



HOW TO SET UP AN EVCOHS.COM ACCOUNT IN WINDOWS

MAIL

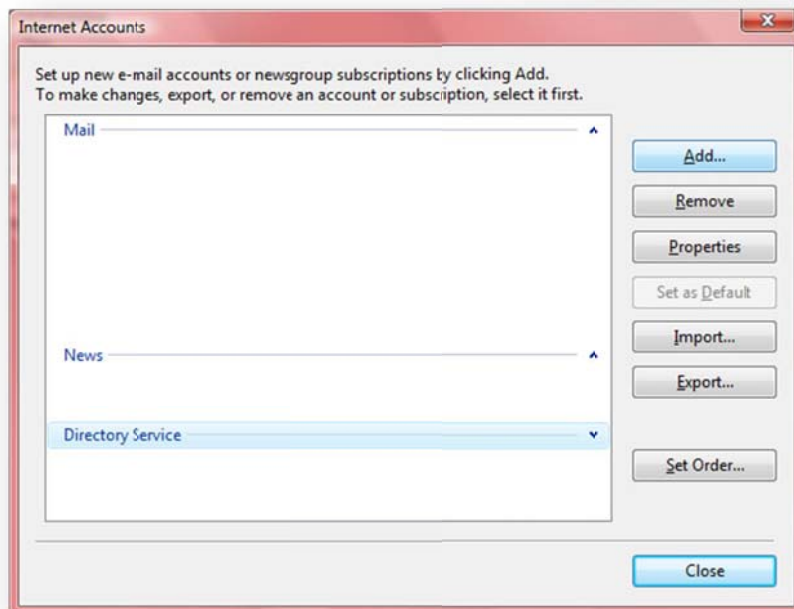
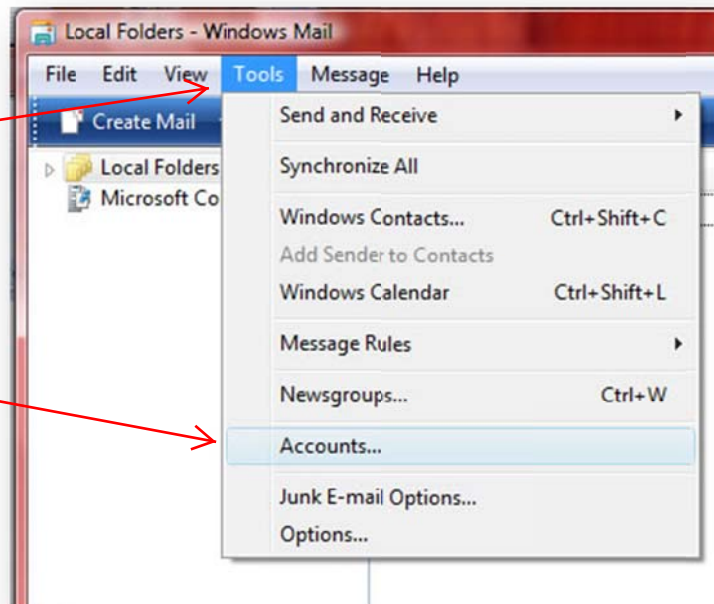
TO BEGIN:

Open **Windows Mail** (Windows Mail is included with the Microsoft Vista Operating System)

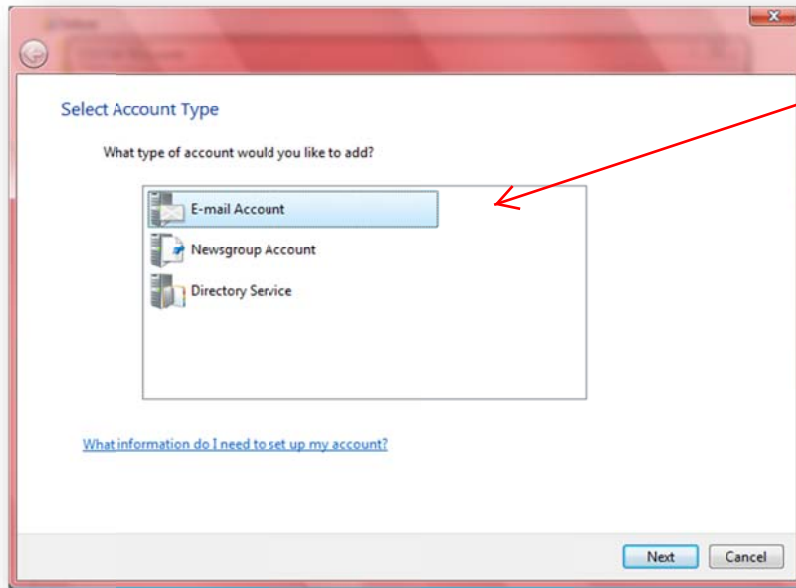
For more information about **Windows Mail**, click this link: <http://windows.microsoft.com/en-US/windows-vista/Working-with-Windows-Mail>

