



How to set up your email on Windows Mail

1. To set up your mail account, select [Tools / Accounts in windows mail](#).
2. Click [Add](#), from the Internet Accounts window, which will open a setup wizard.
3. To continue the setup process, navigate through the following windows in the setup wizard:
4. In the [Select Account Type](#) window, choose [Email Account](#) and click [Next](#) after completing each step of the process to continue to move through the wizard.
5. In the [Your Name](#) window, enter the name you want to display as sender, which may include your real name or company name.
6. In the [Internet E-mail Address](#) window, please specify your address in the [E-mail address](#) field.
7. In the next window, [Set up e-mail servers](#), you'll enter the following information:
8. Incoming e-mail server type—Choose [POP3](#) from the drop-down menu.
9. Incoming mail (POP3 or IMAP) server—[Enter mail.yourdomainname.ie](#) (*Enter Your Domain Name*)
10. Outgoing e-mail server (SMTP) name—[Enter mail.yourdomainname.ie](#) (*Enter Your Domain Name*)
11. In the next window, [Internet Logon](#), enter your E-mail username, [you@yourdomainname.ie](#)
12. Under [Password](#), enter the user password (*********) to access your account & click [Remember password](#) to store this setting.
13. In the Congratulations window, if you **don't** want to download all your emails right away, check the box labelled [Do not download my e-mail at this time](#). Otherwise, you can leave this setting unchecked.
14. Click [Finish](#) to store your settings. Your new email address is now set up.

If you require help or further information

Contact: Support
Email: support@innov8t.ie

Or phone

041 68 71100