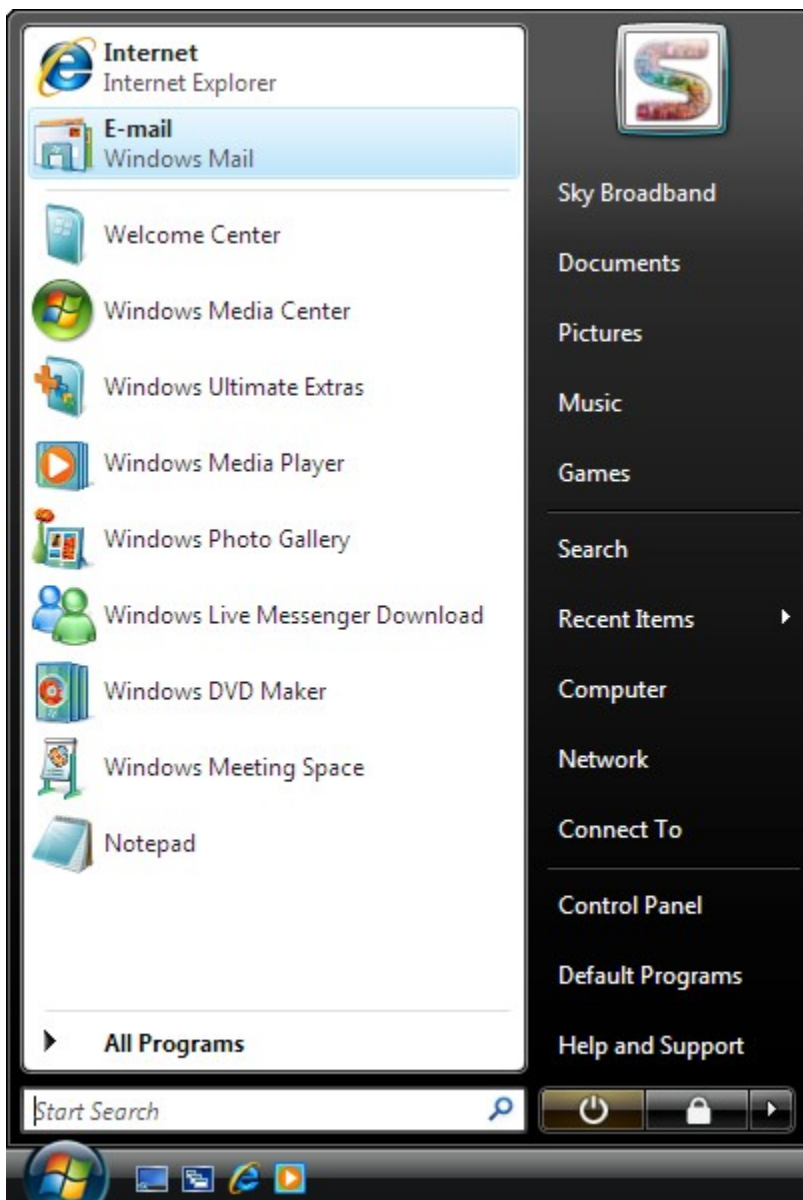


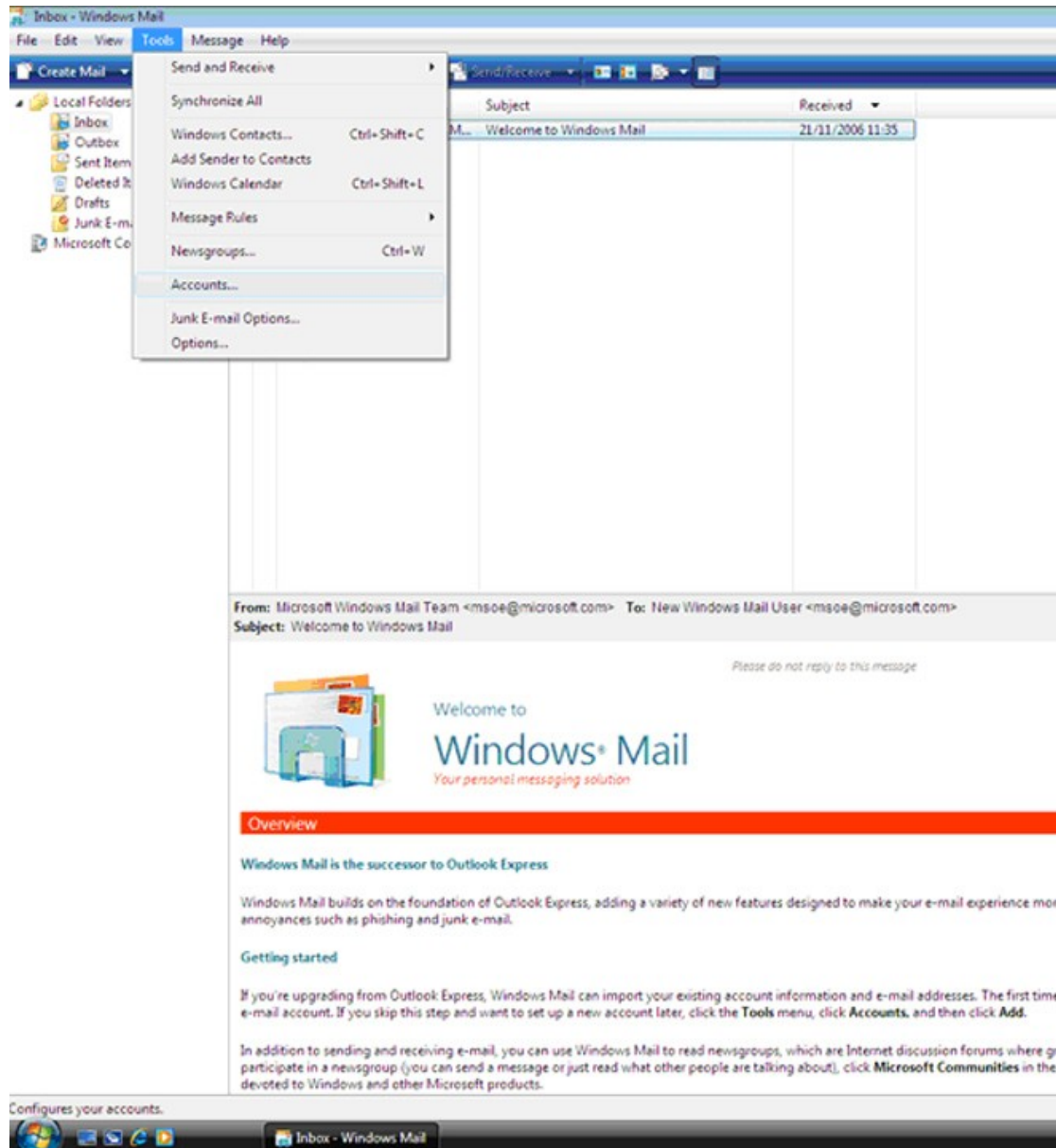


Setting up your