Creating a Profile for Windows Live Mail

1. Open Windows Live Mail. “Add your email accounts” window will appear. Type in your email address in the format username@uno.edu. Your password will be the same as your LAN, Webstar, and Moodle passwords.

2. Check Remember this password and Manually configure server settings.

3. Click Next.
4. In the “Configure Server Settings” window, change the incoming server type from POP to IMAP. For the incoming server address type in cas.uno.edu and use port 143. Leave “Requires a secure connection (SSL)” unchecked. Under “Authenticate using:”, select Clear text.

5. For the Outgoing server information, type in smtpa.uno.edu and use port 587. This does not require any secure connection or authentication.

6. Click Next.
7. Congratulations! Your email account has successfully been created. Give the program time to pull down your mail from the server. (Approx. 15 minutes or less) Click **Finish**.

If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at [helpdesk@uno.edu](mailto:helpdesk@uno.edu). You may also stop by the Help Desk, located in the UCC Room 101.