Choose **Tools**

Then choose **Accounts**



Then click **Add**



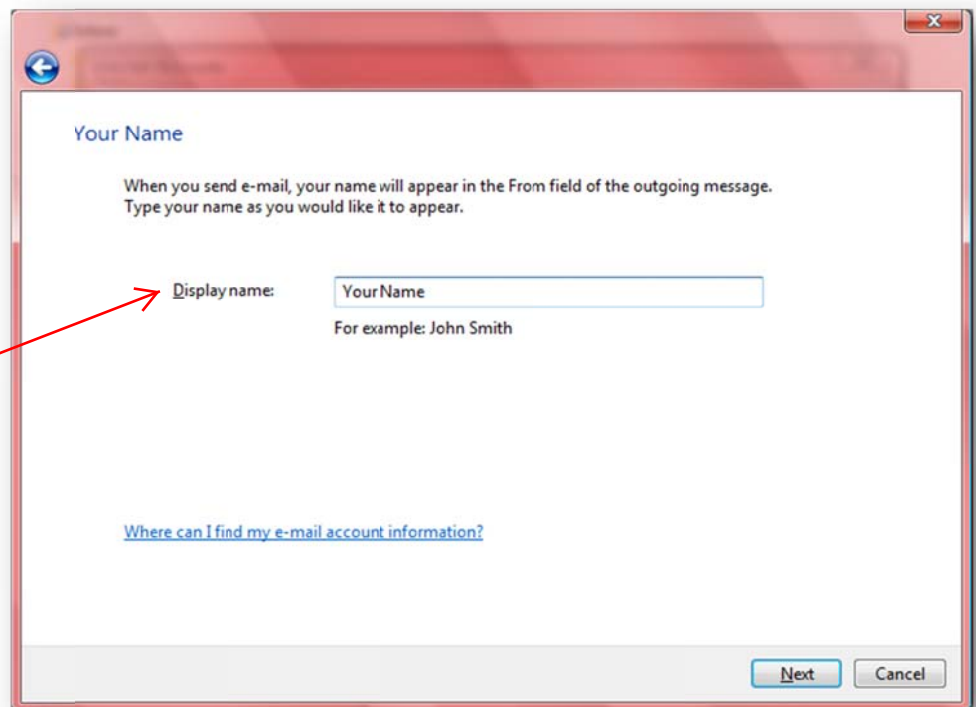
Then click **E-mail Account**

Then click **Next**

The **Display Name** is what will display in **FROM** when others receive mail from you.

Type the *Name* that you want to use to identify yourself in the **Display Name:** text box (Example = John Doe)

Then click **Next**



Type your full email address in the **E-mail Address:** text box

Then click **Next**

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@evcohs.com

For example: someone@microsoft.com

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

Next Cancel

Choose **POP3** as the **incoming e-mail server type**

Type **evcohs.com** into the **Incoming mail** text box. *Note: do not add anything in front of evcohs.com*

Type **evcohs.com** into the **Outgoing Mail** text box. *Note: do not add anything in front of evcohs.com*

Click **Outgoing server requires authentication**

Then click **Next**

Set up e-mail servers

Incoming e-mail server type:
POP3

Incoming mail (POP3 or IMAP) server:
evcohs.com

Outgoing e-mail server (SMTP) name:
evcohs.com

Outgoing server requires authentication

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

Next Cancel

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

E-mail username:

Password:

Remember password

Type your **Account Name** and **Password** into the text boxes. Your **Account Name**: is the first part of your email address, or everything before the @.

Click Remember password if you want Windows 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 Mail

Then click **Next**

This is the final screen. If you are satisfied with all of your settings, click **Finish**.

Send an email to yourself to test the account.