Sky email in Windows Mail

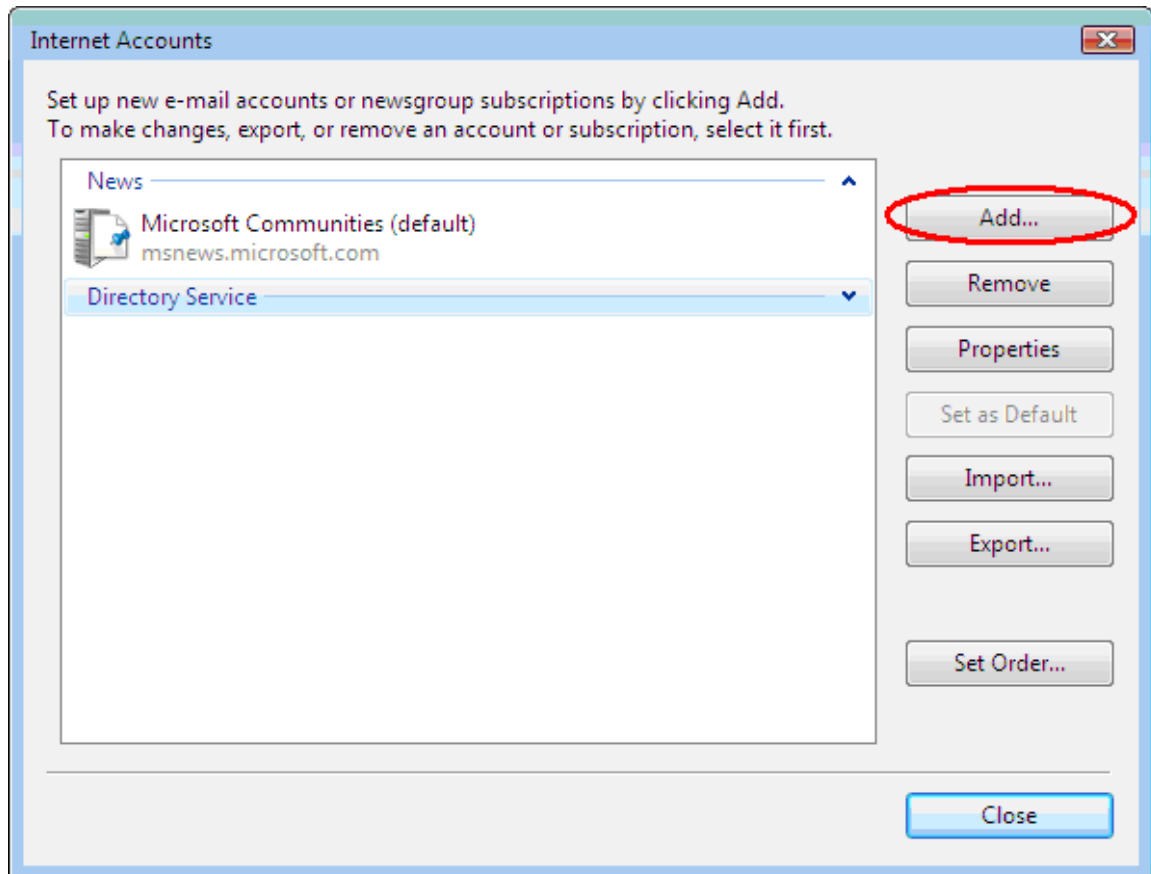
1. Launch 'Windows Mail' from the start button



