

Windows Live Mail desktop Installation and Configuration Guide

Windows Live Mail desktop application is Microsoft's new desktop email application for managing email accounts. While, Windows Live Mail desktop is in the same vain as Outlook it features a greatly simplified interface and much tighter integration with Microsoft's latest web mail offering, Live Mail. This integration allows users to manage their Live Mail email accounts from the application instead of having to use a web browser. The focus of this tutorial will be on how to install and configure Windows Live Mail desktop for use with your new Rangers Live Mail email account.

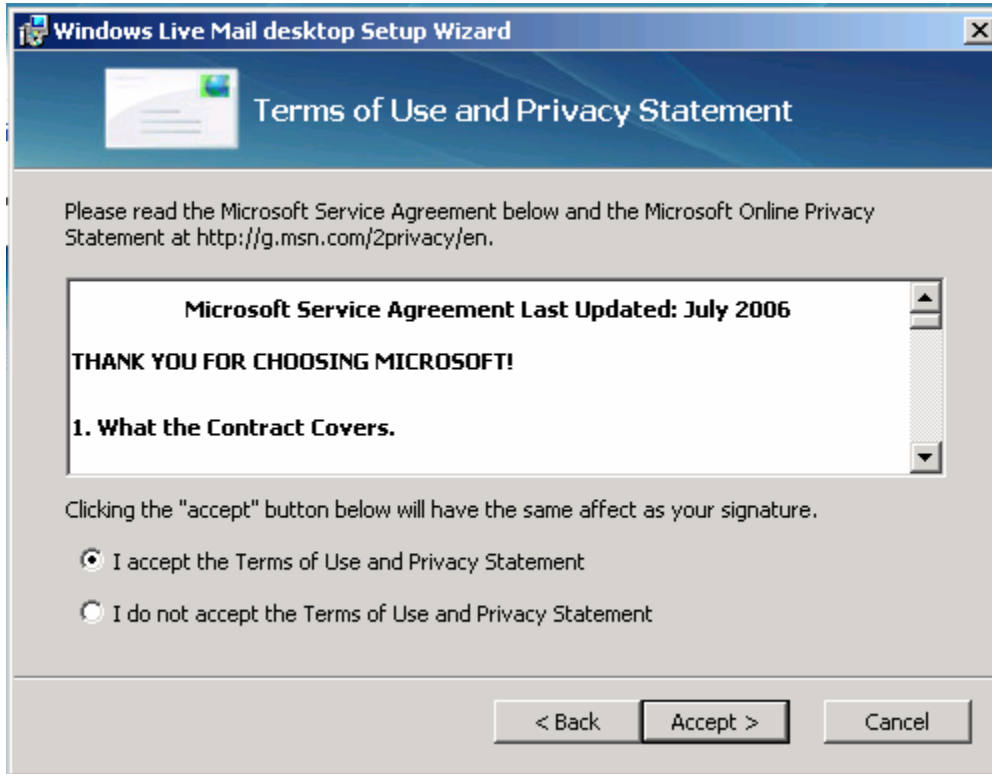
The first thing you will need to do is download the application and install it. You can get the application at the following web address.

http://g.live.com/1rebeta/WLMC_EN

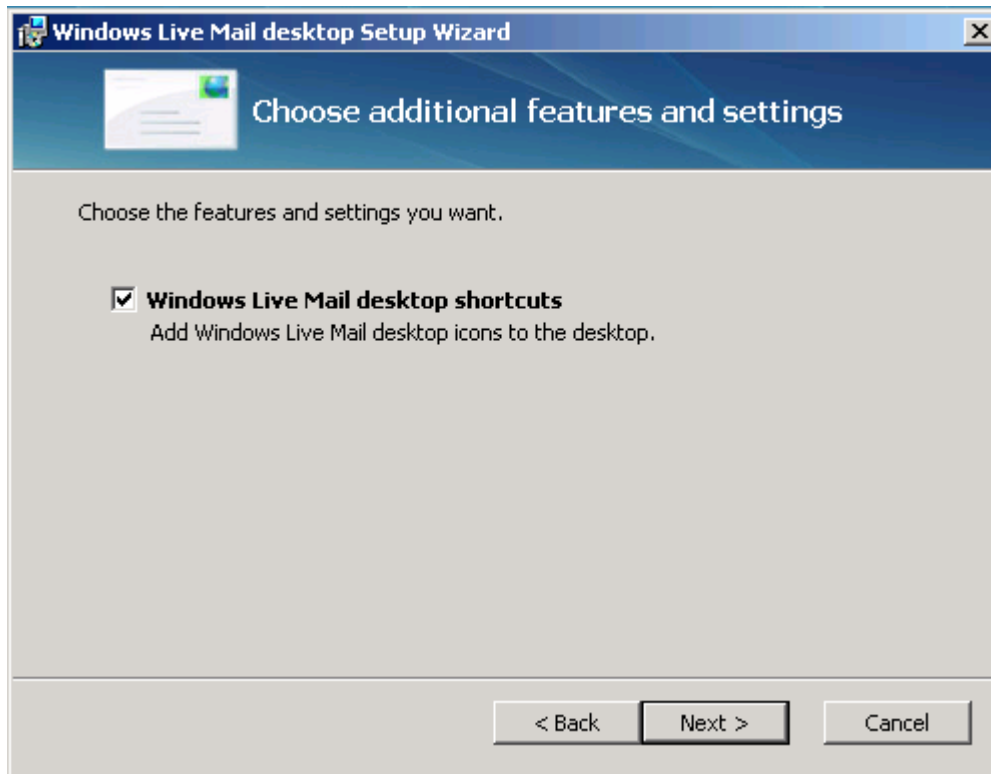
1. Once the download has completed, double click the install file and you will be presented with the following dialog box



