

# Mtida

## Help Pages

### Windows 7 Mail Set Up: Windows Live Mail

Click Start > Programs > Windows Live folder, then find the Windows Live Mail program in the list. Right mouse click this program, holding the mouse button down while you drag the mouse to a location on the desktop. Release mouse button and a menu will pop up. Select "Copy Here". This will put a mail program icon on your desktop for easier access.

Double click the Windows Live Mail icon to open the program.

In the upper right corner you will move your mouse over the icons until you find one that says Menus. Click on the down arrow on the icon and when a menu appears, click on Show Menu Bar.

Now, on the left quadrant you will see where it says "Tools". Click tools, then click accounts. An accounts box will appear. Click on the Add button, then Email Account. Click Next.

It will ask for the following information:

Email Address: type in your email address

Password: type your password (remember they are case sensitive: Dog is different than dog).

Put a check in front of remember password.

Display name: type in your name as you want folks to see it when they get an email from you.

Click Next

It will say My Incoming Mail Server is a POP3

Underneath it will say Incoming Mail: type mail.mtida.net in the box (the box is rather light and hard to see!)

Outgoing Mail Server: type mail.mtida.net in the box

Put a check in the box in front of My Outgoing Mail Server Requires Authentication

Click Next and then Click Finish.

This will bring you back to the accounts box and you will see the mtida mail account listed there. Click to highlight, and then click the Properties button to the right.

Click on the Advanced Tab.

Under Server Time Outs, click and drag the slider from short to long so it says 5 minutes.

Under Delivery remove the check in front of leave a copy on the mail server.

Click Apply, then OK, then close out of the Accounts box. You are now ready to send and receive mail.



422 South C Street  
P.O. Box 65  
Grangeville, ID 83530

PHONE (208) 983-5452  
(800) 868-9121  
E-MAIL [mtida@mtida.net](mailto:mtida@mtida.net)  
WEB SITE <http://www.mtida.net>