Windows 8 Mail Settings
USER GUIDE

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CONTENTS

Overview

In order to use your Windows 8 Mail with your Windstream Hosted Email, please follow the steps in this guide.

Step 1 - Open Start Menu

Click on the Windows button on your keyboard to open your Start Menu.

Step 2 - Select Mail

You should now see the new Windows 8 Start Menu. Click on the blue rectangular box that says Mail and has a white envelope icon.

If you haven't already, you will need to setup a Microsoft email address in here before you can add any additional accounts. This can be a Hotmail address, MSN address, or etc.
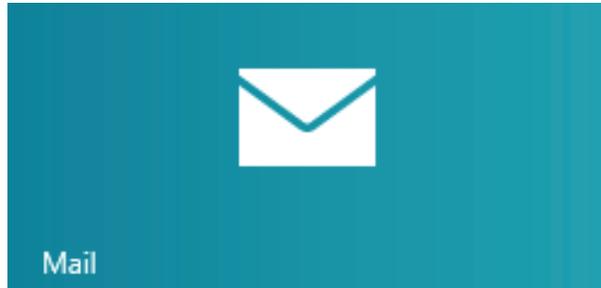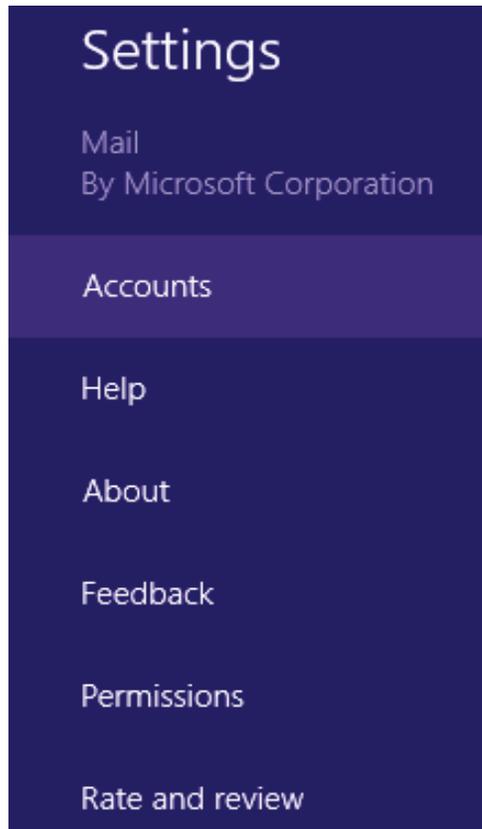

Step 3 - Charm Bar

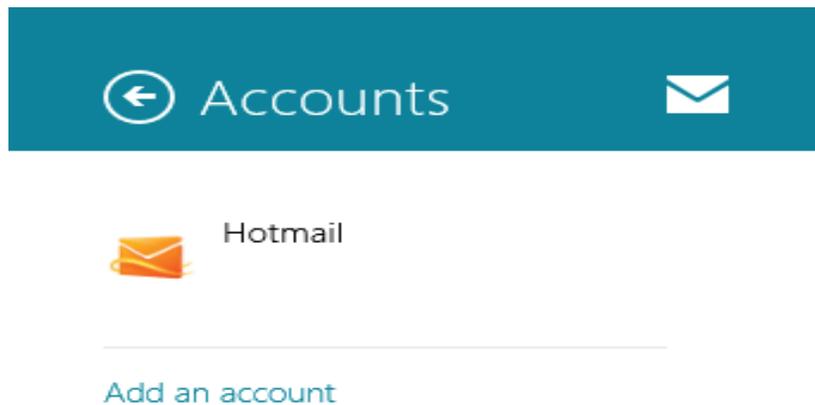From within your mail app, go to the charm bar and click on the option for Settings.

Step 4 - Settings

You will now see a Settings Menu slide out from the right. Select Accounts at the top.
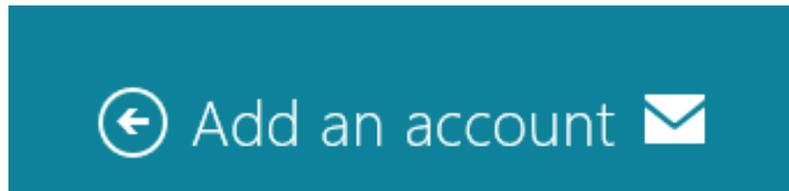

Step 5 - Add An Account

You are now at the Accounts menu. Select 'Add an account'.

Step 6 - Other Account

Here you will be presented with account types. Choose 'Other Account'.