2. Click the next button on the dialog box and you will be presented with the user agreement from Microsoft for Windows Live Mail desktop.



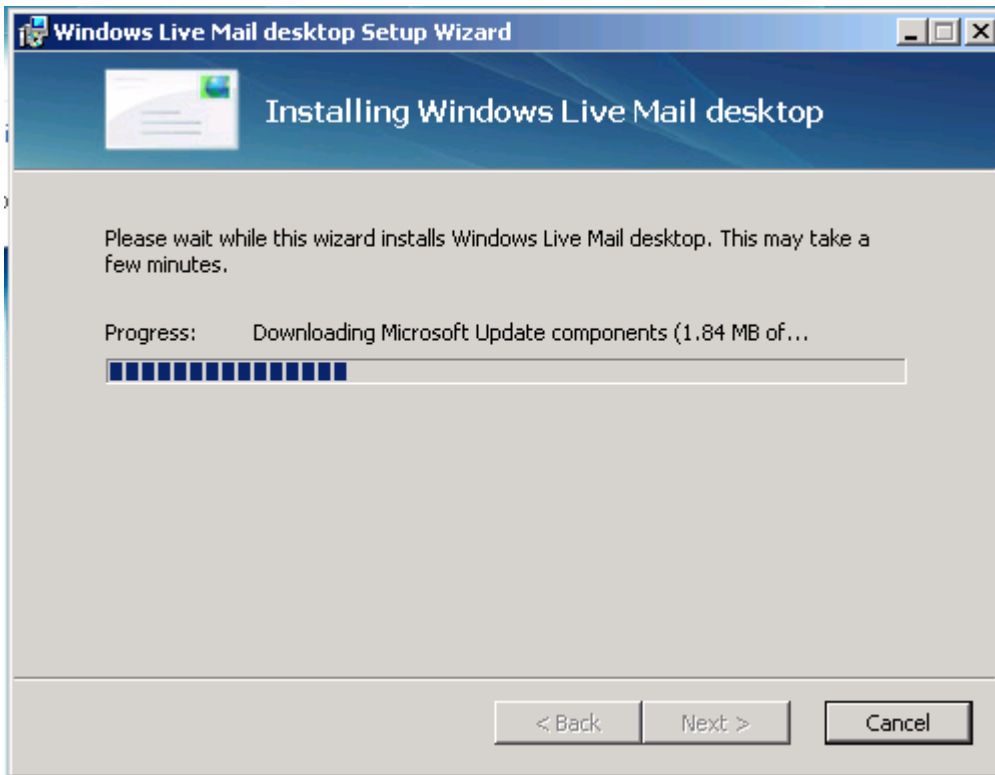
The Service Agreement displayed in this dialog box is binding whether or not you the user have read it. It is in your best interest to read the agreement and understand what it is that you are agreeing to. Once you have read the agreement and decided that you are ok with what is in the Service Agreement click the "I accept the Terms of Use and Privacy Statement" box and then click the Accept button.



The next dialog box will ask you if you would like to have a desktop shortcut installed on your desktop. For convenience I recommend that you leave this option selected. However, if you like to keep your desktop clean and devoid of unnecessary icons then you can uncheck the option as it will not affect how the program functions.

