## **Configuring Windows (Vista) Mail for POP**

This document explains how to configure Windows (Vista) Mail to use the POP protocol on the Kendra Server.

\*\*\*NOTE:Some versions of Norton AntiVirus (NAV) are incompatible with Kendra's SMTP Auth service.

📑 Local Folders - W	indows	Mail		
File Edit View	Tools	Message H	elp	
📑 Create Mail 📼	S	end and Receiv	e	۱.
a 🝺 Local Folders	S	nchronize All		
inbox iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii		/indows Contac dd Sender to C		Ctrl+Shift+C
🧧 Deleted It	w	/indows Calend	ar	Ctrl+Shift+L
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Microsoft Co	N	ewsgroups		Ctrl+W
	A	ccounts	ar -	
		ınk E-mail Opti ptions	ons	

1. Open Windows (Vista) Mail , go to Tools menu and select Accounts...

ernet Accounts	
et up new e-mail accounts or newsgroup subscriptions by click o make changes, export, or remove an account or subscription	
News	· · · · · · · · · · · · · · · · · · ·
Microsoft Communities (default) msnews.microsoft.com	Add
Directory Service	
	Properties
	Set as Default
	Import
	Export
	Set Order
	Close

2. Click the "Add..." button.

Select Account Type	
What type of account would you like to add?	
E-mail Account	
What information do I need to set up my account?	_
	Next Cancel

3. Make sure 'Email Account' is selected and click on "Next" button.

6		
Your Name		
When you send e-mail, ye Type your name as you w	our name will appear in the From field of the outgoing messag rould like it to appear.	e.
<u>D</u> isplay name:	Buckingham B. Badger	]
	For example: John Smith	
Where can I find my e-mail account information?		
	(	Next Cancel

4. Enter your Display Name. (This is your full name as you would like it to appear when you send messages to other people.) Then click Next.

G		<b>×</b>
Internet E-mail Address		
Your e-mail address is the	address other people use to send e-mail messages to you.	
E-mail address:	YOUREMAIL@kendra.com	
	For example: someone@microsoft.com	
Where can I find my e-mai	l account information?	
		Next Cancel

- 5. Enter your E-mail Address.
- 6. This is the address that your contacts' email program will reply to your messages. This is also the address that will get recorded in your contacts' address book if they add you as a contact.
  - YOUREMAILADDRESS@kendra.com
- 7. Click Next.

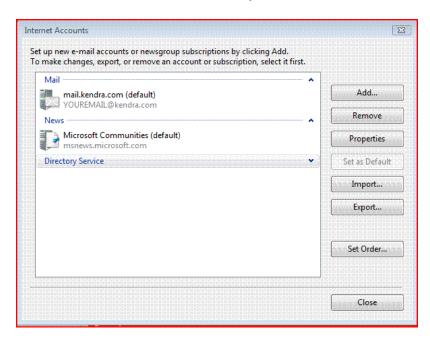
0	
Set up e-mail servers	
Incoming e-mail server type:	
POP3 ·	
Incoming mail (POP3 or IMAP) server:	
mail.kendra.com	
Outgoing e-mail server (SMTP) name:	*****
mail.kendra.com	
Outgoing server requires authentication	
Where can I find my e-mail server information?	
	Next Cancel

8. Within the 'Setup e-mail servers' screen:

- Select **POP** from the list of server types.
- Enter mail.kendra.com in the "Incoming Mail Server" field.
- Enter mail.kendra.com in the "Outgoing Mail Server" field.
- 9. Click Next.

<b>9</b>		<b>×</b>
Internet Mail Logon		
Type the account name	and password your Internet service provider has given you.	
E-mail username:	YOUREMAIL@kendra.com	
Password:	••••••	
		ext Cancel

- 10. Enter your Email Address in the "Account Name" field, and your password in "Password" field if you wish
- 11. Click Next
- 12. Make sure 'Do not download my e-mail and folders at this time' checkbox is checked and click "Finish" button to return to your account list.



13. Highlight your KendraMail account, then click "Properties" button.

🐉 mail.kendra.com Propertie	z z
General Servers Connection	n Security Advanced
Server Information	
My incoming mail serve	er is a POP3 server.
Incoming mail (POP3):	mail.kendra.com
Outgoing mail (SMTP):	mail.kendra.com
Incoming Mail Server	
E-mail username:	YOUREMAIL@kendra.com
Password:	•••••
	Remember password
🕅 Log on using Secure	Password Authentication
Outgoing Mail Server	
My server requires au	thentication Settings
22 23 24 25 25 26 26 26 26 27 27	
	OK Cancel Apply

- 14. Click the 'Servers' tab.
- 15. Under Outgoing Mail Server, check the box labeled "This server requires authentication".
- 16. Click 'Settings' button.

Outgoing Mail Server	X
Logon Information	
Ose same settings	as my incoming mail server
Log on using	
E-mail usemame:	
Password:	
	Remember password
Log on using Se	cure Password Authentication
	OK Cancel

- 17. Check that Logon Information is set to Use the same settings as my incoming mail server.
- 18. Click "OK" button.

anail.kendra.com Properties	X
General Servers Connection Security Advanced	
Server Port Numbers	
Outgoing mail (SMTP): 587 Use Defaults	
This server requires a secure connection (SSL)	
Incoming mail (POP3): 110	
This server requires a secure connection (SSL)	200 200 200 200 200 200 200 200 200 200
Server Timeouts	
Short Cong 1 minute	
Sending	
Break apart messages larger than 60 🐰 KB	
Delivery	
Leave a copy of messages on server	
Remove from server after 5 🙀 day(s)	
Remove from server when deleted from 'Deleted Items'	
OK Cancel	Apply

- 19. Click the 'Advanced' tab.
- 20. Check the Port Numbers.
  - Make sure that the **SMTP** Port Number is set to **587**.
  - Make sure that the **POP** Port Number is set to **110**.
- 21. Click OK.

Your Kendra account is now configured to check and send mail.

IMPORTANT: If you experience problems sending mail, please verify that your settings match the settings specified in this document.