

How to setup Catchya in Windows Live Mail

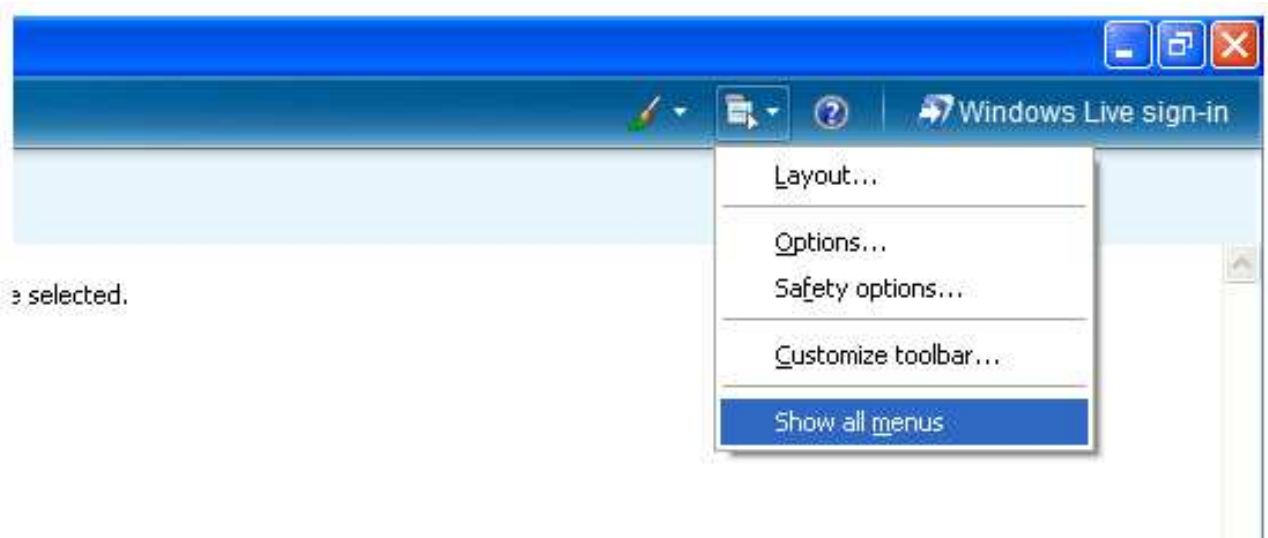
In this tutorial replace the example information with your own personal ClubMail account information.

- John Smith = Your Name
- **yourname@domain.com** = Your Catchya Mail address (provided by your club)
- domain.com = The Catchya domain (provided by your club)

To Setup an email account with Windows Live Mail

Step 1: To first make sure you have advanced options available to you, we need to enable all the menu's within 'Windows Live Mail'.

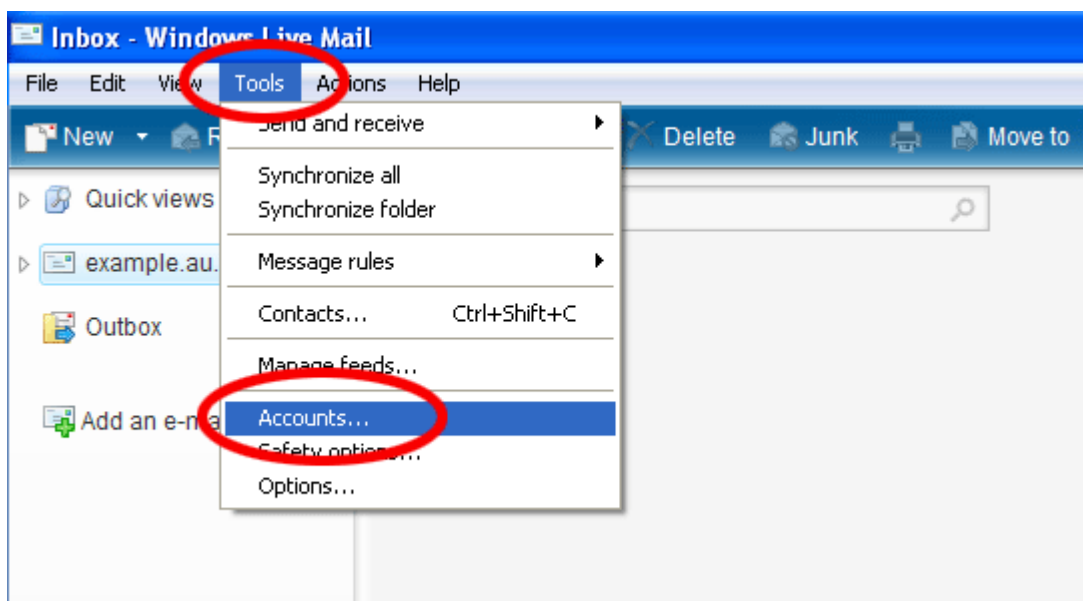
Step 2: Click on the icon shown in this image, then click on 'Show all menus'