3. Now click the "Next" button.

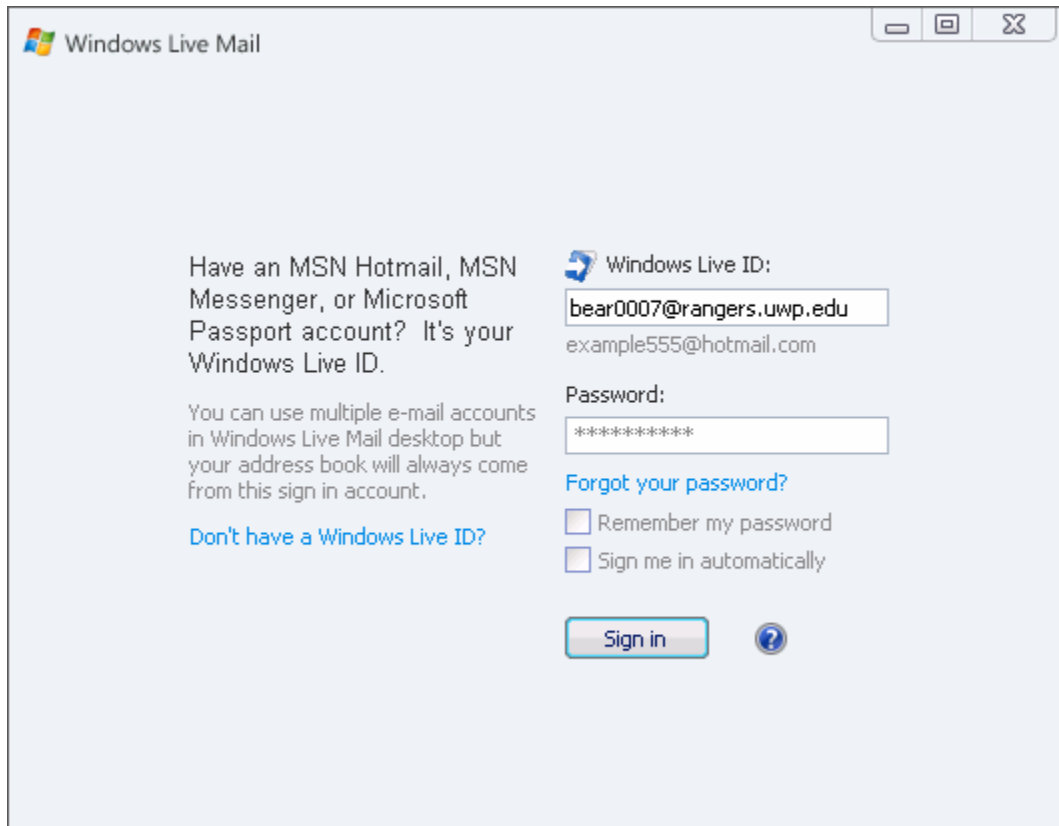
- The application will now be installed to your computer.



4. Click the finish button.



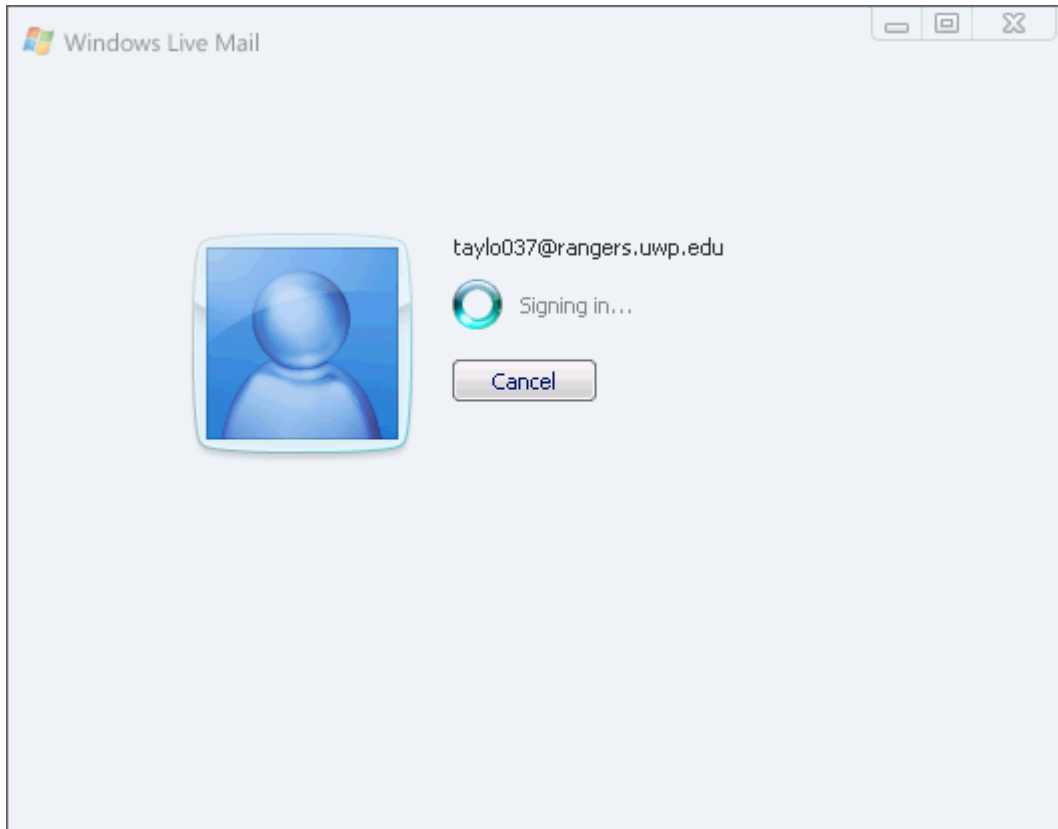
- Once the installation has been completed you will be presented with the following window.



