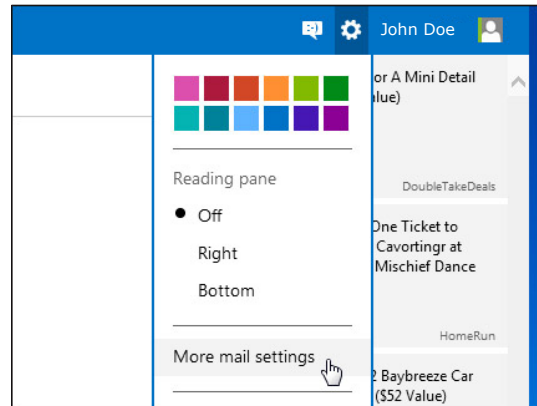


Wightman

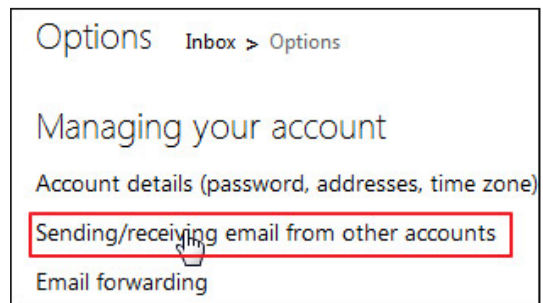
How to Use Outlook.com to Retrieve your POP Inbox in Windows 8 Mail

1. Log in to Outlook.com. If you don't have a Microsoft account, create one.

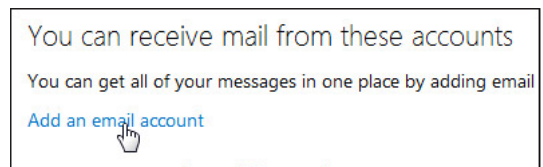
2. Select **More mail settings** from the settings menu in the upper right corner of the screen.



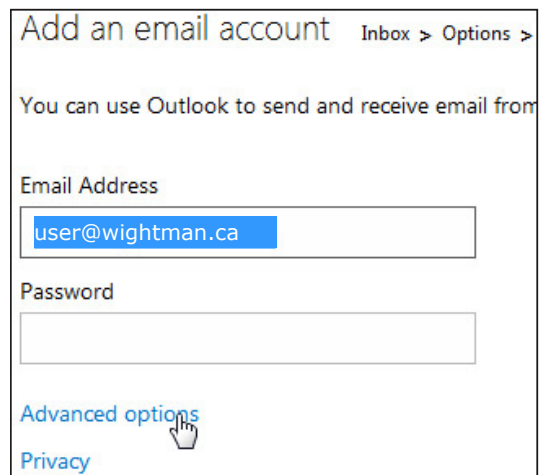
3. Click **Sending / receiving email from other accounts** under Managing Your Account.



4. Click **Add an email account** under the You Can Receive Email from These Accounts header.



5. Click **Advanced options**.



6. Configure your email settings by entering your email address, POP server name, checking or unchecking SSL and choosing other options as necessary. Click Next when done.

The screenshot shows the 'Account info' setup screen. It has a title 'Account info' and a subtitle 'Enter an email address below.' Below this is a text box for 'Email Address' containing 'user@wightman.ca'. The next section is 'POP3 server information' with the subtitle 'Enter POP3 server information your email provider has given you.' It includes a 'Server address' text box with 'mail.wightman.ca', a 'Port' dropdown set to '110', an unchecked 'Use SSL' checkbox, a checked checkbox for 'Leave a copy of my messages on the server', a 'User name' text box with 'user', and an empty 'Password' text box. At the bottom are 'Next' and 'Cancel' buttons, and a 'Privacy' link.

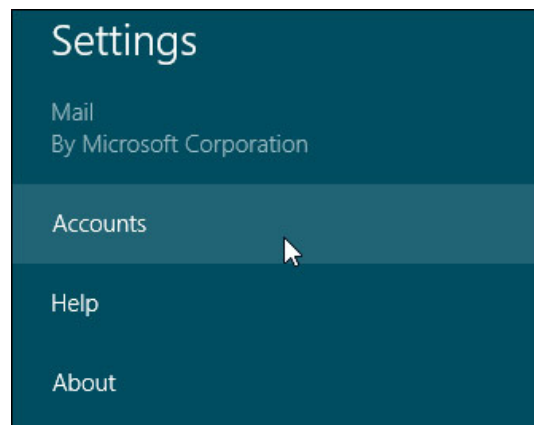
7. Select Your inbox to have your received mail saved to your inbox.

The screenshot shows a screen asking 'When mail is received via user@wightman.ca, where do you want it saved?'. There are two radio button options: 'A new folder called: @wightman - user' and 'Your inbox'. The 'Your inbox' option is selected. A 'Save' button is at the bottom.

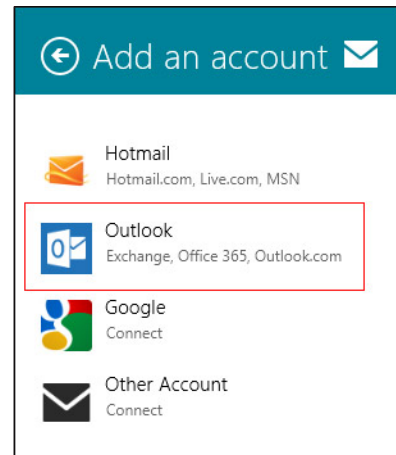
8. Verify your email address by clicking a link that comes in a confirmation email that Microsoft sends to your POP account. Your Outlook.com account should now show all the messages that are stored in your POP account.

The screenshot shows a confirmation message: 'You have successfully verified user@wightman.ca!'. Below it, it says 'The next time you write messages, you will be able to select user@wightman.ca as a From address.' and a 'Return to inbox' link.

9. Select Accounts under Settings in the Windows 8 Mail app.



10. Select Outlook.



11. Enter your Outlook.com username and password then click Connect.

A screenshot of the 'Add your Outlook account' form. The title bar is blue with the text 'Add your Outlook account' and an envelope icon. The main area has a blue header with the text 'Enter the information below to connect to your Outlook account.' Below this are two input fields: 'Email address' (containing a masked email address ending in '@outlook.com' and a clear 'X' button) and 'Password' (containing masked characters '.....'). Below the password field is a link that says 'Show more details'. At the bottom right are two buttons: 'Connect' (in blue) and 'Cancel' (in grey).