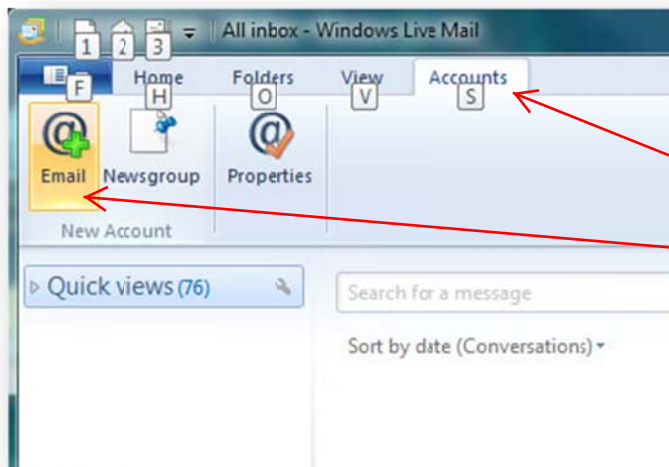




# HOW TO SET UP AN EVCOHS.COM ACCOUNT IN WINDOWS LIVE MAIL

## TO BEGIN:

Open **Windows Live Mail** (Windows Live Mail is a free email program available for Windows 7 operating systems)



For more information about **Windows Live Mail**, click this link:

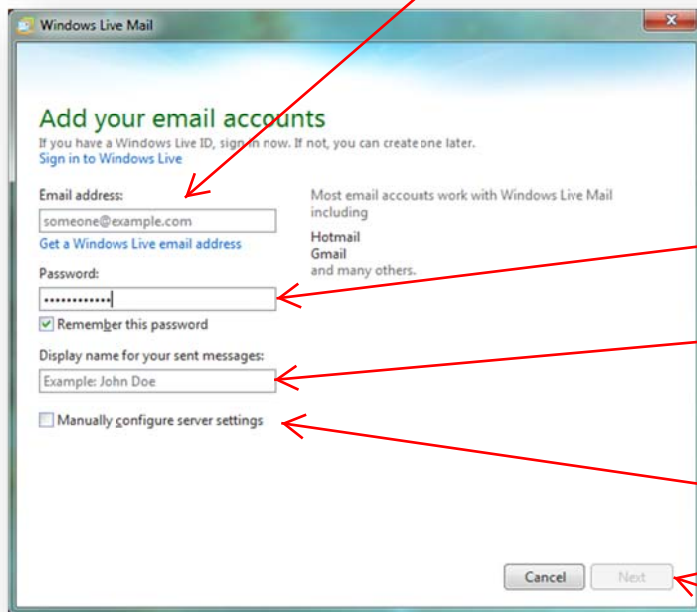
<http://explore.live.com/windows-live-mail?os=other>

Choose **Accounts**

Then choose **Email**

Note: If this is your first account in Windows Live Mail, the next screen will be the first one you see

Type your full email address in the **Email Address:** text box.



Type your **Password:** into the text box. Click Remember password if you want Windows Live Mail to log you on automatically. If you don't want anyone else to have access to your email, do not check the box. You will need to enter your password every time you open Windows Live Mail

Type the **Name** that you want to use to identify yourself in the **Display name for your sent messages:** text box

Leave the **Manually configure server settings** unchecked unless you are comfortable entering these settings without a wizard.

Then click **Next**

Choose **POP** as the Server Type

Type **evcohs.com** into the **Outgoing server information Server address:** text box *Note: do not add anything in front of evcohs.com*  
Type **587** into the **Port:** text box

Check **Requires a secure connection (SSL)**

Check **Requires authentication**

Type **evcohs.com** into the **Incoming server information Server Address:** text box *Note: do not add anything in front of evcohs.com*  
Type **995** into the **Port:** text box

Check **Requires a secure connection (SSL)**

Choose **Authenticated POP (APOP)** under **Authenticate using:**

Type your **User Name** into the text box. Your **User Name:** is the first part of your email address, or everything before the @.

Then click **Next**

**YOUR NEW EMAIL ACCOUNT  
WILL SHOW IN YOUR MAIL  
ACCOUNTS.**

Note: If you retrieve mail from this account from more than one computer, click the Leave a copy of messages on server and choose the number of days to leave them on there before they are deleted. If this box is left as shown, your email will be deleted from the server the first time it is downloaded onto a computer or phone.