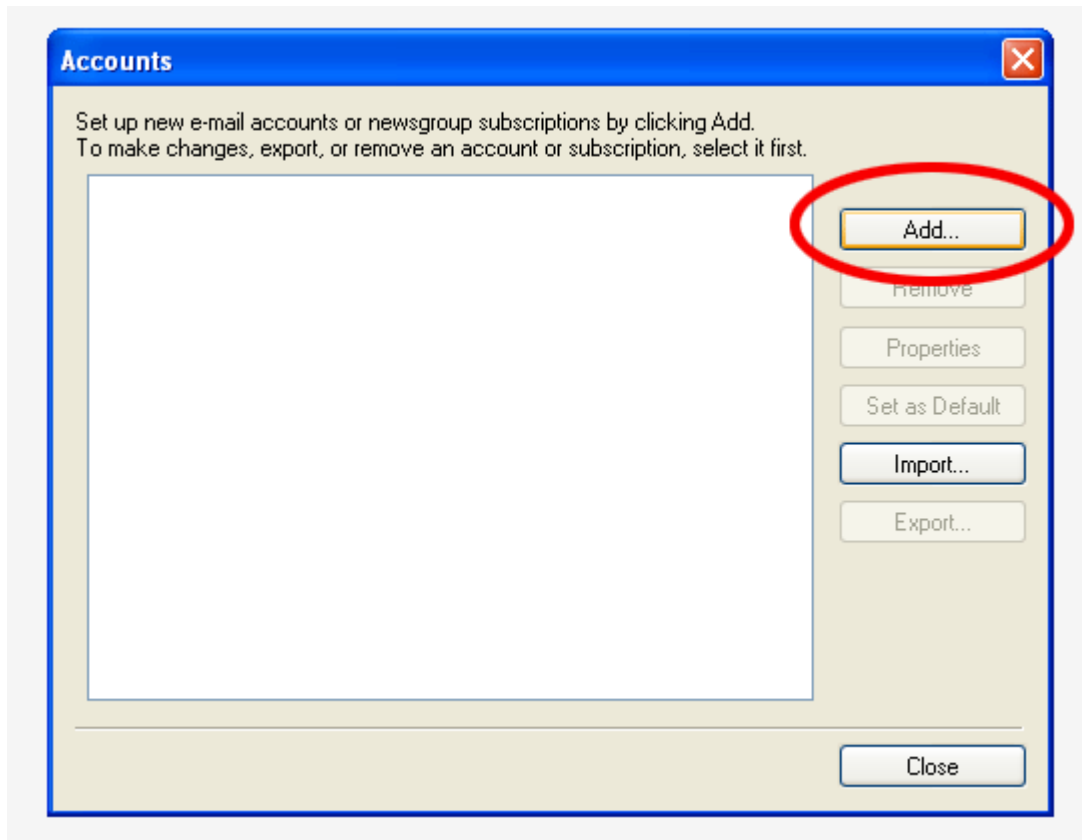
This will open the tool bar you can see at the top of the screen in the below image. If this toolbar disappears when you click on 'Show all menus', it means you had it enabled already, just click it again and it will reappear.

Step 3: Click Tools.

