

How to Set Up VisionICT IMAP in Windows Live Mail

1. Open Windows Live Mail
2. Add an email account
 - a. Select **File** from the menu at the top of the window
 - b. Select **Options**
 - c. Choose **Email Accounts...**
 - d. Select **Add**
 - e. Select **Email Account**
3. Enter the following information:
 - a. Email address: *Your council email address*
 - b. Password: *Your council email password* (the clerk will provide this)
 - c. Remember this password: **Yes** (add a check mark)
 - d. Display name for your sent messages: Your first and last name e.g. John Smith
 - e. Manually configure server settings: **Yes** (add a check mark)
 - f. Select **Next**
4. Enter Incoming server information
 - a. Server type: **IMAP**
 - b. Server address: **imap.emailsrvr.com**
 - c. Port: **143**
 - d. Logon user name: *Your full council email address*
5. *Enter outgoing server information*
 - a. Server address: **smtp.emailsrvr.com**
 - b. Port: **25**
 - c. Requires authentication: **Yes** (add a check mark)
6. Click **Next** and then **Finish**