Before you can login and use Windows Live Mail desktop, you will need to configure your Live Mail account by visiting the Ranger Mail site and following the instructions for setting up your account there.

5. **Type your Live Mail account email address into the “Windows Live ID” field**
 - This address is <UWP Ranger Mail ID>@rangers.uwp.edu.
6. **Then enter the password you configured when you initially configured your Live Mail email account.**

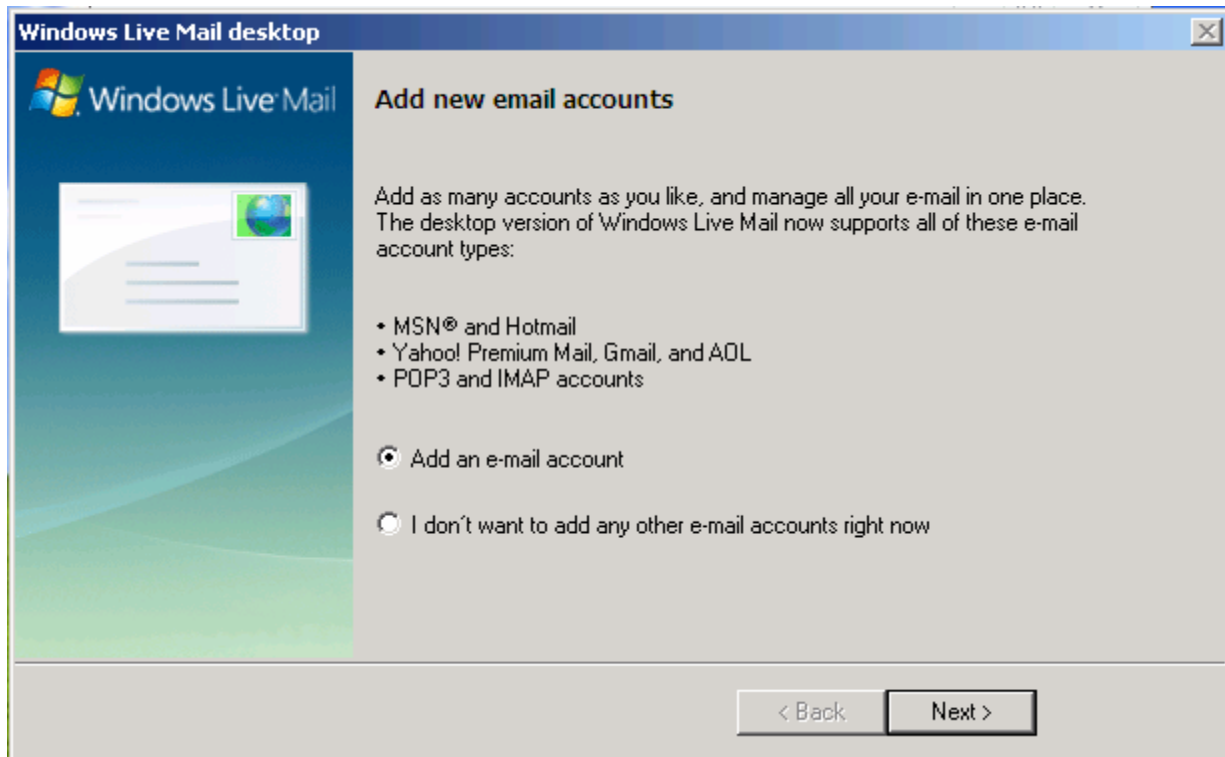
7. Finally, Click the Sign in button.





