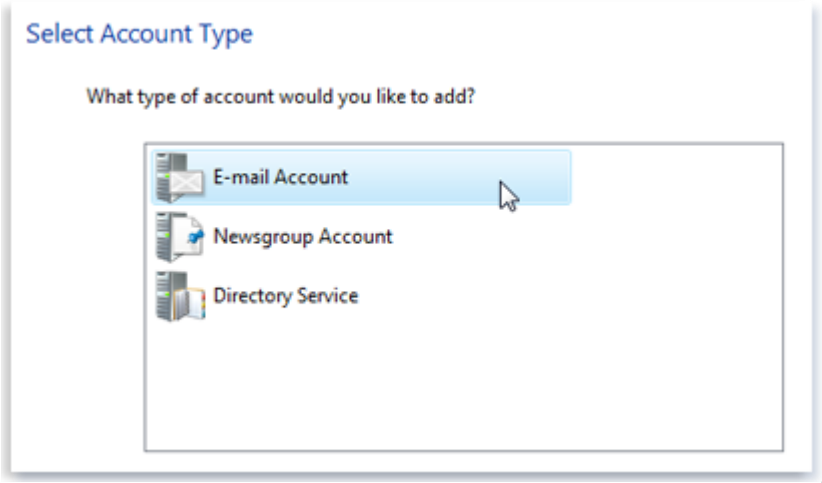
1. Open Windows Mail by clicking the **Start** button, clicking **All Programs**, and then clicking **Windows Mail**.

2. Click the **Tools** menu, and then click **Accounts**.

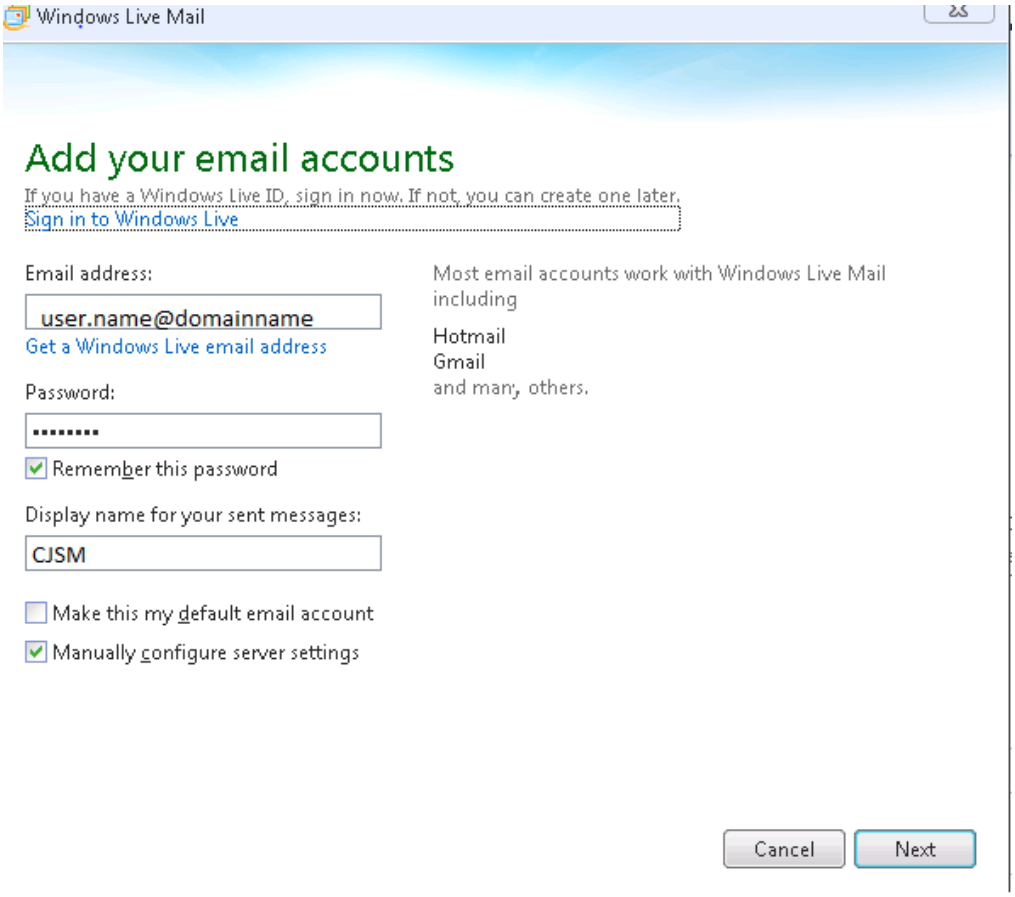
3. Click **Add**.




