

Tutorial: Downloading and setting up Windows Live Mail 2011

There is a link through to the download page on our Disc, if you do not have our Disc, then:

Go online.

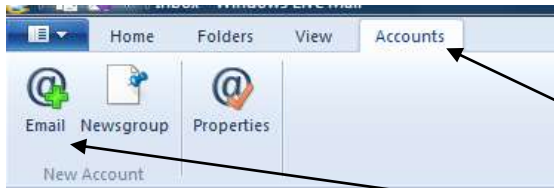
In the address bar of your Browser type the following address.

<http://explore.live.com/windows-live-mail?os=other>

Click on the "Download Now" button Click "Run"

The program will automatically go into your computer.

Close all windows and go back to a clear desktop.



Open Windows Live Mail either from a shortcut on your desktop or from Start/ All Programs.

Click on Accounts in the top toolbar.

Then click on Email.



If you already have an email address carry out the following instructions otherwise go to the section2 below for instructions to obtain a "Live Mail Account".

Click in the email address box, type your normal email address. (Make sure it is correct)

In the Password box, type the password you use with your email account.

Tick the "Remember Password Box"

In the Display Name box Type your name

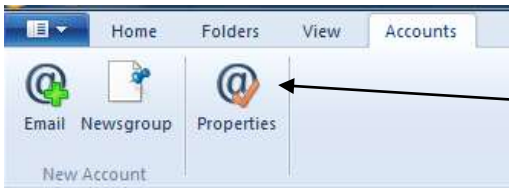
Tick the box "Make this my default email account".

Click Next

You will get a message on the screen stating your account is synchronizing. Please be patient, this may take a few minutes.

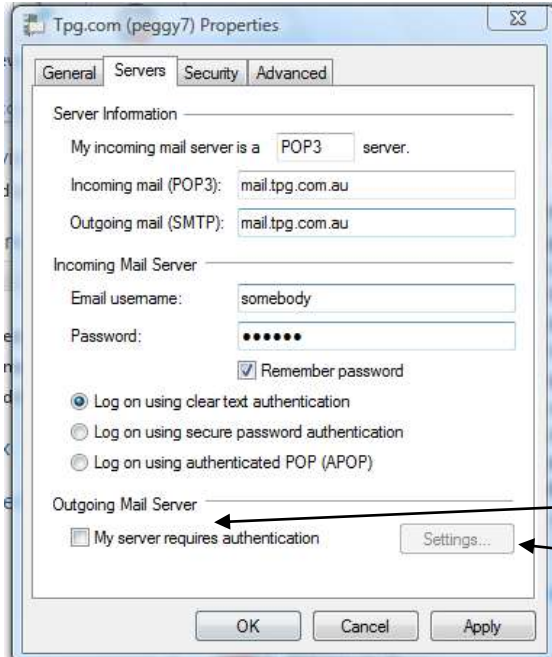
When synchronized your account will appear on the left hand side of your screen.

Most email accounts will work straight away, however if you are using Telstra Bigpond, you will need to carry out a couple of extra points.



Make sure you are in Accounts on the toolbar.

Click on Properties.



Tick the box at the bottom

"My server requires authentication"

Then click Settings



Click in the box "Log on using"

Place your full email address in the account name box.

Fill in your password.

Click Remember Password.

DO NOT CLICK THE LOG ON USING SECURE PASSWORD BOX

Click O.K.

SECTION 2 - OBTAINING A LIVE MAIL ACCOUNT.



Follow the points in section one to this point.

Click on "Get a Windows Live Mail Address"

Create your Windows Live ID

It gets you into all Windows Live services—and other places you see [↗](#)
All information is required.

Windows Live ID:

Create a password:
8-character minimum, case sensitive

Retype password:

Alternate email address:

Or choose a security question for password reset

First name:

Last name:

Country/region:

State/Territory:

Postal Code:

Gender: Male Female

Birth year:
Enter the characters you see: [New](#) | [Audio](#) | [Help](#)



Send me email with promotional offers and survey invitations from Windows Live, Bing, and MSN. (You can unsubscribe at any time.)

Clicking I accept means that you agree to the [Microsoft service agreement](#) and [privacy statement](#).

Click on this arrow in the drop down box click "live.com.au"

In this box fill in the name you would like to use i.e bill200

Then click the "Check availability box."

If the name is not available try another name.

Continue to fill out the Form, making sure all questions are answered then click the "I accept" box.

Your account will be opened.

It will appear on the left hand side of your mail screen.