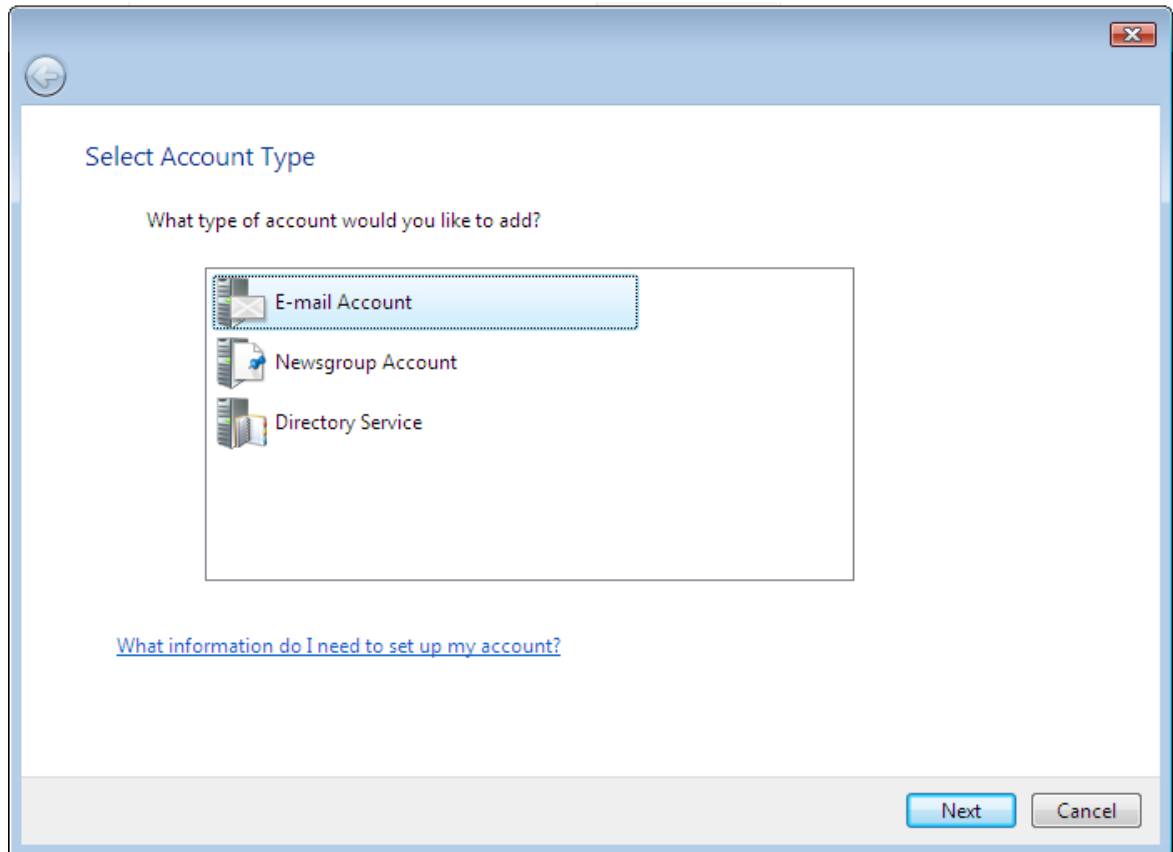
2. Click **Tools** then select **Accounts**



