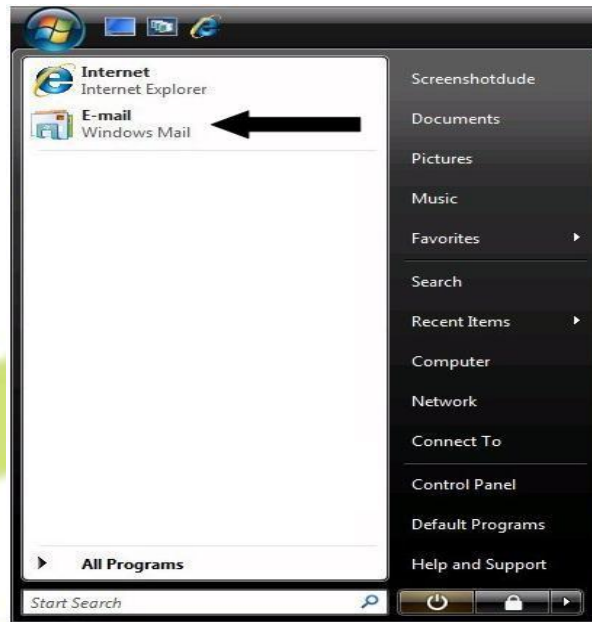


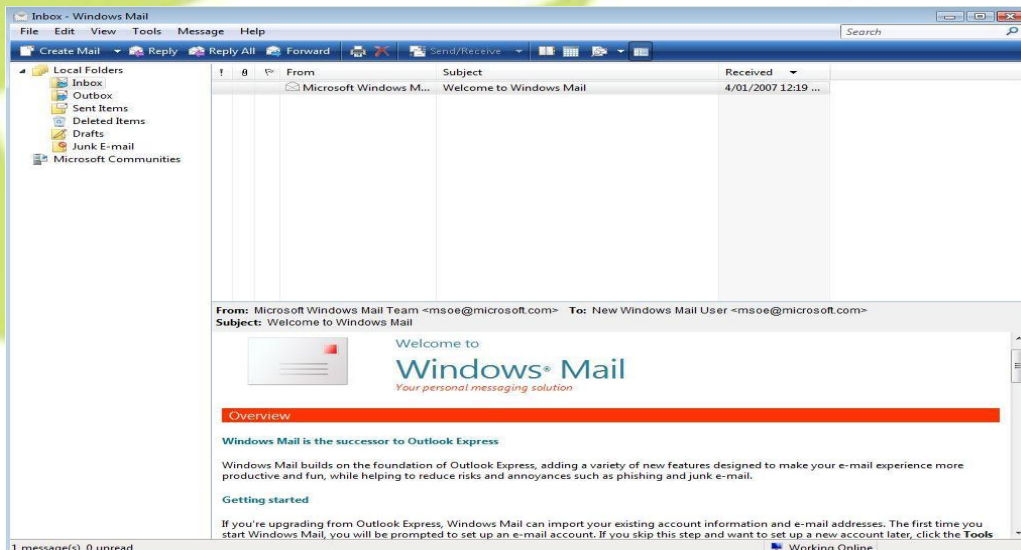
# E-Vision Email Setup Guide for Windows Mail

## STEP 1:

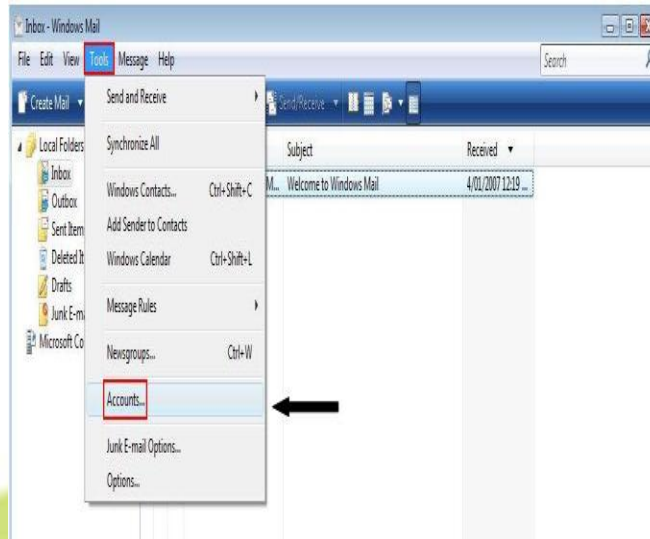
- a) Click on **Start**
- b) Click on **Email Windows Mail** will open the email program



