

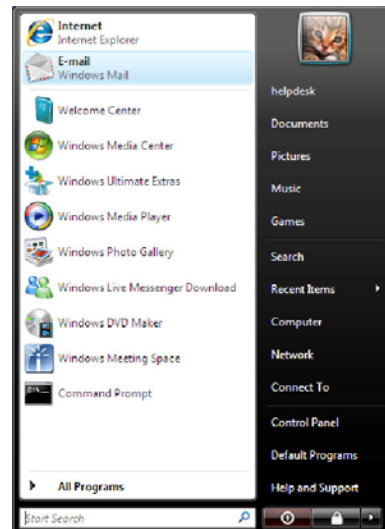


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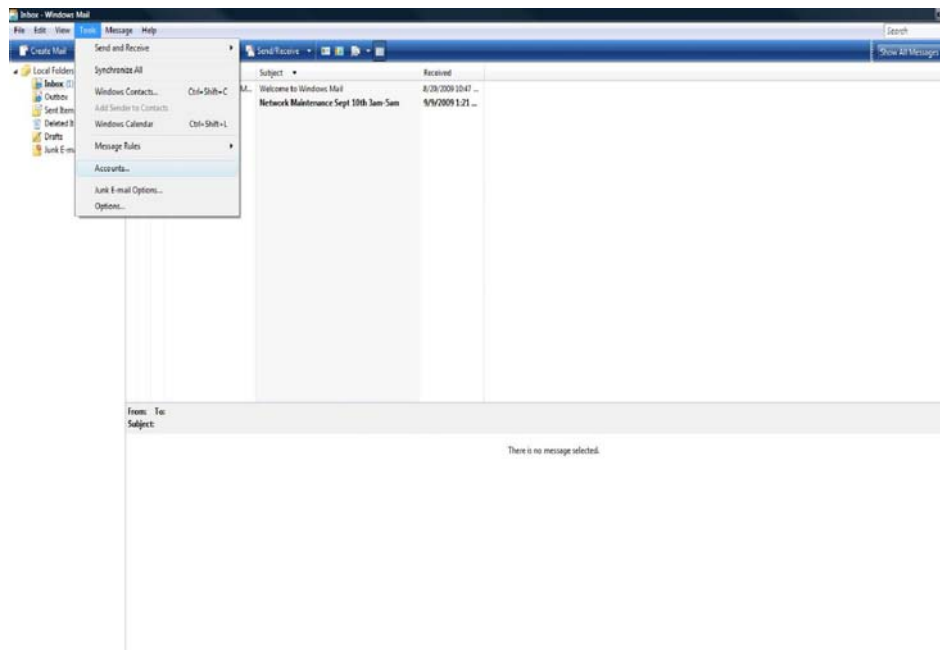
E-mail Setup Instructions Windows Mail

If, after you have read this document, you are still having difficulties with the setup of your e-mail, please Contact WH Comm’s 24-hour Internet Help Desk, **763-565-9800**.

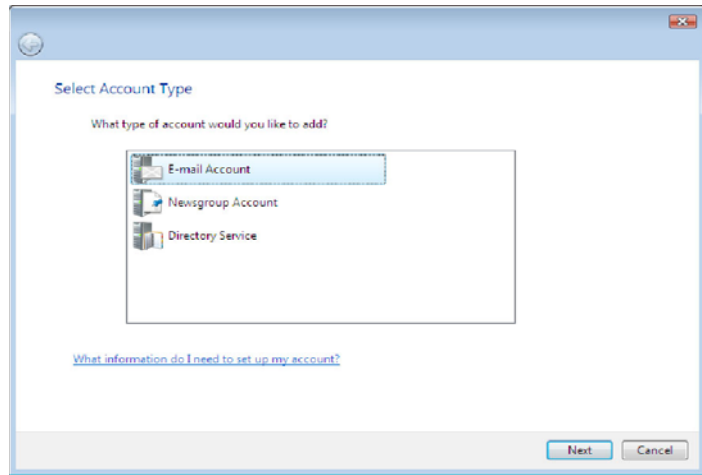
Click **“E-mail – Windows Mail”** in Start menu.



