Continue** to proceed.

5. Checkmark **Use Secure Sockets Layer (SSL)** option and set  
Authentication to **Password:**



6. In the **Outgoing Mail Server** screen, enter your details as follows:

**Description:** the name of this mail server

**Outgoing mail server:** **mxb.w3i.email** (same as incoming)

**Use only this server:** should be checked

**Use Authentication:** should be checked

**User Name:** full email address

**Password:** password for your email account

Click **Continue** once filled:



**Outgoing Mail Server**

Description: decription

Outgoing Mail Server: mxb.w3i.email

Use only this server

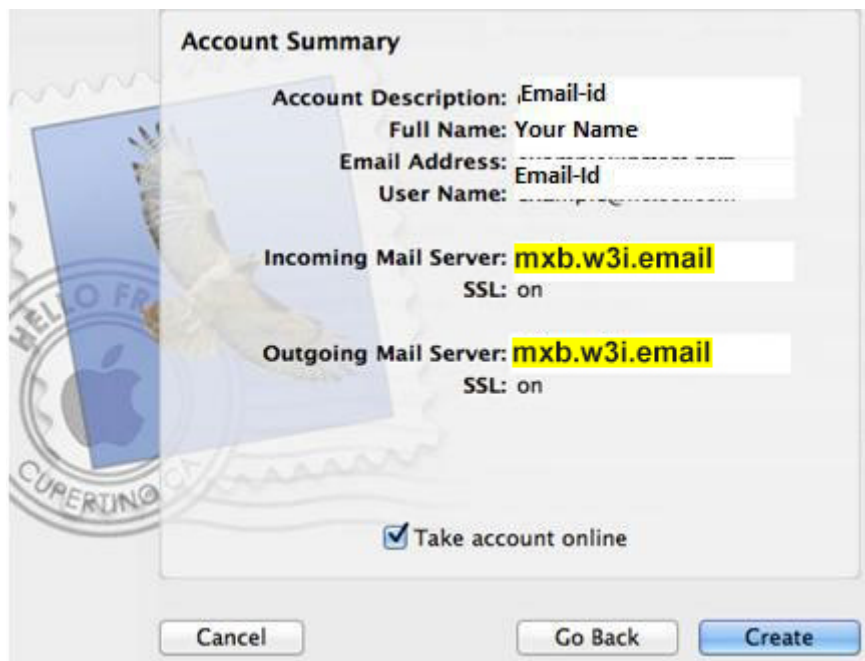
Use Authentication

User Name: Your Email-id

Password: .....

Cancel Go Back Continue

7. You will see **Account Summary** with all your details. Check **Take Account Online** box and click **Create**:



**Account Summary**

Account Description: Email-id  
Full Name: Your Name  
Email Address: Email-Id  
User Name: \_\_\_\_\_