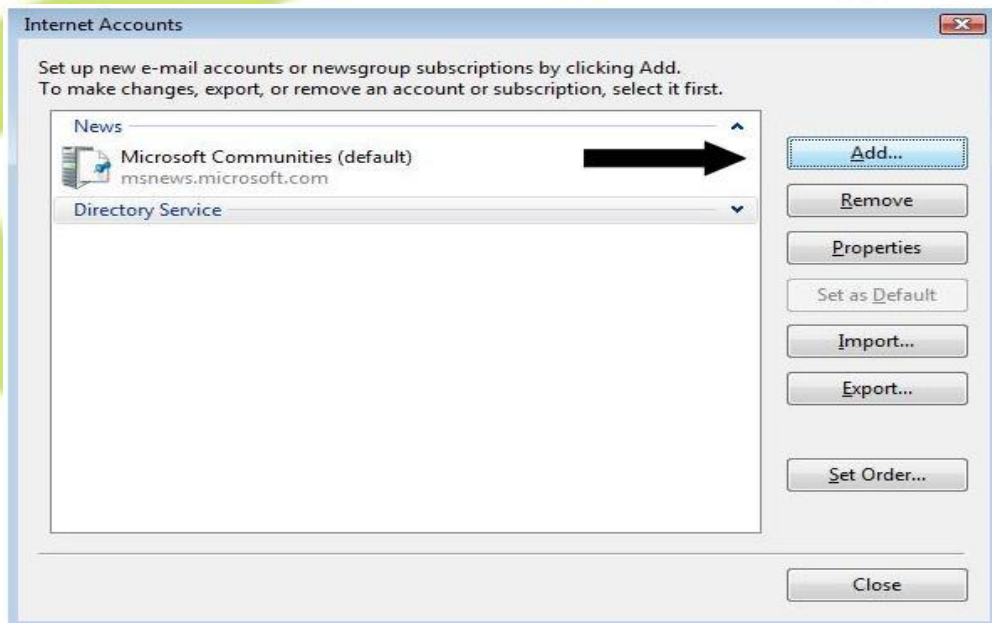
STEP 2: This will open up and **Windows mail** program as seen below.



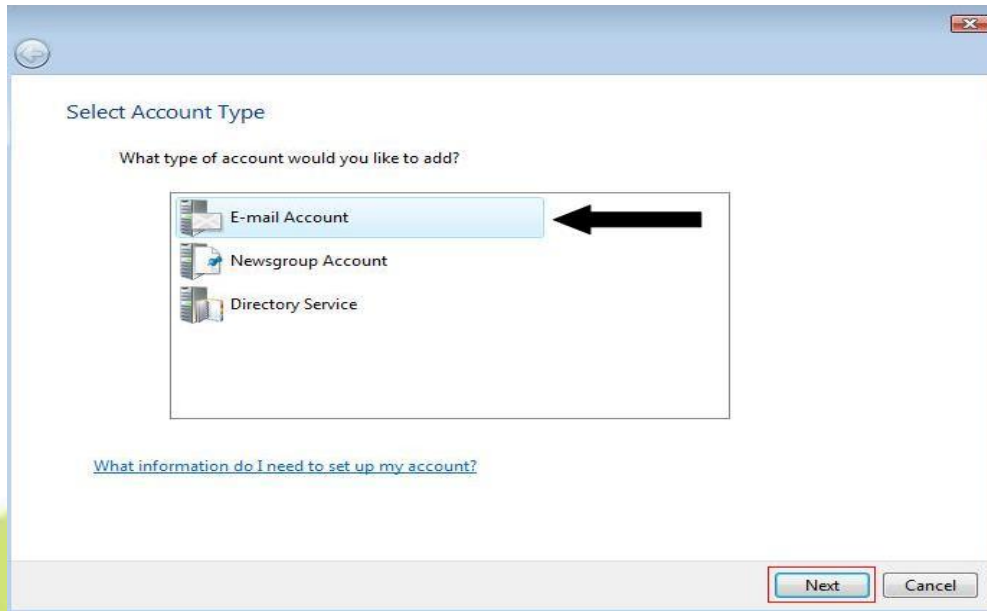
**STEP 3: Click on **Tools** at the top and click **Accounts** in the drop menu**