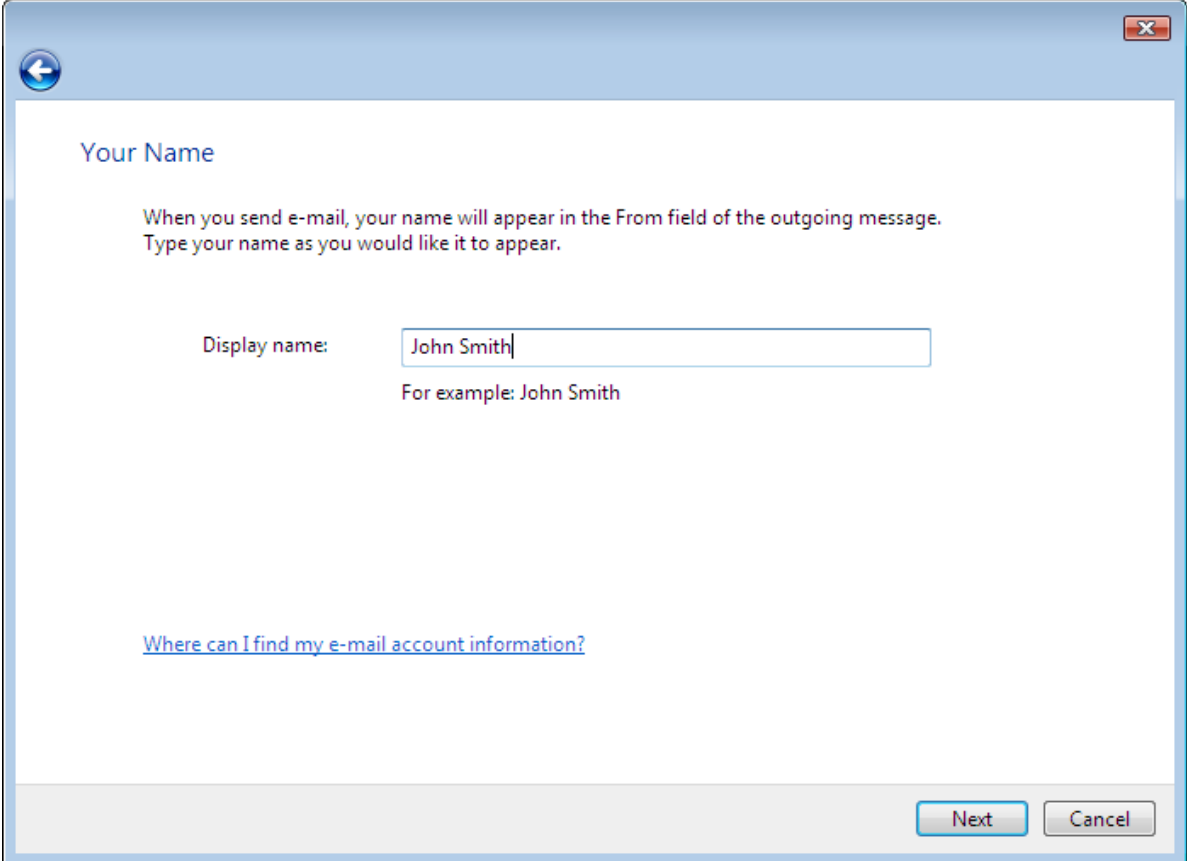
3. Click **Add...**



4. Select **E-mail Account**, click **Next**



5. Type in your "Display Name" (this will appear as the 'from' name on emails you send) then click **Next**



The screenshot shows a window titled "Your Name" with a blue header bar containing a back arrow icon on the left