If you have been regularly using Outlook Express on your personal computer, which is the computer you're currently trying to install Windows Live Mail desktop on, you may want to check the box shown in the dialog above. This will import all the settings and email that you have accumulated in Outlook express into Windows Live Mail desktop providing you with a central place with which to handle your email. If you do not want to handle all your mail with Windows Live Mail desktop then leave the box unchecked.

8. Once you have made your decision click the Next button.



9. Select "Add an e-mail account" radio button
10. Click Next to complete that task manually.

Add email Account Wizard

Your name:

E-mail address:

Login ID:

Automatically determine my login ID

Password:

Remember password

Manually configure server settings for e-mail account.

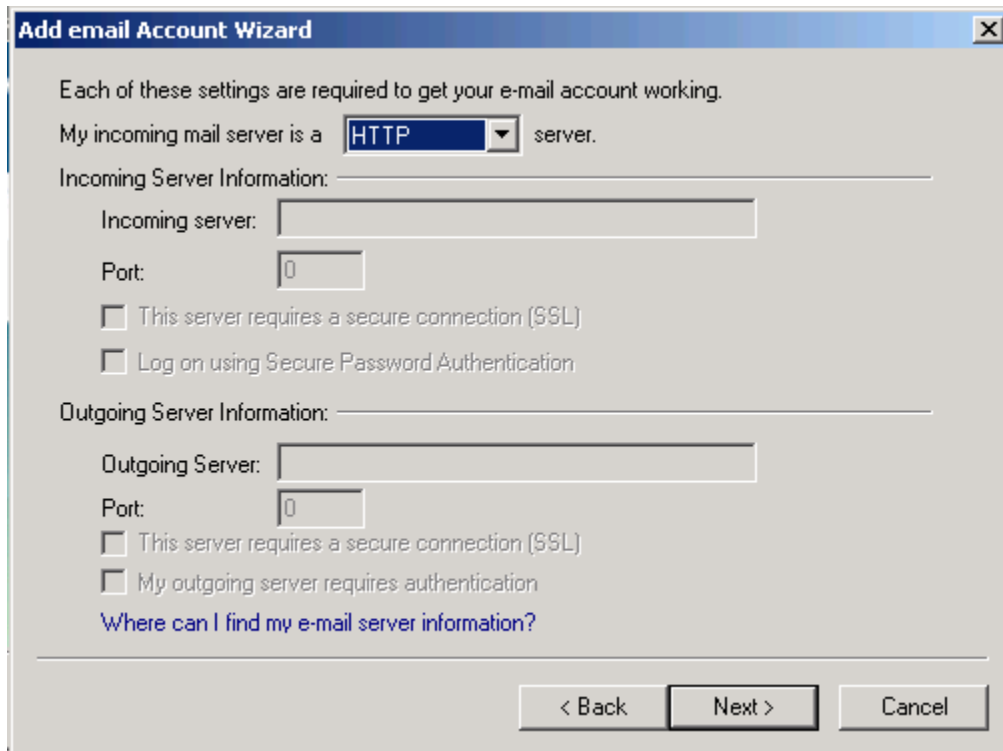
< Back Next > Cancel

11. Enter the following information in the dialog box above

- Your Full Name
 - For example, Ranger D. Bear
- Your Live Mail account email address.
 - <Ranger Mail Login>@rangers.uwp.edu
- Your Live Mail Login ID.
 - You will have to first uncheck the "Automatically determine my login ID" box so that you can enter text into the Login ID box.
 - Enter your Live Mail account email address which you entered in the Email address box.
- Live Mail account password.
 - This would be the password that you set when you first logged into Live Mail.

