Creating a Profile in Windows Live Mail

1. Open Windows Live Mail. An Add your email accounts window will pop up.

2. Type in your email address in the format of username@my.uno.edu. Your password will be the same as your LAN, Webstar, and Moodle.

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

4. Click Next.
5. In the **Configure Server Settings** window, select **IMAP** from the **Server Type** dropdown menu.

6. For the incoming server address type **pod51008.outlook.com** and use **port 993**. Check **Requires a secure connection (SSL)**. Select **Clear Text** from the **Authenticate using** dropdown menu.

7. For the outgoing server information, type the same server address (**pod51008.outlook.com**) and use **port 587**. This does **not** require any secure connection or authentication. For the logon username, type in your email address in the format of **username@uno.edu**.

8. Click **Next**.
9. Congratulations! Your email account has successfully been created. It will take 10 to 15 minutes for the program to pull down your email from the server. 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. You may also stop by the Help Desk, located in the UCC Room 101.