and a close button on the right. The main content area has the following text:

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

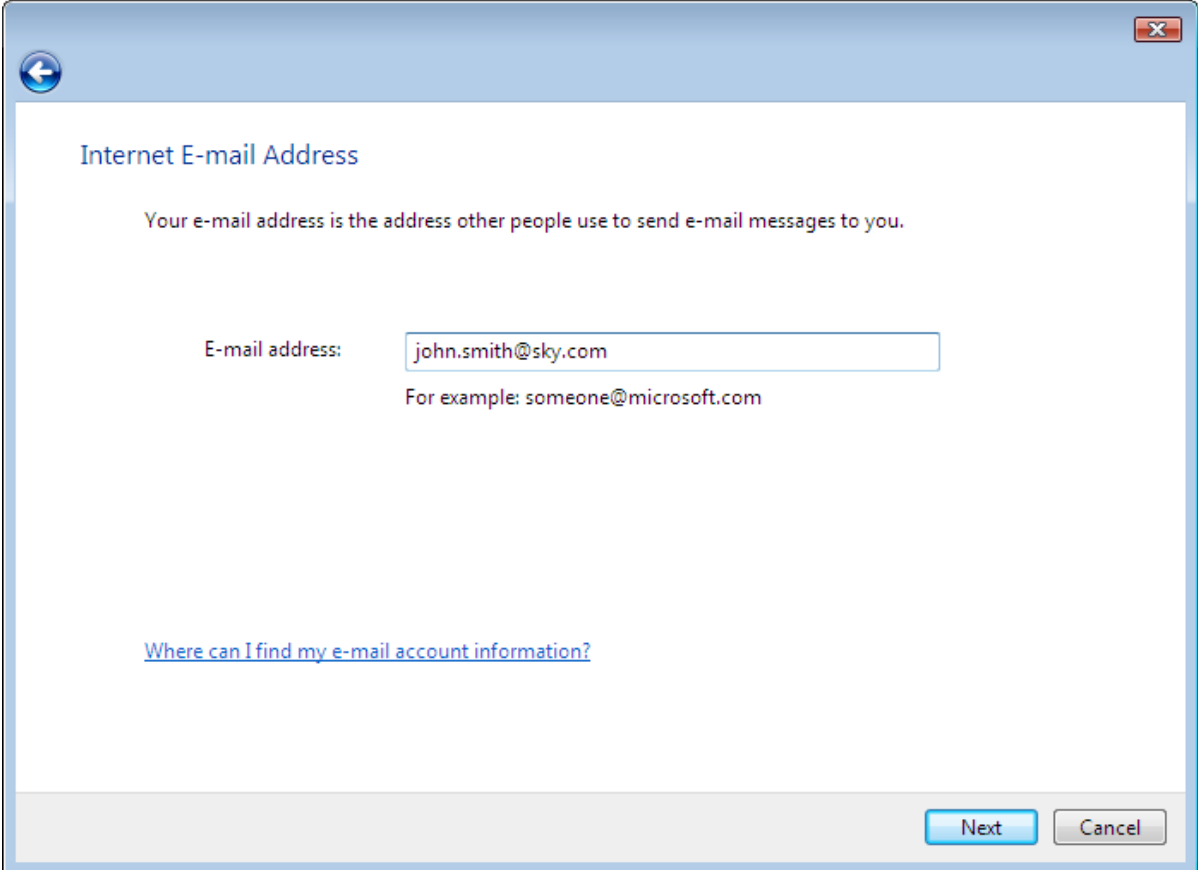
Display name:

For example: John Smith

[Where can I find my e-mail account information?](#)

At the bottom right, there are two buttons: "Next" and "Cancel".