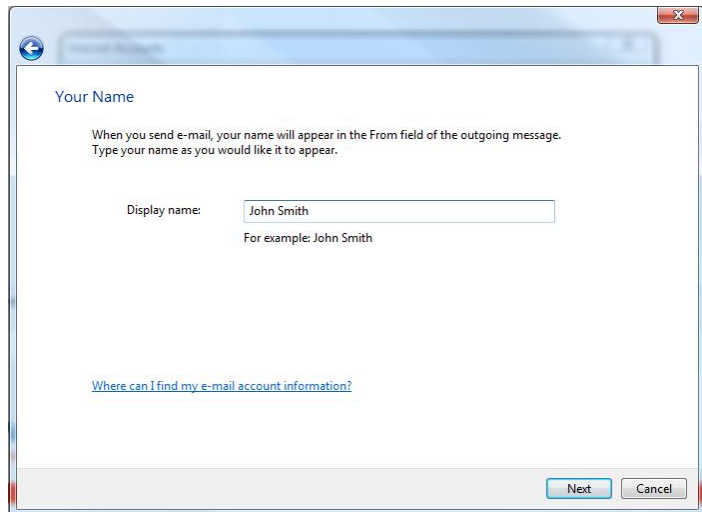
Click on **“Tools”** and then **“Accounts.”**



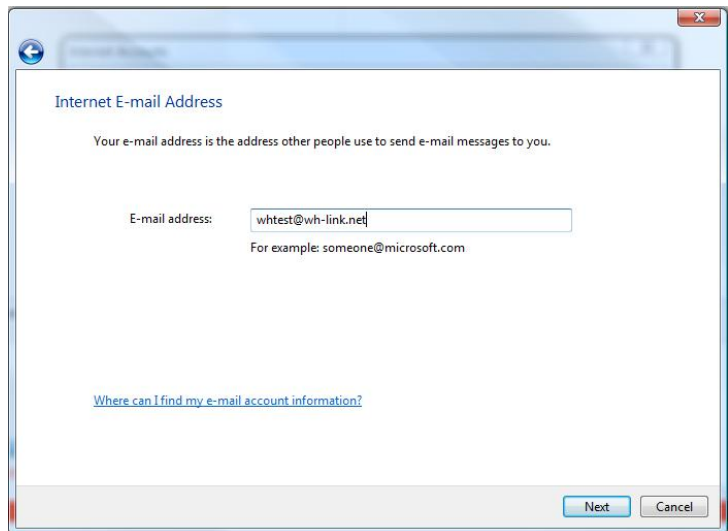
Click **“E-mail Account”** then click **Next**.



Type in your name in the box to the right of **“Display name.”** Then Click **Next**

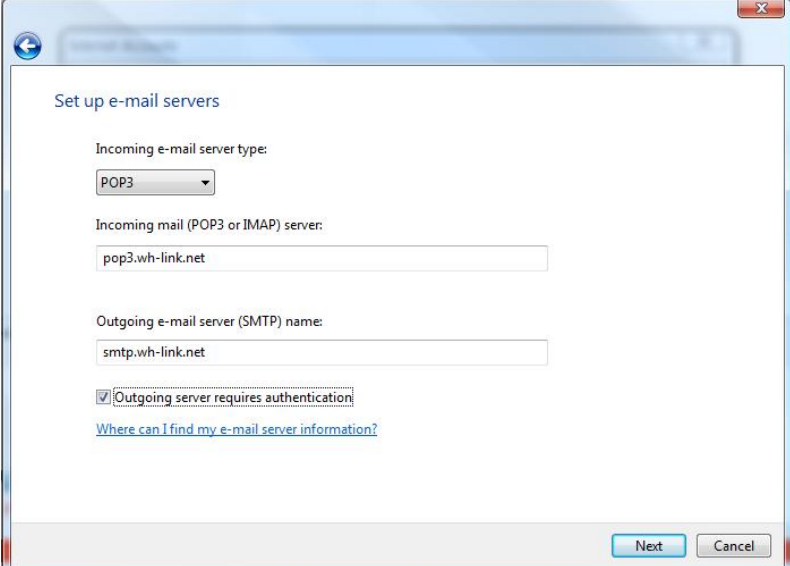


Type in your e-mail address to the right of the box **“E-mail address.”** (Be sure to use all lower case letters with no spaces.)
whtest@wh-link.net
Click **Next**



The **Incoming e-mail server type** is a POP3. In the **Incoming mail server** field, type in **pop3.wh-link.net** (in small, lowercase letters). In the **Outgoing e-mail server** field, type in **smtp.wh-link.net** (in small, lowercase letters).

Put a check mark in the box to the left of **Outgoing server requires authentication**. Click on **Settings**.



