Configuring Windows Live Mail

for POP3 Connections

VERSION 2.0
Configuring Windows Live Mail for POP3 Connections Overview

Windows Live Mail is the free email client that comes built into Windows Vista and Windows 7. Like most email clients, Windows Live Mail offers several methods to connect to an email account. While we highly recommend that all users choose an email client that supports Exchange, this may not always be possible. If you use Windows Live Mail, IMAP is the preferred method of connecting to your UAConnect account, as this email client does not support Exchange connections. If you choose to use POP3 instead, this document will tell you how to configure Window Live Mail to connect to your email account.

Be aware that using POP3 to connect to your email account will only give you access to your email; a POP3 connection will not allow you to view your UAConnect calendar. In addition, other issues may arise when using POP3. The first issue is that your mailbox may become locked if Windows Live Mail is configured to check your email too often. When this happens, you will lose access to your email account for a period of time. The second major issue is that POP3 can be configured to download all of your email to one computer, so will be unable to read those messages via OWA or on another device.

Add an email account in Windows Live Mail

- Click the Add e-mail account link in the main window.
- Enter the requested information in the E-mail address, Password and Display name text boxes.
  Check the box labeled Manually configure server settings for e-mail account. Click the Next button.
  - E-mail address: your_netid@email.arizona.edu
  - Password: your UA NetID password
  - Display name: your first and last names

- Fill out the information below in the Incoming Server Information section.
  - My incoming mail server is a <POP3> server drop down box: leave as POP3
  - Incoming server: mail.catnet.arizona.edu
  - Port: 993
  - Check the box labeled This server requires a secure connection (SSL).
  - Log on using drop down box: Secure password authentication
• Fill out the information below in the **Outgoing Server Information** section. **NOTE:** These settings should be entered in the exact order they appear below. Entering the port before checking the secure connection check box will cause the port to be reset to 25.
  
  o **Outgoing server:** smtpgate.email.arizona.edu  
  o Check the box labeled **This server requires a secure connection (SSL).**  
  o Check the box labeled **My outgoing server requires authentication.**  
  o **Port:** 587  

![Outgoing server information](image)

• Click the **Next** button.  
• Check the box labeled **Set this account as the default mail account**, if desired. Click **Finish**.

![Add an E-mail Account](image)
- Find the new account in the pane on the left. Right-click on the name of the account, and then click **Properties**.

- Click the **Advanced** tab.
• In the Server Port Numbers area, change the values below.
  o Outgoing mail (SMTP): 587
  o This server requires a secure connection (SSL): check the box
  o Incoming server (POP3): 995
  o This server requires a secure connection (SSL): check the box

![Server Port Numbers]

• In the Delivery section, change the values below.
  o Remove from server after <5> day(s): uncheck the box
  o Remove from server when deleted from ‘Deleted Items’: check the box

![Delivery]

• Click OK.