How to access your new BigFanMail email address via Windows Live Mail
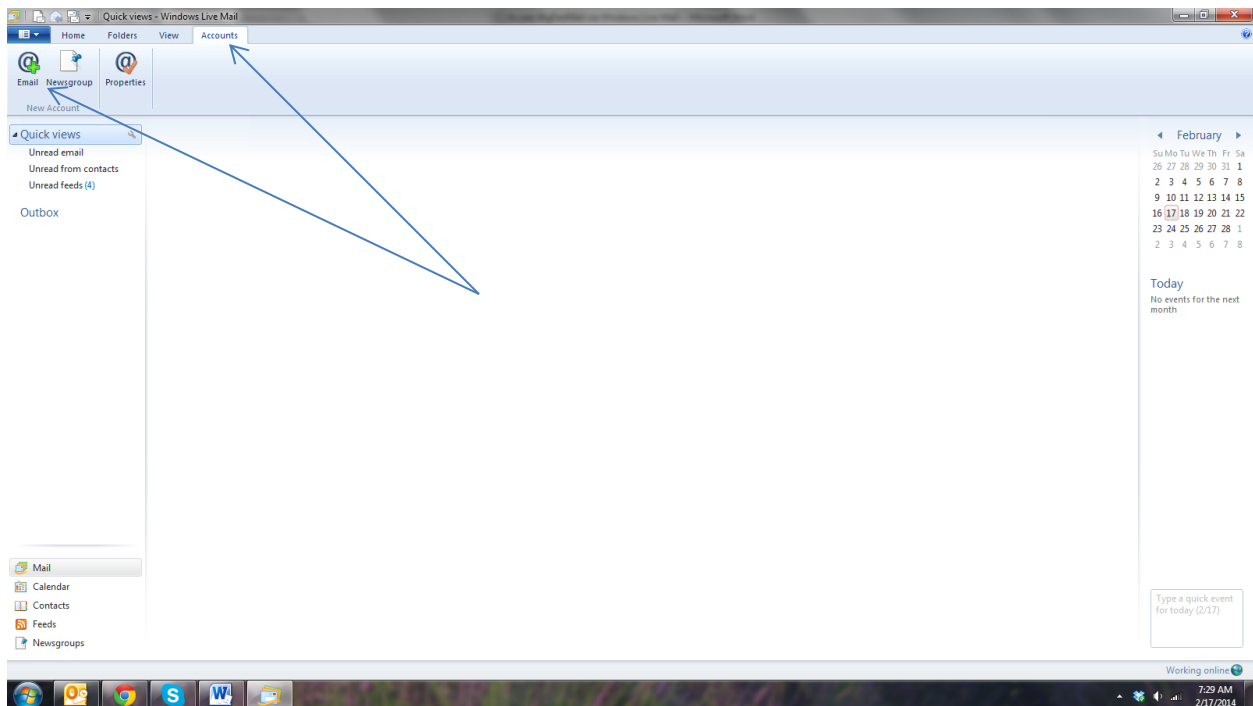
Windows 7 operating system comes with Windows Live Mail, which can be set up to check your webmail account. Windows Live Mail is a free email client that you can use to send and receive emails from an email account you have licensed from BigFanMail.

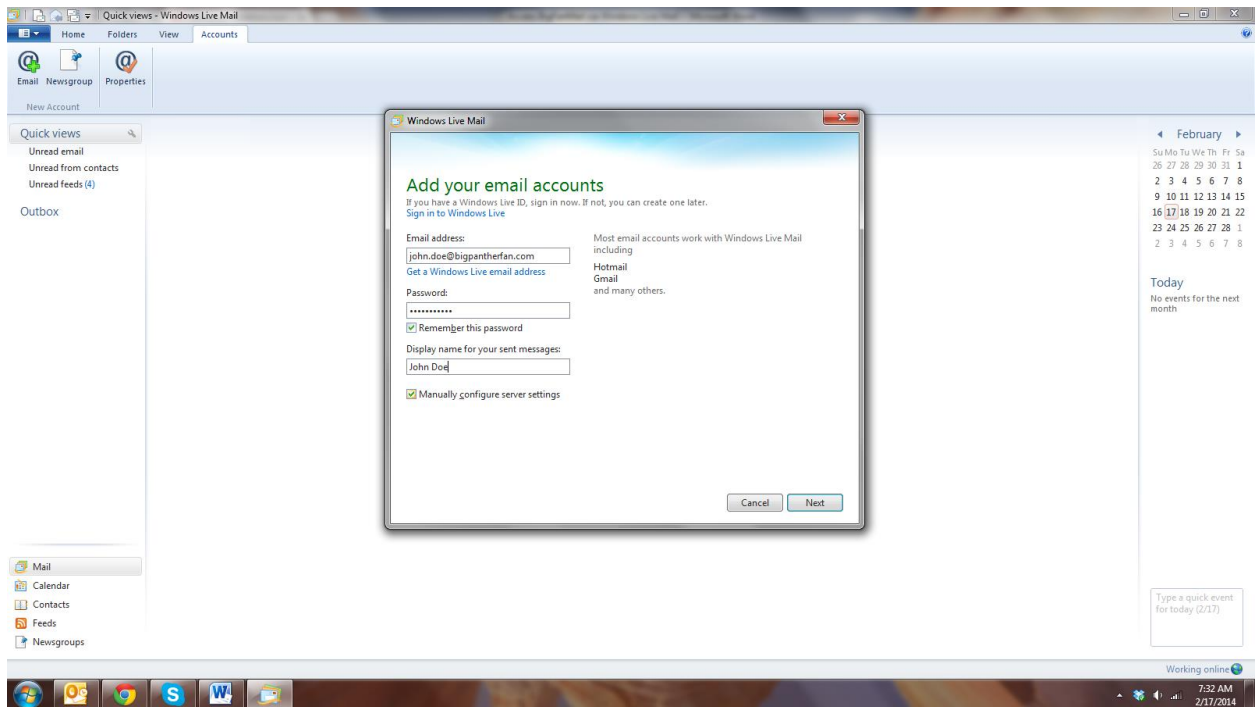**Step 1:** Open Windows Live Mail on your local computer.