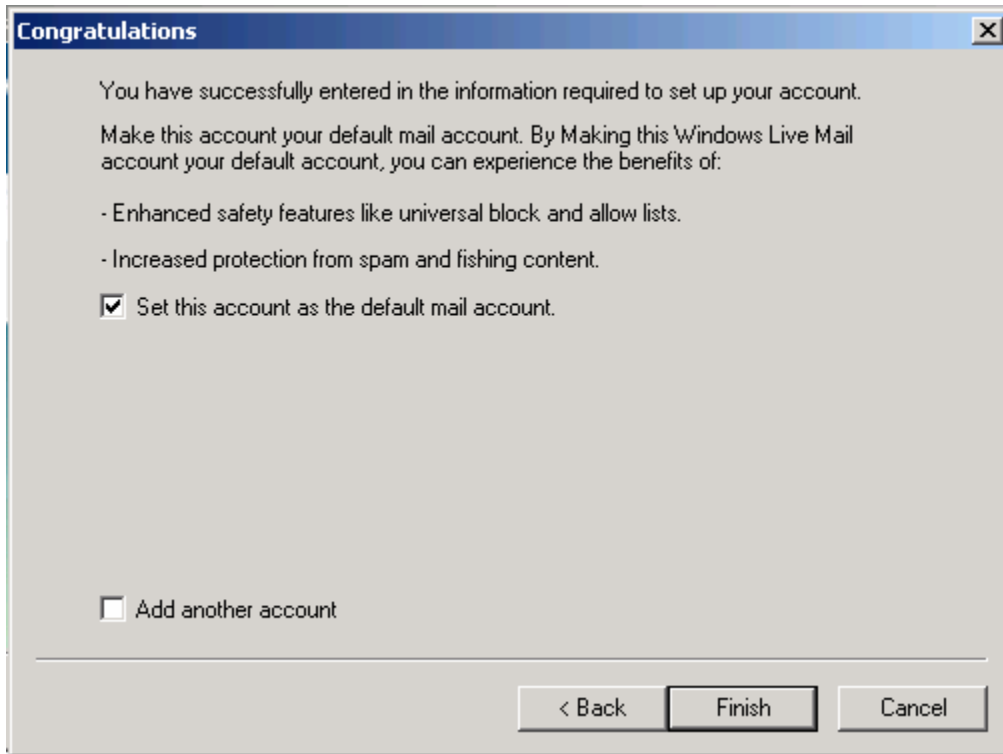
Before you continue make sure that the "Manually configure server settings for e-mail account" box is **not** checked. If it isn't checked proceed to the next step.

12. Click the Next button



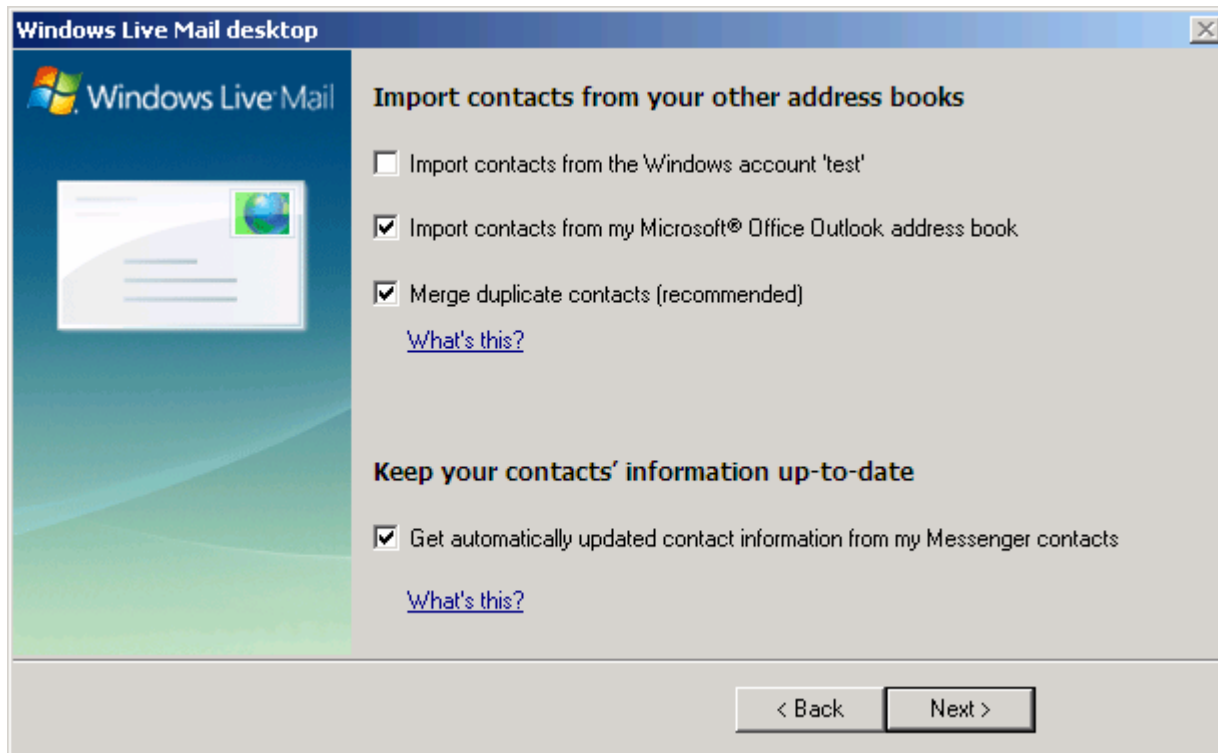
13. Select the HTTP item in the drop down box shown in the dialog box above.
14. Click Next