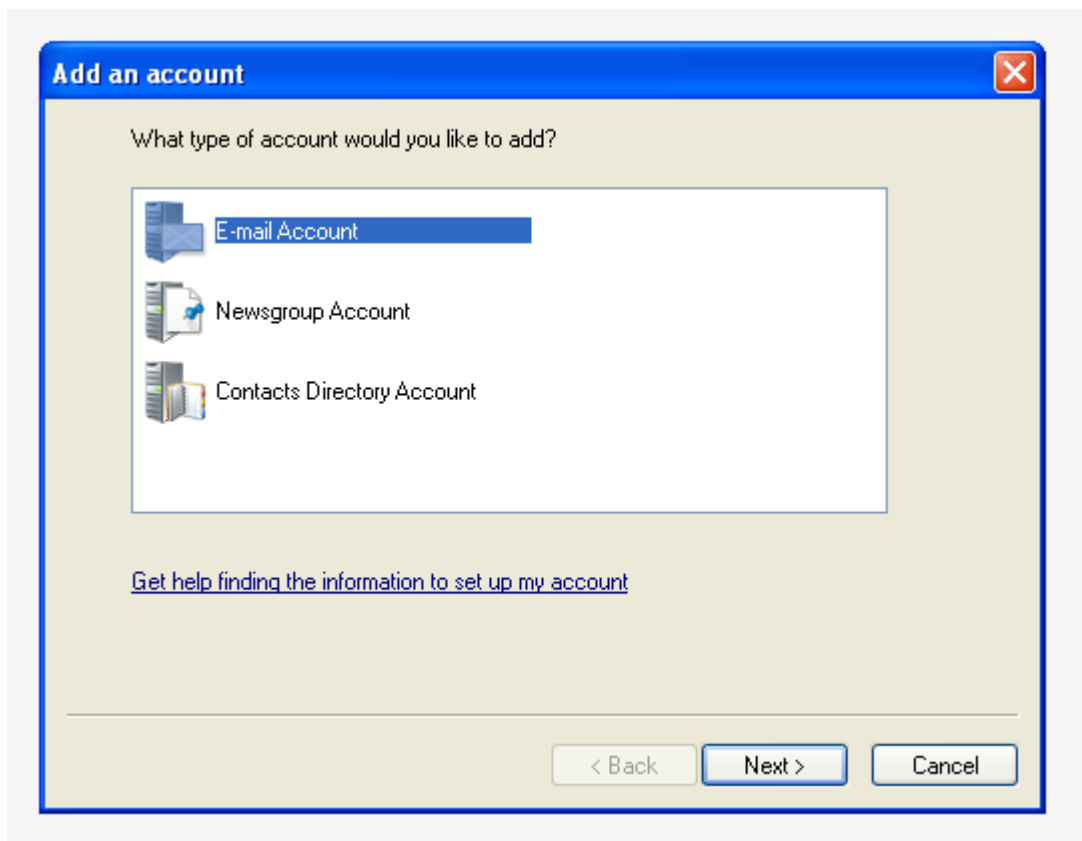
Step 4: Click Accounts.



Step 5: Click Add



Step 6: Choose 'Email Account' by clicking on it once, then click Next.



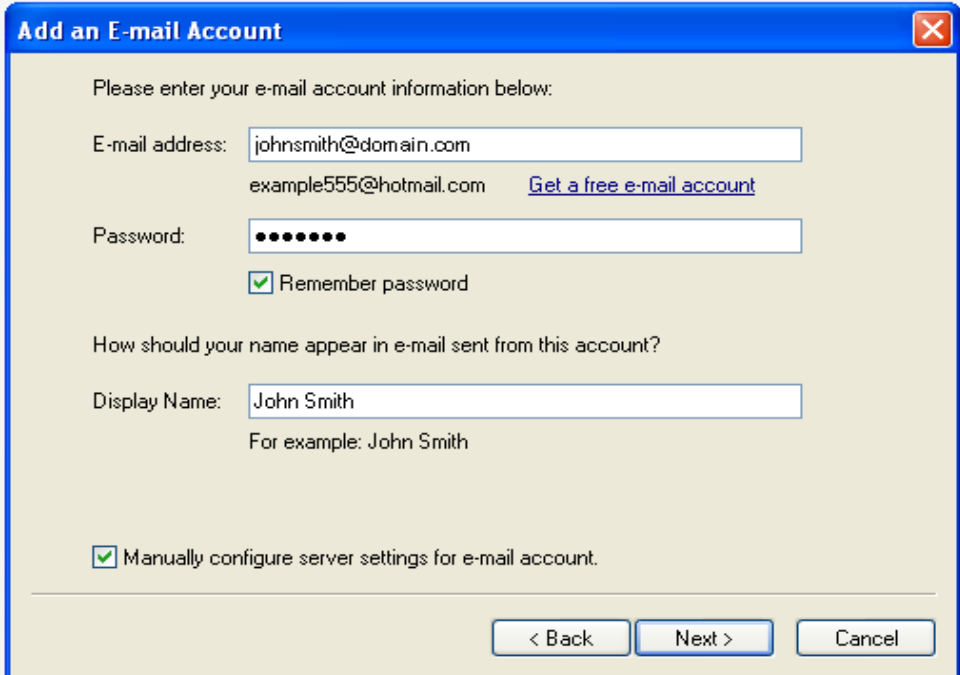
Step 7: Fill in the blank spaces.