Step 2: If Windows Live mail was never setup on your computer then you will see the Accept the agreement by clicking "Accept".

Step 3: If this is your first time in Windows Live Mail, you will get the add account screen. If you have been in Windows Live Mail before, you will need to select Account and then Email.
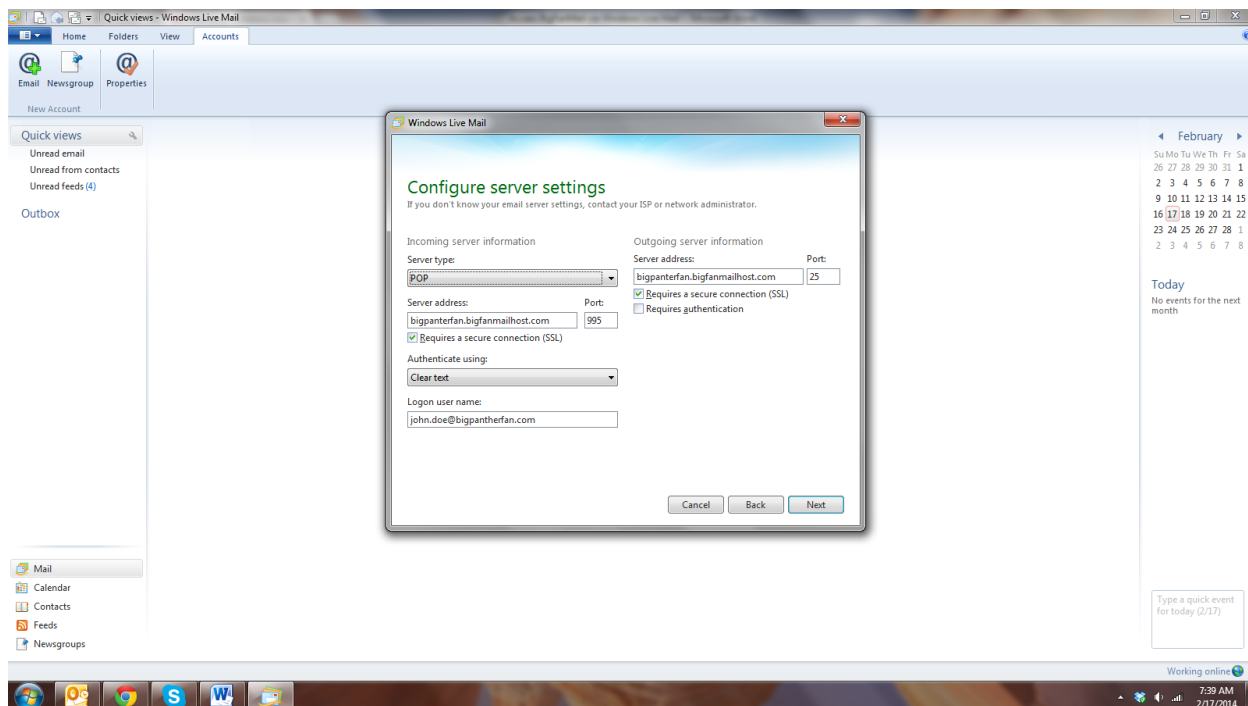
Step 4: On the Add Account window:

- Email Address: Here you will put in your full BigFanMail email address
- Password: Enter the password you created for your BigFanMail address
- Select Remember Password
- Enter your Name in the Display Name field
- Click Manually Configure server settings
- Click Next

Step 5: Fill in the server settings.

- For Server Type, select IMAP or POP. This depends on what your personal preference is. Generally speaking, IMAP is best if you plan on checking this email from multiple devices. (We do not support Windows Live Hotmail).
- For both the Incoming and Outgoing Server Hostnames, enter YOURDOMAIN.BigFanMailHost.com where "YOURDOMAIN" is the extension on your BigFanMail address (without .com).
    - Example: If your new email address is John.Doe@BigWildcatFan.com, you would enter **BigWildcatFan.BigFanMailHost.com** as your Incoming Mail Server
    - Example: If your new email address is Jane@BigTideFan.com, you would enter **BigTideFan.BigFanMailHost.com** as your Incoming Mail Server
- For your incoming server, if you selected IMAP above then set your port to 993. If you selected POP, then your port is 995
- Your outgoing Port is 465
- For both Incoming and Outgoing Servers, click on Requires a secure connection (SSL)
- For authentication, select Authenticate with Clear Text
- For Authentication, use Normal Password
- For Logon User Name, enter your FULL BigFanMail address including the extension (John.Doe@BigPantherFan.com instead of just John.Doe, for example).
- Click Next

Then click Finish and your email address should be configured for Windows Live Mail.

If you have any issues, please email us at support@BigFanMail.com.