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

Congratulations

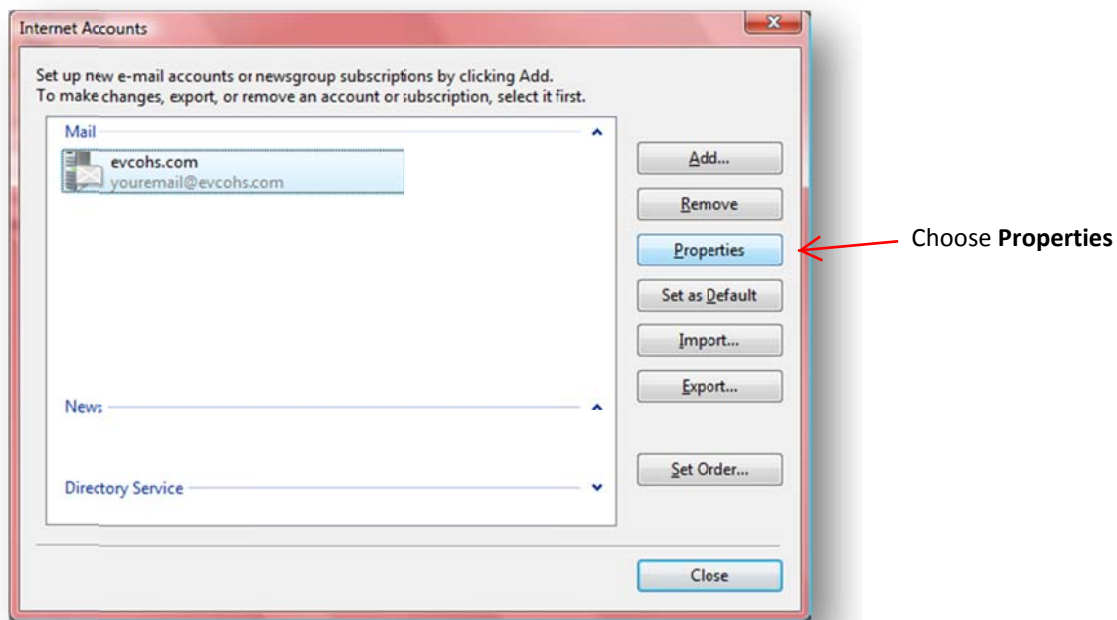
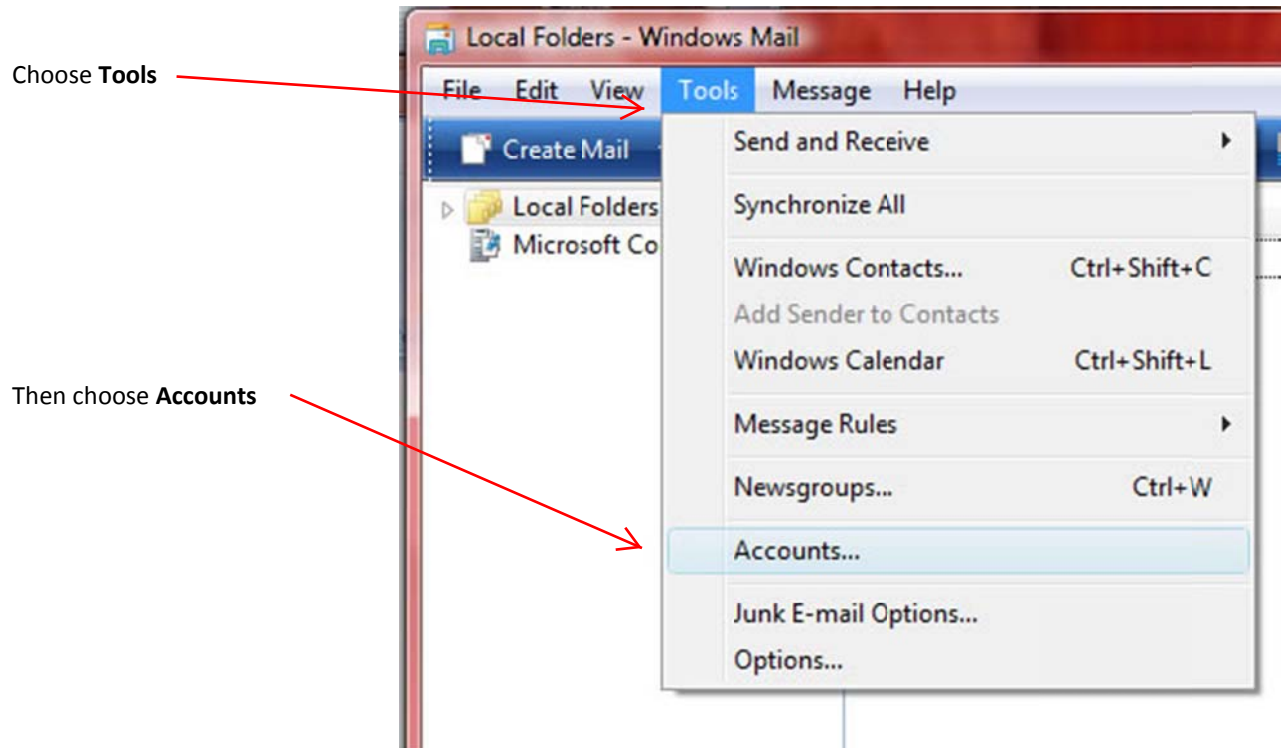
You have successfully entered all of the information required to set up your account.

