

## Setup Email in Windows Live Mail

### IMAP Setup:

1. Open Windows Live Mail
2. Add an email account
  - a. Select **File** from the menu at the top of the window
  - b. Select **Options**
  - c. Choose **Email Accounts...**
  - d. Select **Add**
  - e. Select **Email Account**
3. Enter the following information:
  - a. Email address: *Your rfnow email address*
  - b. Password: *Your rfnow email password*
  - c. Remember this password: **Yes** (add a check mark)
  - d. Display name for your sent messages: Your first and last name e.g. John Smith
  - e. Manually configure server settings: **Yes** (add a check mark)
  - f. Select **Next**
4. Enter Incoming server information
  - a. Server type: **IMAP**
  - b. Server address: **imap.rfnow.com**
    - Port: **993**
  - c. Logon user name: *Your rfnow email address*
5. *Enter outgoing server information*
  - a. Server address: **smtp.rfnow.com**
    - Port: **587**
    - Requires authentication: **Yes** (add a check mark)
6. Click **Next** and then **Finish**

## Setup Email in Windows Live Mail

### POP Setup:

1. Open Windows Live Mail
2. Add an email account
  - a. Select **File** from the menu at the top of the window
  - b. Select **Options**
  - c. Choose **Email Accounts...**
  - d. Select **Add**
  - e. Select **Email Account**
3. Enter the following information:
  - a. Email address: *Your rfnow email address*
  - b. Password: *Your rfnow email password*
  - c. Remember this password: **Yes** (add a check mark)
  - d. Display name for your sent messages: Your first and last name e.g. John Smith
  - e. Manually configure server settings: **Yes** (add a check mark)
  - f. Select **Next**
4. Enter Incoming server information
  - a. Server type: **POP**
  - b. Server address: **pop.rfnow.com**
    - Port: **995**
  - c. Logon user name: *Your rfnow email address*
5. *Enter outgoing server information*
  - a. Server address: **smtp.rfnow.com**
    - Port: **587**
    - Requires authentication: **Yes** (add a check mark)
6. Click **Next** and then **Finish**