**STEP 4: Click on **Add** on the right hand side**



**STEP 4: Click on **E-mail Account** and click **Next****



**STEP 5: Type in your **Name** or **Company Name** as Display name and click **Next****

*Hint: This name will be displayed before any recipient opens your email*



**STEP 6: Type in your Full email Address (e.g. johnsmith@e-vision.com.au) and 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:  ←

For example: someone@microsoft.com

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

Next Cancel

**STEP 7: Select POP3 as incoming server**  
**Type pop.e-vision.com.au as incoming mail server**  
**Type smtp.e-vision.com.au as outgoing mail server and Click Next**

Set up e-mail servers

Incoming e-mail server type:

Incoming mail (POP3 or IMAP) server:  
 ←

Outgoing e-mail server (SMTP) name:  
 ←

Outgoing server requires authentication

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

Next Cancel

*Hint: Make sure outgoing server requires authentication is not ticked*

**STEP 8: Type your Account name as Full email address  
And password provided for your email address and click Next**

*Hint: Make sure Remember password is ticked*

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

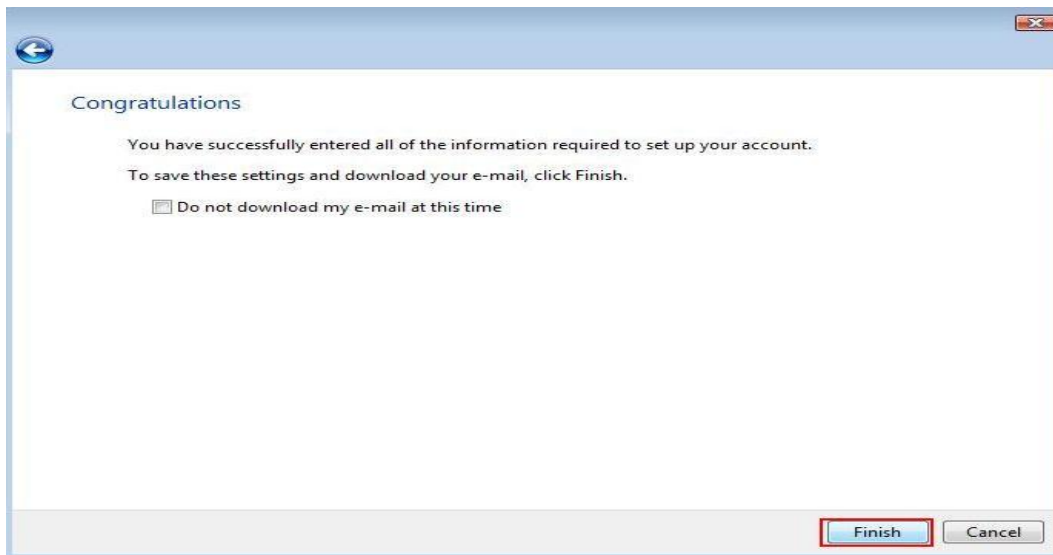
E-mail address: johnsmith@e-vision.com.au

For example: someone@microsoft.com

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

Next Cancel

**STEP 9: Click Finish to complete configuration**



**Congratulations! You have now successfully set up your E-vision email address**

#### **Support Information**

For any installation, configuration or billing enquiries please call: **1300 309 540**

Or email your queries to **support@e-vision.com.au**

Or visit **www.evision.com.au**.