15. When the dialog box below click the Next button on your current screen is shown below.



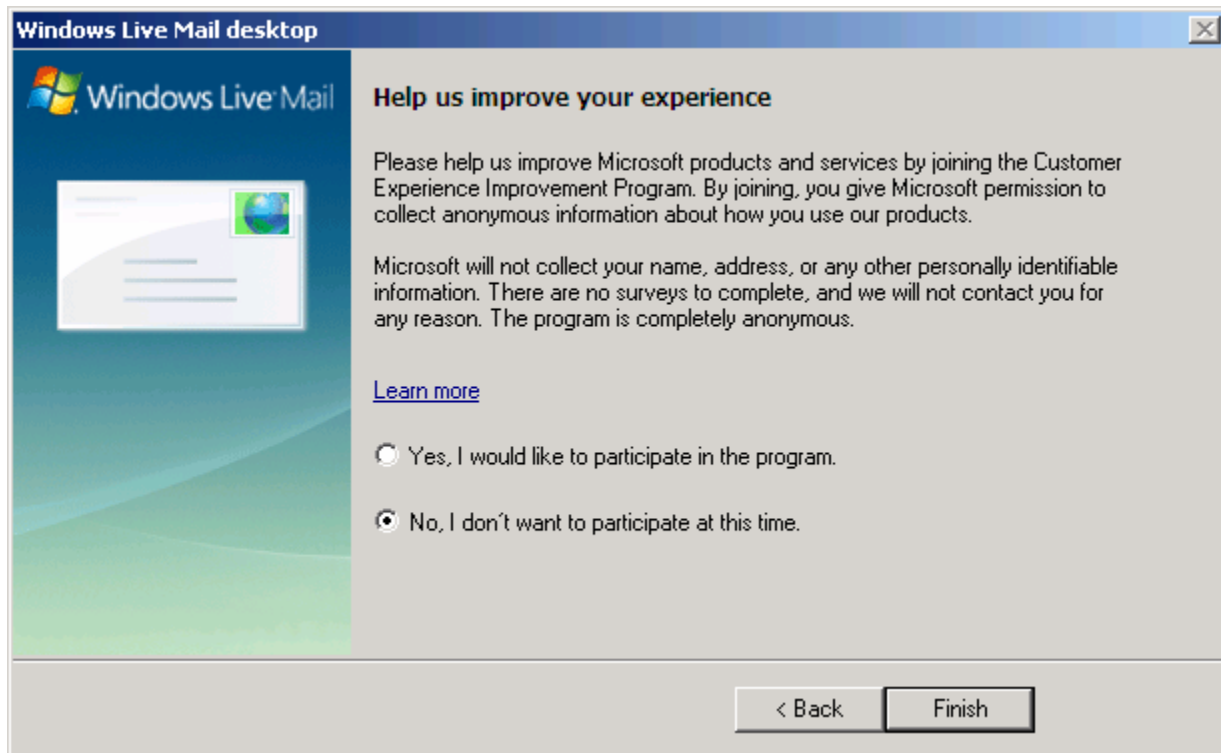
The only option that needs to be considered here is "Set this account as the default mail account". Choosing to leave this option selected means when you start up Live Mail desktop it will automatically show the inbox of this account. Since Live Mail will now be your primary school email account, it is recommended that you leave this checked.

16. Now click the finish button.



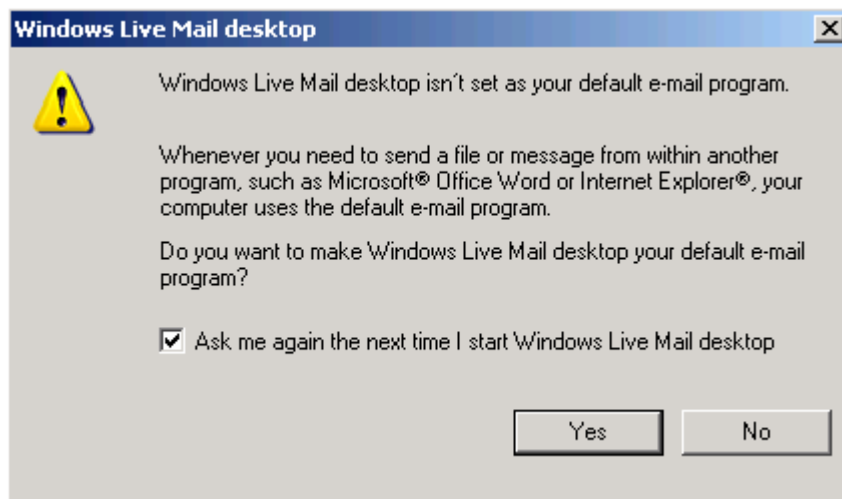
This dialog box gives you the ability to import your contacts from both Outlook and MSN into Windows Live Mail desktop. If you regularly use these applications on the computer you are installing Windows Live Mail desktop on. You can leave the checked boxes shown above; else you can uncheck them and proceed to the next step

