

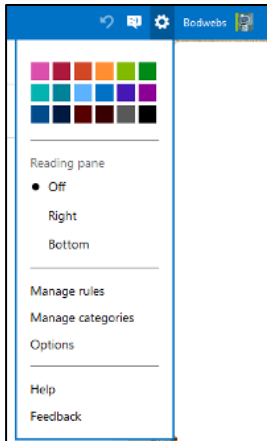
Collecting your email using Hotmail (Sept 2014)

This guide is intended to help our customers that would like their own personal Hotmail / Live / Outlook.com e-mail account to collect their e-mail from our server.

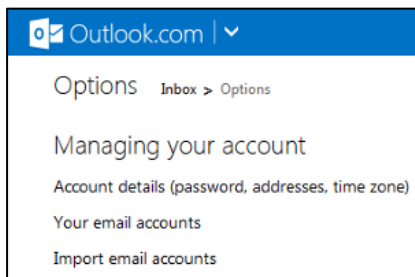
Step 1 – Signing in & Settings

Sign in to your Hotmail / Live or Outlook.com account

Click the “**Settings**” option (a button with a cog on it) in the top right hand side of the page. A dropdown appears, in the dropdown click “**Options**”

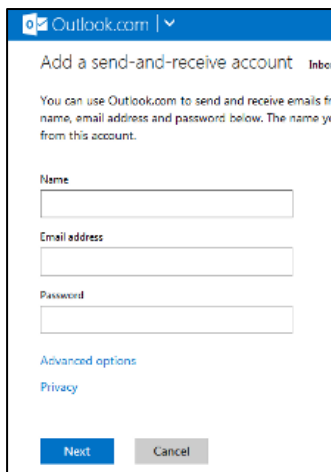


The options page comes up, click the setting within “**Managing your account**” called “**Your email accounts**”



Step 2 – Setting up the account

Click the button called “**Add a send-and-receive account**”

A screenshot of the Outlook.com 'Add a send-and-receive account' form. The form has a blue header with the Outlook.com logo and a dropdown arrow. Below the header, the title 'Add a send-and-receive account' is displayed, followed by 'Inbox > Add a send-and-receive account'. The main content area contains a paragraph of text: 'You can use Outlook.com to send and receive emails from other email accounts. Enter your name, email address and password below. The name you enter will be used to identify you from this account.' Below the text are three input fields: 'Name', 'Email address', and 'Password'. At the bottom of the form, there are two links: 'Advanced options' and 'Privacy'. At the very bottom, there are two buttons: 'Next' and 'Cancel'.

When the screen above appears, click the “**Advanced Options**” text and fill in accordingly as shown below

Outlook.com | ▾

Add a send-and-receive account

Inbox > Options >

You can use Outlook.com to send and receive emails from other accounts. Enter the account info below.

Account info

Enter an email address and your name. The name you enter will be used to identify this account.

Name

Email address

Incoming (POP3) server information

Specify POP3 server information your email provider has given you

Server address **Port**

Requires a secure connection (SSL) **NOT TICKED**

Leave a copy of messages on the server **NOT TICKED**

Username

Password

Outgoing (SMTP) server information

Specify SMTP server information your email provider has given you

Send emails using Outlook.com's server (recipient may see your email address)

Send emails using your provider's server (recipient will not see your email address)

Server address **Port**

Requires a secure connection (SSL/TLS) **NOT TICKED**

Use the same username and password to send and receive email **TICKED**

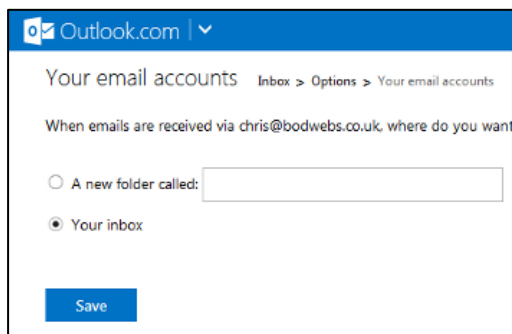
[Privacy](#)

Next

Ensure that the PORT settings are changed to 110 and 25 as shown above. Ensure the tick boxes are as specified above.

When done, click “**Next**”

When the next screen appears (as below) click **“Your inbox”**



The screenshot shows the Outlook.com interface for configuring an email account. At the top, the Outlook logo and 'Outlook.com' are visible. Below that, the page title is 'Your email accounts' with a breadcrumb trail 'Inbox > Options > Your email accounts'. The main heading is 'Your email accounts'. A question is posed: 'When emails are received via chris@bodwebs.co.uk, where do you want'. There are two radio button options: 'A new folder called:' followed by an empty text input field, and 'Your inbox', which is selected. A blue 'Save' button is located at the bottom left of the form area.

Click **“Save”** to complete the setup.