6. Enter your email address (e.g.: john.smith@sky.com) in lowercase letters, with no spaces, and then click **Next**



Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

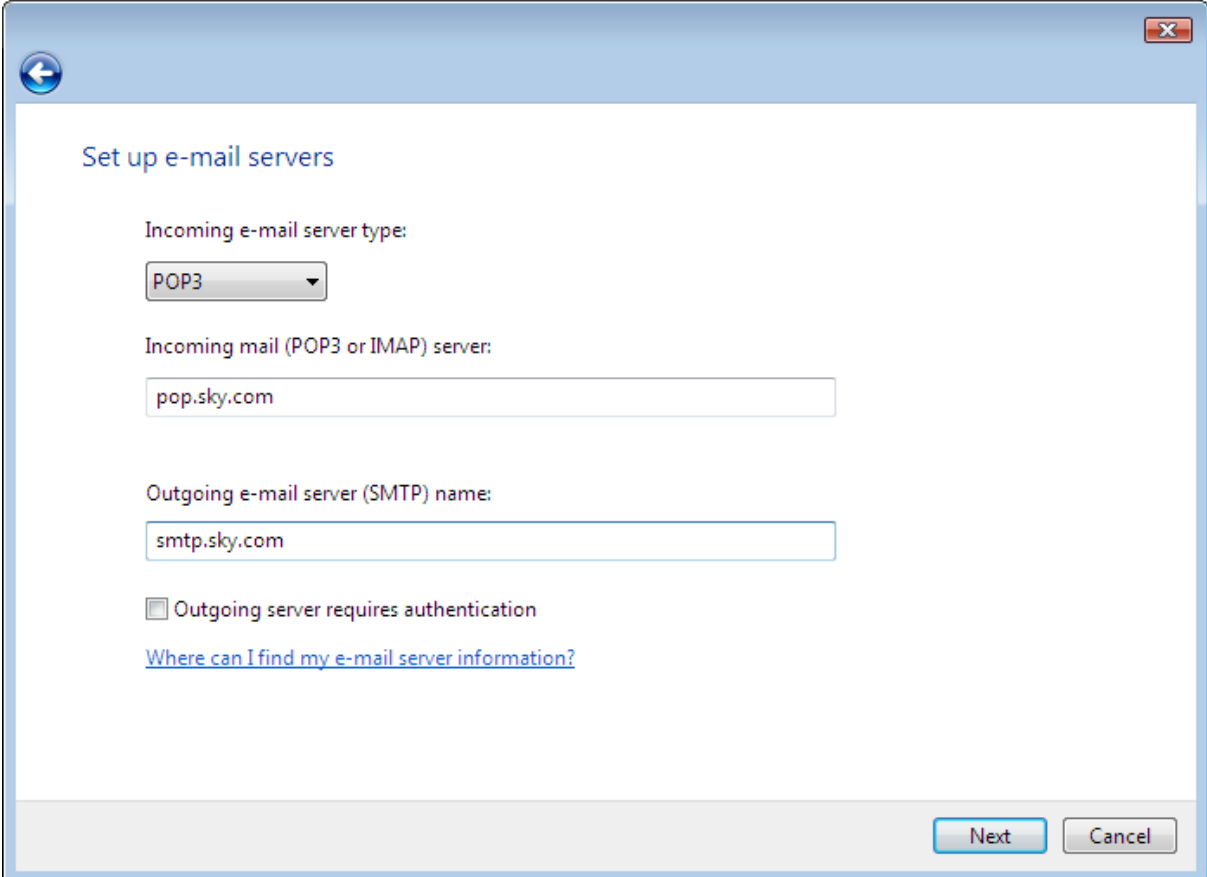
E-mail address:

For example: someone@microsoft.com

[Where can I find my e-mail account information?](#)

Next Cancel

7. Leave 'Incoming e-mail server type' drop down box as **POP3**. In 'Incoming mail (POP3 or IMAP) server' enter: **pop.sky.com** (all lowercase, no spaces). In 'Outgoing e-mail server (SMTP) name' enter: **smtp.sky.com** (all lowercase, no spaces). Leave "Outgoing server requires authentication" **Unchecked**, click **Next**



