THE UNIVERSITY of
NEW ORLEANS

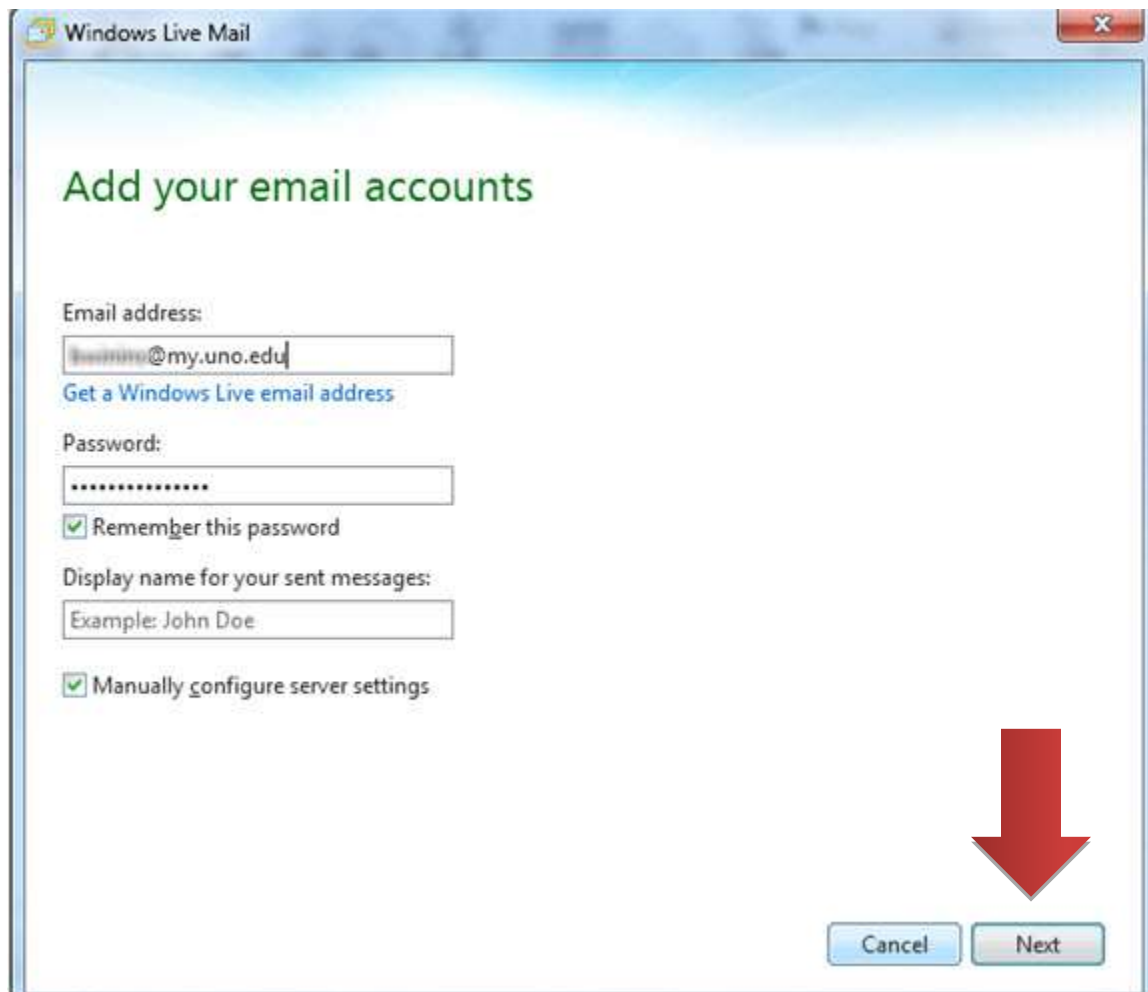*"A member of the University of Louisiana System"*

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 <u>username@my.uno.edu</u>. 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**.

Windows Live Mail

Add your email accounts

Email address:

████████@my.uno.edu

Get a Windows Live email address

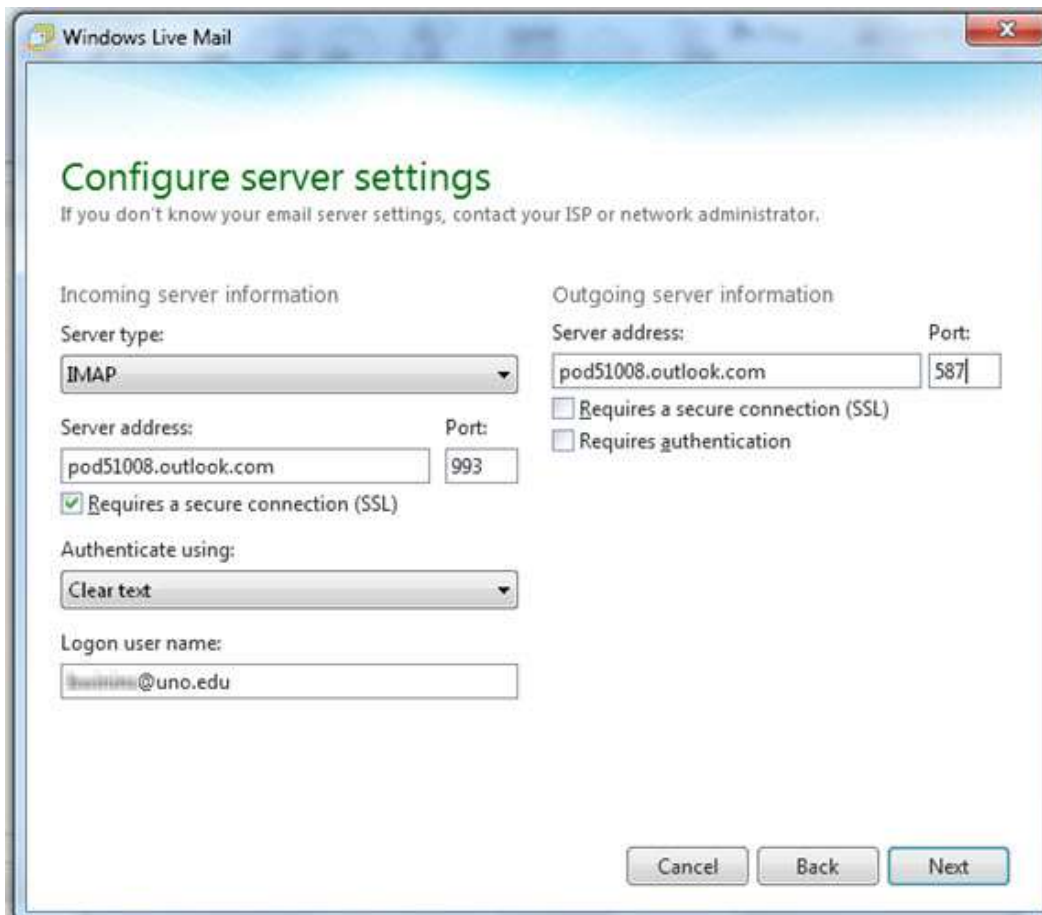Password:

●●●●●●●●●●●●●●

☑ Remember this password

Display name for your sent messages:

Example: John Doe

☑ Manually configure server settings

Cancel   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 N**ext**.

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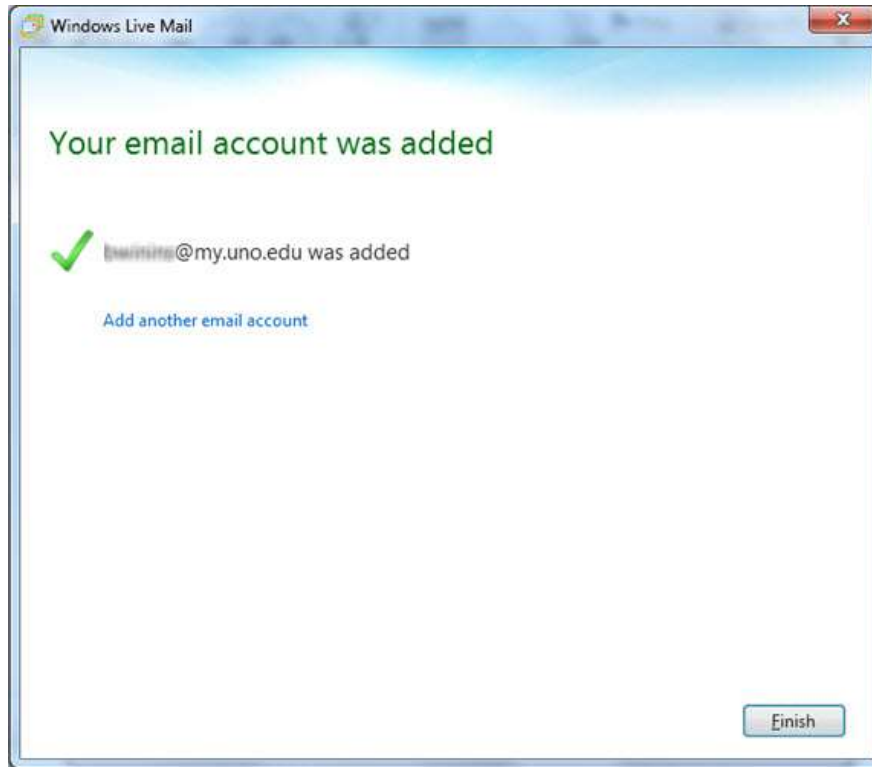
If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.