← Add an account ✉

Hotmail
Hotmail.com, Live.com, MSN

Outlook
Exchange, Office 365, Outlook.com

Google
Connect

Other Account
Connect

AOL
Connect

Yahoo!
Connect

Step 7 - Add Your Other Account

A new screen will pop up for 'Add your Other account'. In the first text box, type your full email address. Enter you password in the second text box. Now click on the 'Show more details' option below the password box.
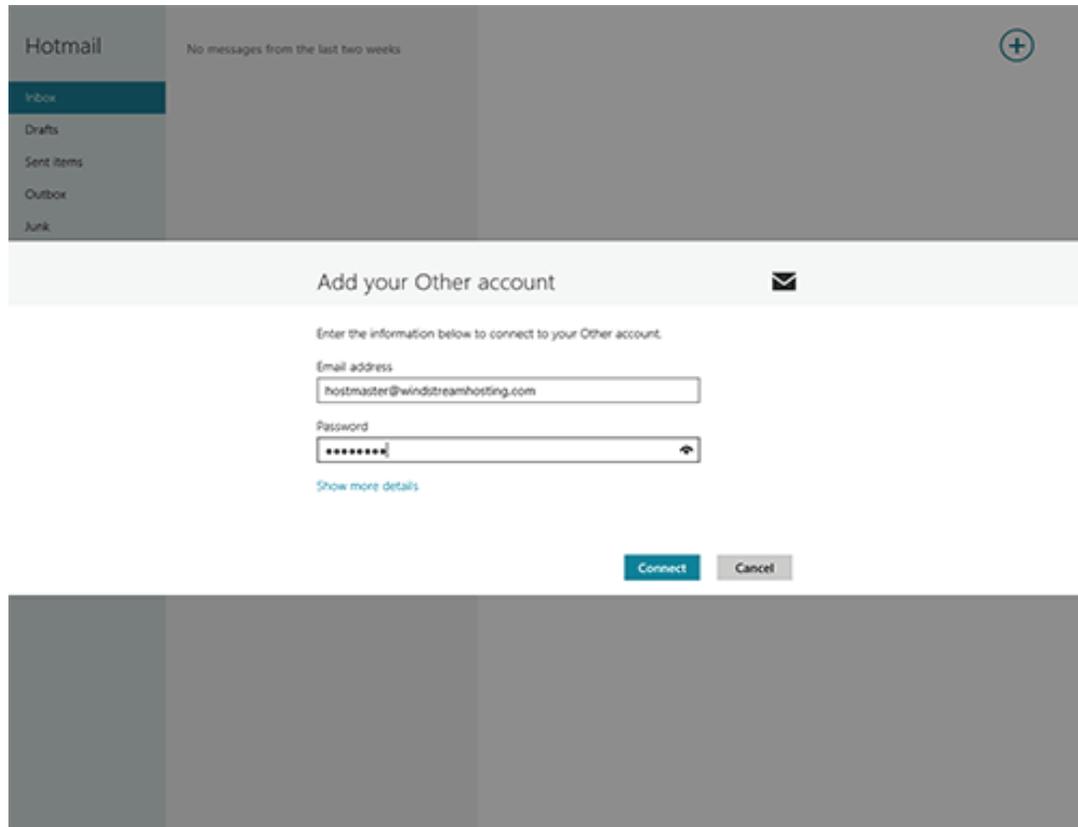
Step 8 - More Details Screen

Now that your 'Add your Other account' screen is extended, you'll see more options to fill out.

- Incoming (IMAP) email server: mail.windstreamhosting.com (or mail.yourdomain.com) - Port: 143
- Outgoing (SMTP) email server: mail.windstreamhosting.com (or mail.yourdomain.com) - Port: 25
- **DO** select 'Outgoing server requires authentication'.
- **DO** select 'Use the same username and password to send and receive email'.

Add your Other account ✉

Enter the information below to connect to your Other account.

Email address

test@windstreamhosting.com

Username

test@windstreamhosting.com

Password

••••••••••

Incoming (IMAP) email server   Port

mail.windstreamhosting.com   143

☐ Incoming server requires SSL

Outgoing (SMTP) email server   Port

mail.windstreamhosting.com   25

☐ Outgoing server requires SSL

☑ Outgoing server requires authentication

☑ Use the same username and password to send and receive email

Show fewer details

[Connect]   [Cancel]

Note: More server settings can be found on the last page of this document.

Server Settings	
Incoming Server (POP)	mail.windstreamhosting.com
Incoming Server (IMAP)	mail.windstreamhosting.com
Outgoing Server (SMTP)	mail.windstreamhosting.com
Incoming Server (SSL)	securemail.windstreamhosting.com
Outgoing Server (SSL)	securemail.windstreamhosting.com
Username	Your entire email address
Password	Your email address password

Default Port Settings	
Incoming Server	110
Outgoing Server	25

IMAP Port Settings	
Incoming Server	143
Outgoing Server	25

SSL Port Settings	
Incoming Server	995
Outgoing Server	465

Alternate outgoing ports:

Outgoing ports of 1025 and 587 can be used if your service provider blocks port 25.

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