Incoming Mail Server: mxm.w3i.email  
SSL: on

Outgoing Mail Server: mxm.w3i.email  
SSL: on

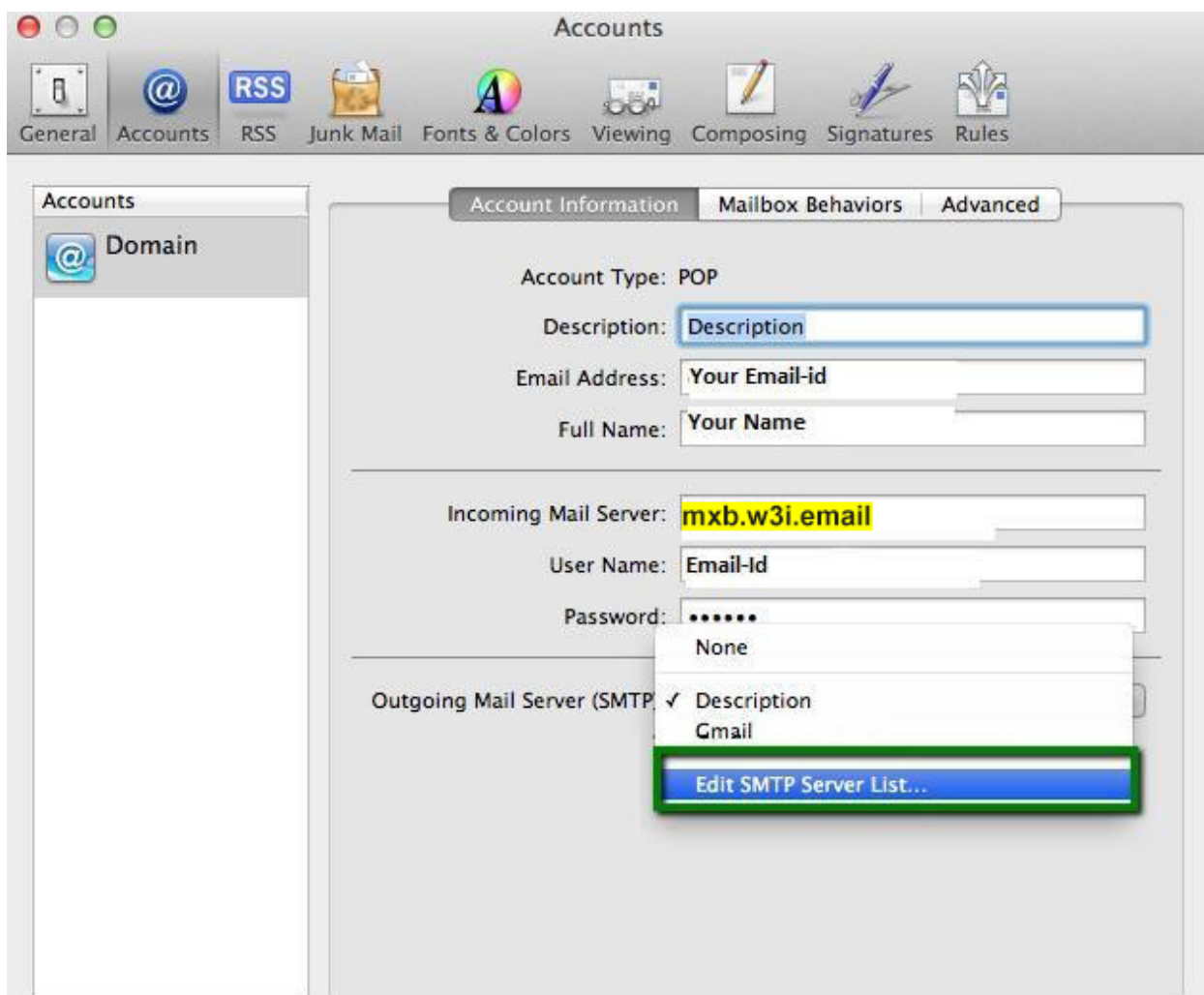
Take account online

Cancel Go Back Create

8. When you create and send your first email, a message saying **Change prefix to INBOX** appears. Set to **Don't change**.

Once your account has been created, you will be able to choose additional settings for IMAP or POP3 incoming/outgoing server

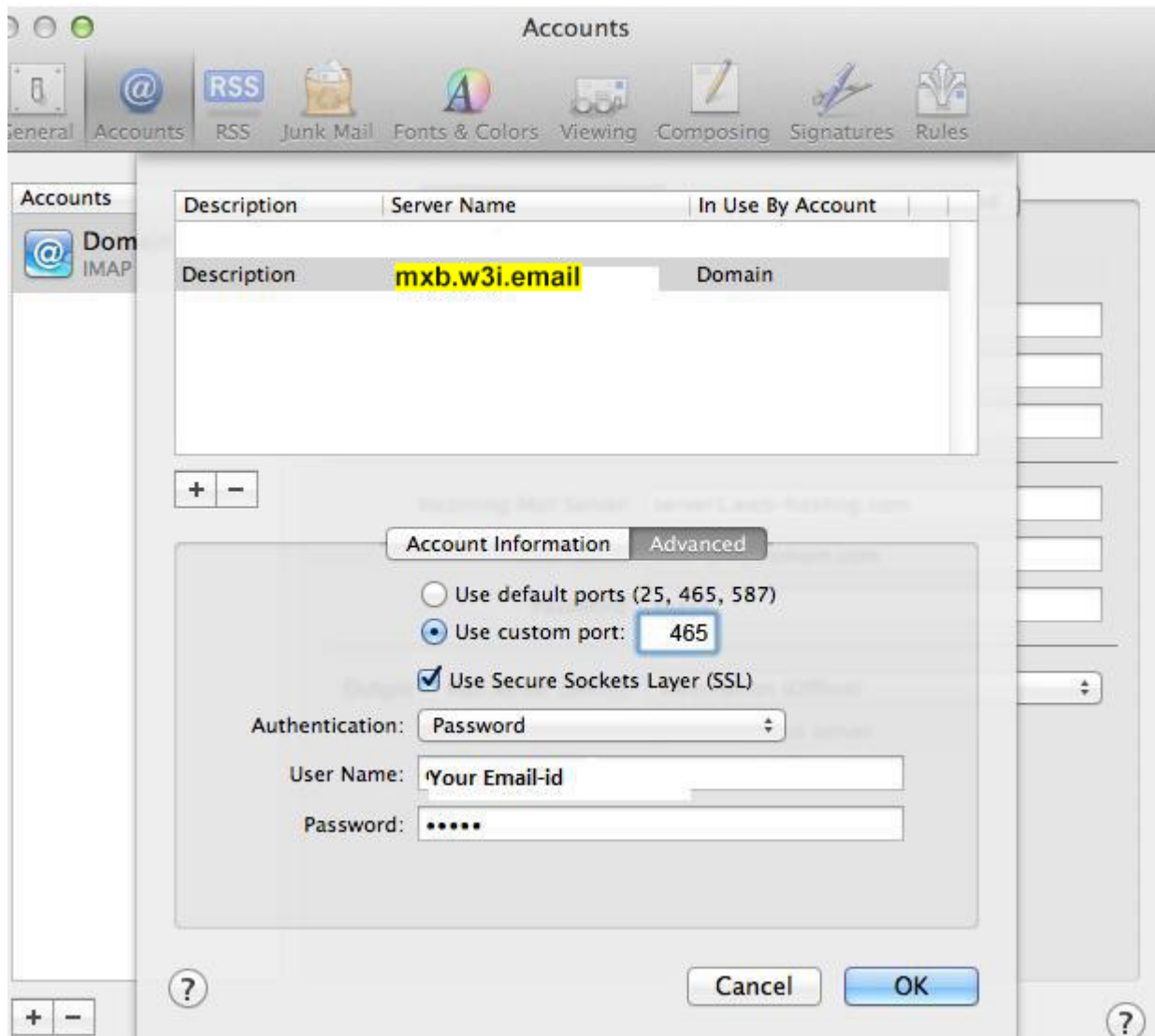
9. For **outgoing server (SMTP)**, click on your account under **Accounts**. In **Account Information** find **Outgoing Mail Server (SMTP)** field and then select **Edit SMTP server list** option:



10. Here you can set the server and specify the port:

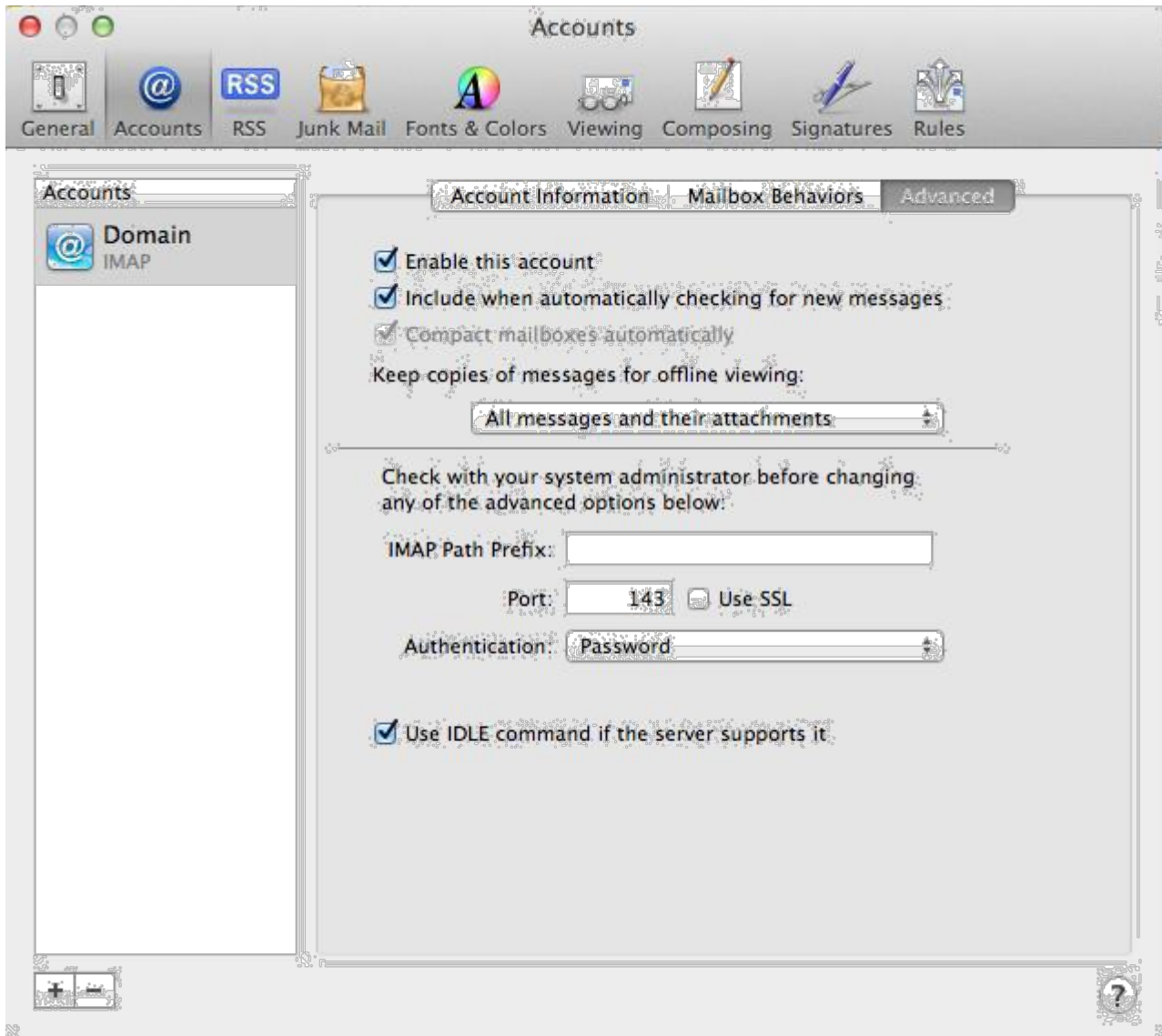
Outgoing server (SMTP): port 465 with SSL

Use Secure Sockets Layer (SSL): should be checked









That's it