17. Then click next.

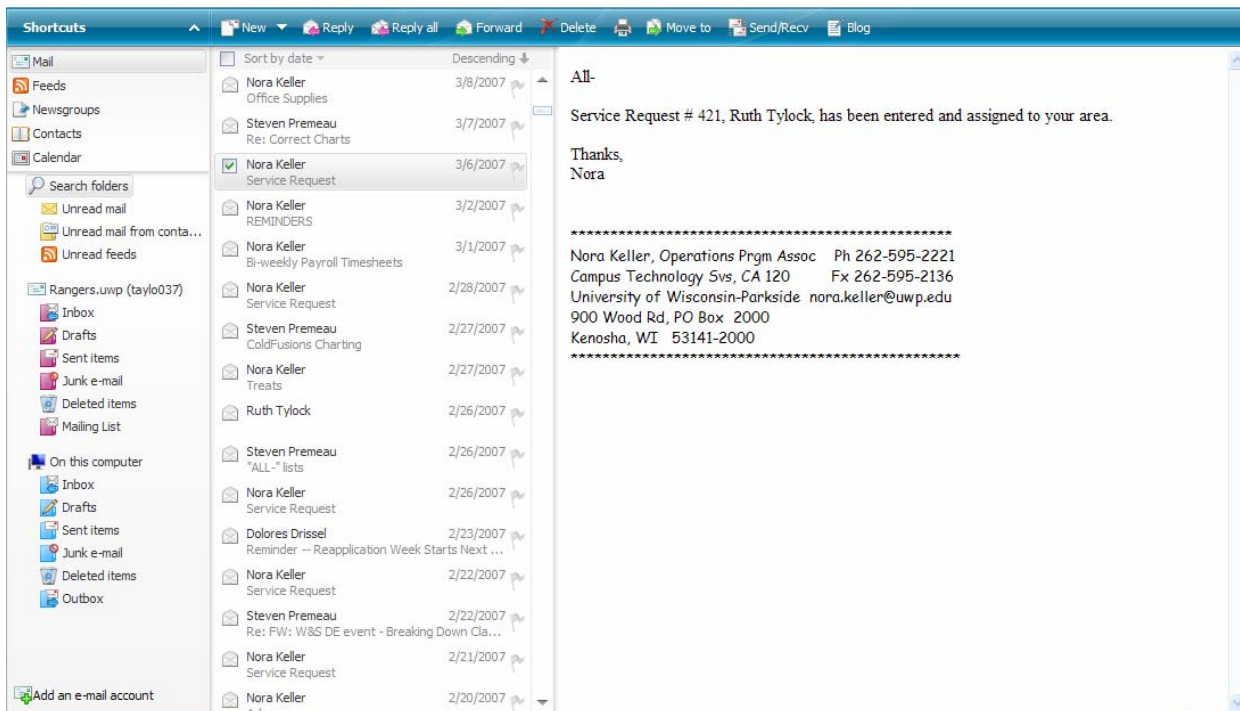


The Microsoft Customer Experience Improvement Program allows Microsoft to gather information about how you are using their application and the kind of problems you may be having with it. As stated in the dialog box the program is anonymous, and you can opt to select Yes or No at this dialog box.

18. When you have made your selection click Finish.



19. Click Yes here if you do not already have another application managing any other email accounts. Otherwise click No



You now have access to all the emails in your Live Mail email account.

Unfortunately when the school goes through the process of migrating your inbox to the Windows Live Mail platform, your email time stamps as they are shown in the Live Mail interface will be the same. They will all be the day that they were mailed from Ranger Mail to your Live Account. That means all your email messages that were moved for you will now have the same time attached to them. To get around this problem you can use the Live Mail Migration guide to walk you through the process of moving your messages again from Ranger Mail to Live Mail while preserving the time stamps on the messages.