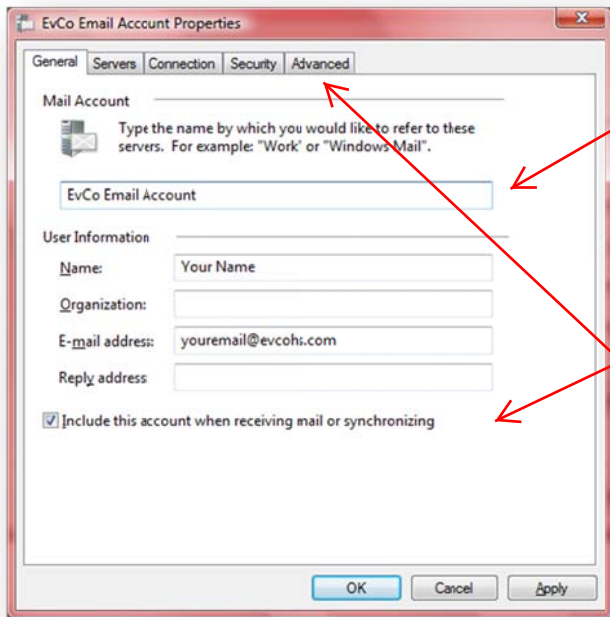
To save these settings and download your e-mail, click Finish.

Do not download my e-mail at this time

ADD SECURE SOCKET LAYER (SSL) SECURITY TO YOUR ACCOUNT

The Wizard for Outlook Express does not include an option to set up SSL security to your email account. This will need to be done after you have created your account.



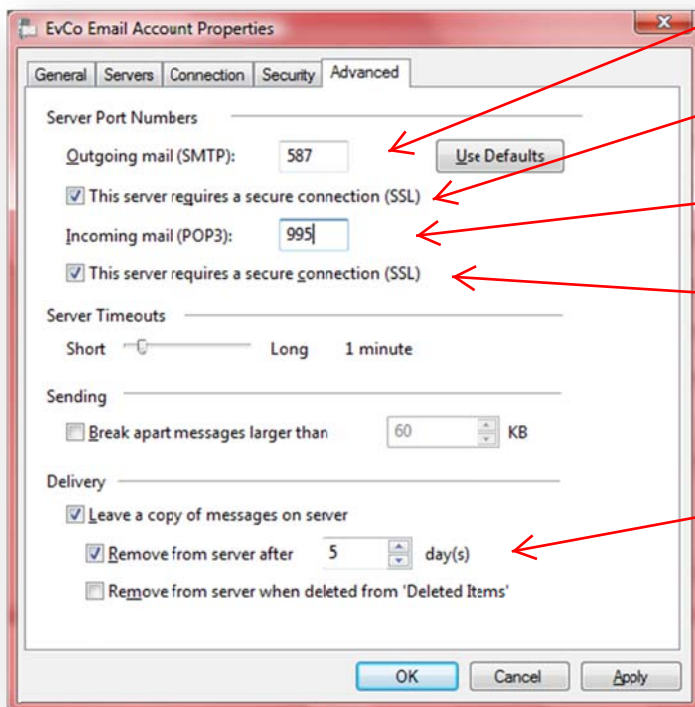


Type in a name that will identify this account from other accounts you may have

Your name and email address will be entered into the text boxes for you. If you want to edit your name or email address, you can also do that in this screen.

Check **Include this account when receiving mail or synchronizing**

Then Click the **Advanced Tab**



Enter **587** into the **Outgoing mail (SMTP):** text box

Check **This server requires a secure connection (SSL)**

Enter **995** into the **Incoming mail (POP3):** text box

Check **This server requires a secure connection (SSL)**

You may leave the rest of the settings the same.

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.