Set up e-mail servers

Incoming e-mail server type:
POP3

Incoming mail (POP3 or IMAP) server:
pop.sky.com

Outgoing e-mail server (SMTP) name:
smtp.sky.com

Outgoing server requires authentication

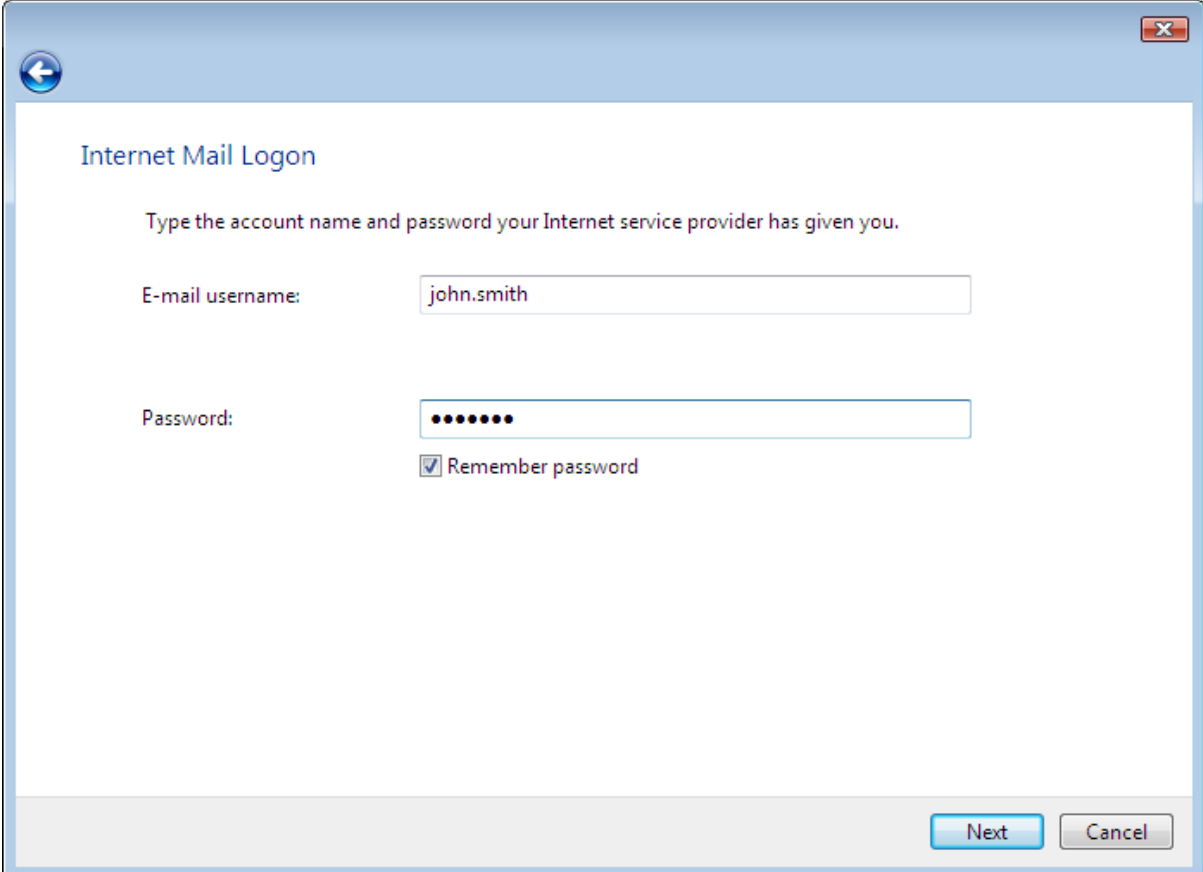
[Where can I find my e-mail server information?](#)

Next Cancel

8. In the 'E-mail username' box enter the first part of your @sky.com email address (everything before the @ sign). In the Password box, enter the password for your @sky.com email account

Tick the "Remember password" box if you would like Microsoft Mail to remember your password so that you do not need to enter it each time you check for any new email

Click **Next**



Internet Mail Logon

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

E-mail username: john.smith

Password: ●●●●●●

Remember password

Next Cancel

9. Leave the "Do not download my e-mail at this time" box **unchecked**, and click **Finish**