Set up e-mail servers

Incoming e-mail server type:
POP3

Incoming mail (POP3 or IMAP) server:
pop3.wh-link.net

Outgoing e-mail server (SMTP) name:
smtp.wh-link.net

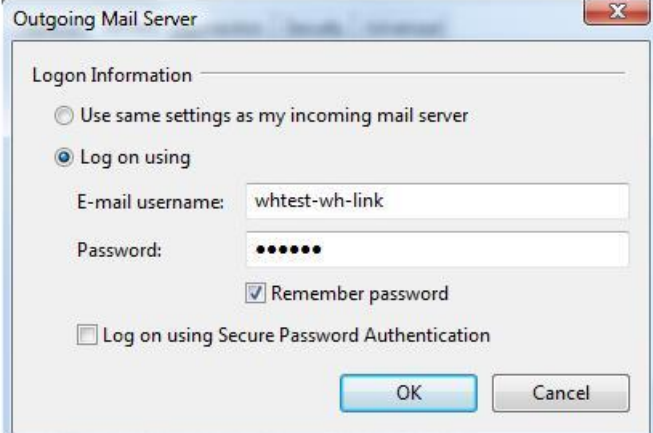
Outgoing server requires authentication
[Where can I find my e-mail server information?](#)

Next Cancel

Select **Log on using**.

In the **E-mail username** field, type in the first part of your e-mail address hyphen wh-link (example: whtest-wh-link).

In the **Password** field, type in your password. If you select **Remember password**, you won't have to enter it each time you try to check your mail. Click **OK**.



Outgoing Mail Server

Logon Information

Use same settings as my incoming mail server
 Log on using

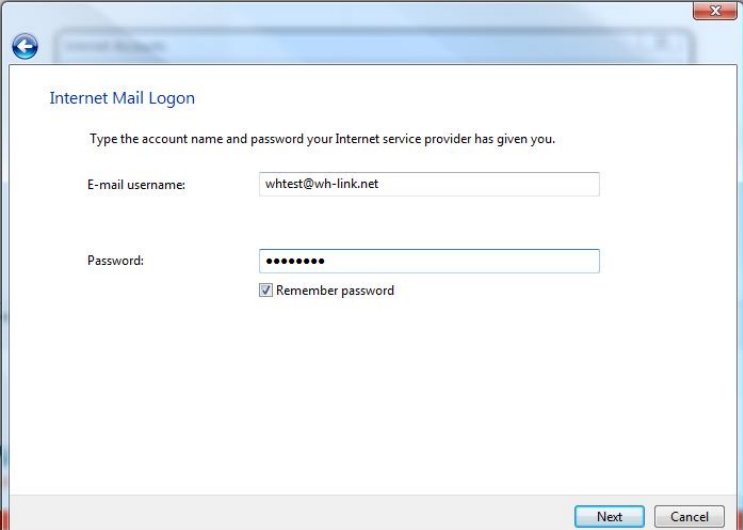
E-mail username: whtest-wh-link

Password: ●●●●●●

Remember password
 Log on using Secure Password Authentication

OK Cancel

In the **E-mail username** field, type in your e-mail address (e.g., whtest@wh-link.net). Now, type in your **Password**. If you select **Remember password**, you won't have to enter it each time you try to check your mail. Click **Next**



Internet Mail Logon

Type the account name and password your Internet service provider has given you.

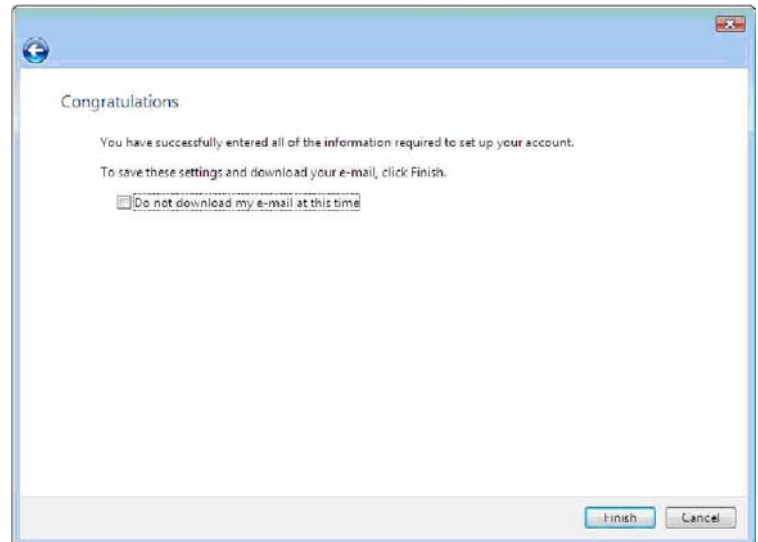
E-mail username: whtest@wh-link.net

Password: ●●●●●●

Remember password

Next Cancel

Click **Finish**



Windows Security will now ask you to verify both your user name (email address) and password. Be sure both of these are entered. Then click **OK**.

Note: To learn how to use your e-mail program, click on **Help** on the **Tool Bar** at the top of the e-mail program window then click **“View Help.”** Many frequently asked questions will be listed here.

Also, you can click on **“Help** and select **“Questions and Answers from Communities,”** which is an online forum that offers support for your new Windows mail program.

This forum is through Microsoft.
wh-link.net (default)
service@whe.org