Email Address: The Catchya Mail address you are sending email from, johnsmith@yourdomain.com

Password: The password given to you by the Club when you setup your email account.

Display Name: The name you wish displayed when people receive your emails

Step 8: Tick the box that states 'Manually configure server settings for email account. Click Next.



Please enter your e-mail account information below:

E-mail address: johnsmith@domain.com
example555@hotmail.com [Get a free e-mail account](#)

Password: ●●●●●●
 Remember password

How should your name appear in e-mail sent from this account?

Display Name: John Smith
For example: John Smith

Manually configure server settings for e-mail account.

< Back Next > Cancel

Step 9: Again, fill in the blank spaces.

My incoming mail server is a: POP3

Incoming server: pop.yourdomain

Port: 110

Log on using: Clear Text Authentication

Login ID: Your full email address is required, 'johnsmith@domain.com'

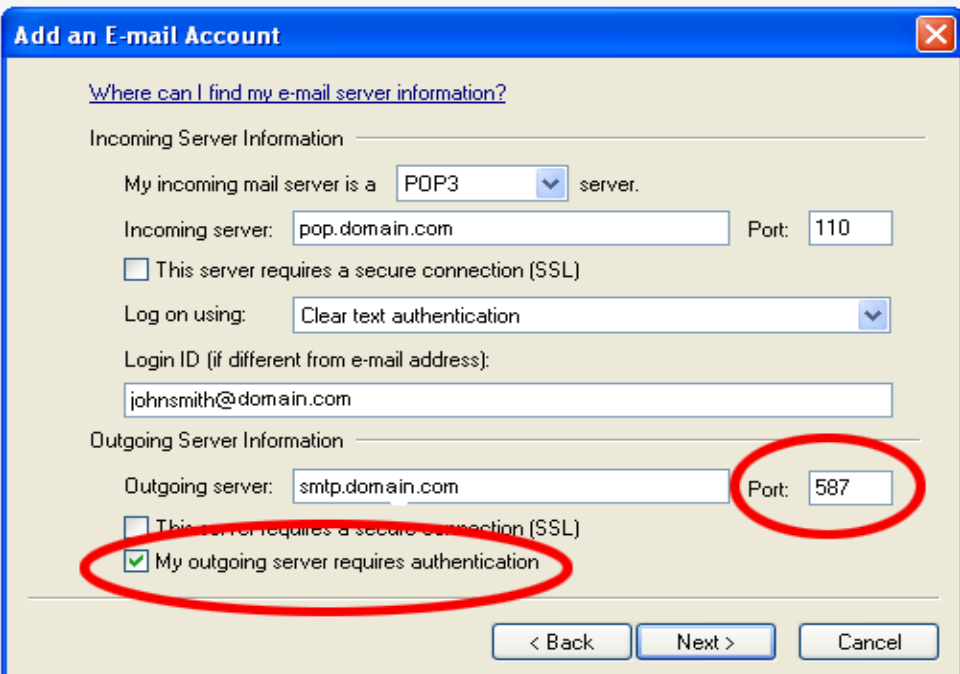
Outgoing server: smtp.domain.com

Port: 587

This server requires a secure connection: Untick

My outgoing server requires authentication: Tick

Step 10: Click Next.



[Where can I find my e-mail server information?](#)

Incoming Server Information

My incoming mail server is a POP3 server.

Incoming server: pop.domain.com Port: 110

This server requires a secure connection (SSL)

Log on using: Clear text authentication

Login ID (if different from e-mail address):
johnsmith@domain.com

Outgoing Server Information

Outgoing server: smtp.domain.com Port: 587

This server requires a secure connection (SSL)

My outgoing server requires authentication

< Back Next > Cancel

Step 11: Click Finish.