After you click Add on the Internet Accounts screen, Windows Mail will ask what type of account you want to add

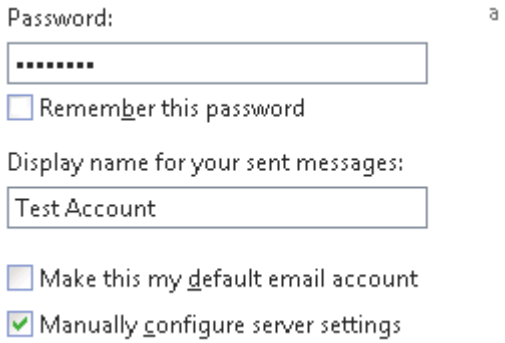
4. Click **E-mail Account**, click **Next**, and then follow the instructions.

5. Type in your CJSM username in the Email address field; example **user.name@domainname**



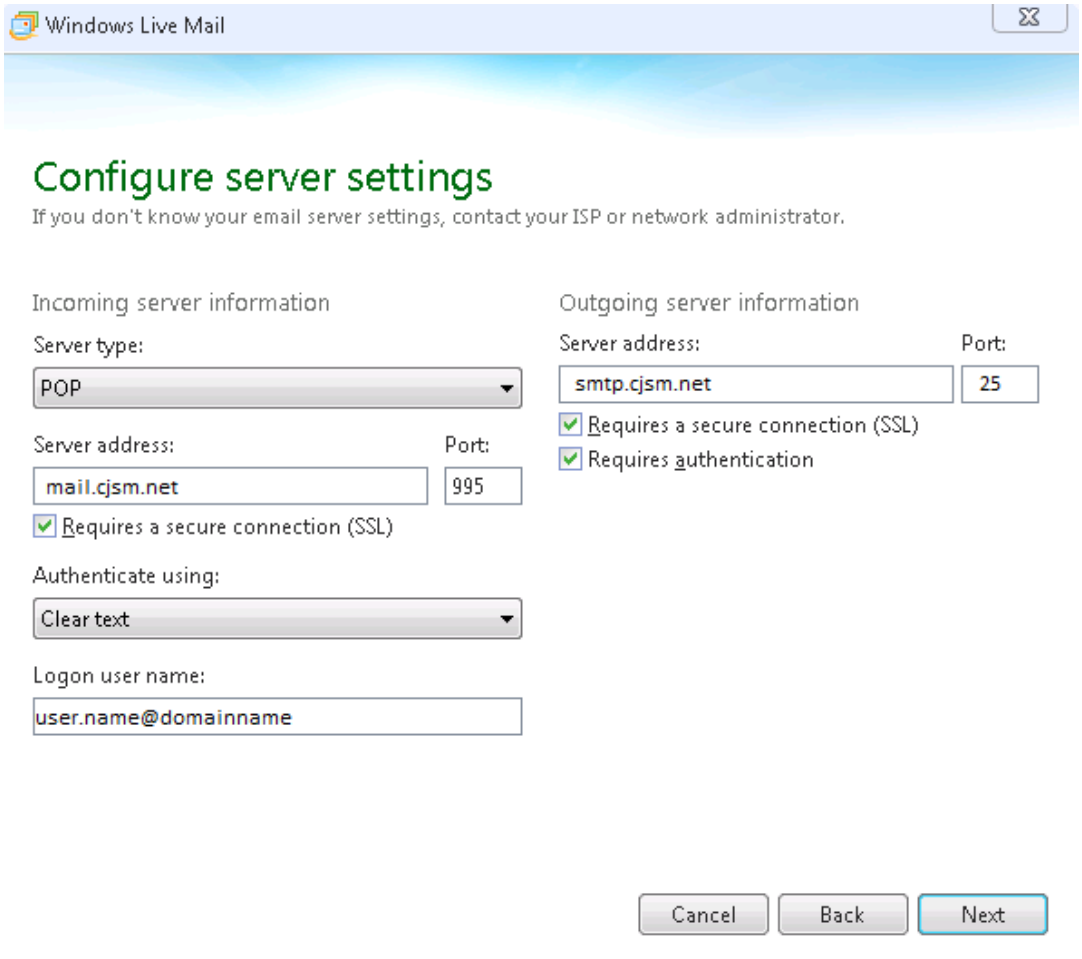
6. Type in the “password” , note this is the CJSM password.

7. Do not enable the “**Remember this password box**”




8. Select the “**Manually configure server setting**” box and then click “**Next**”

9. Select **POP3** from the drop-down box.



10. Add the Incoming server address: **mail.cjsm.net**

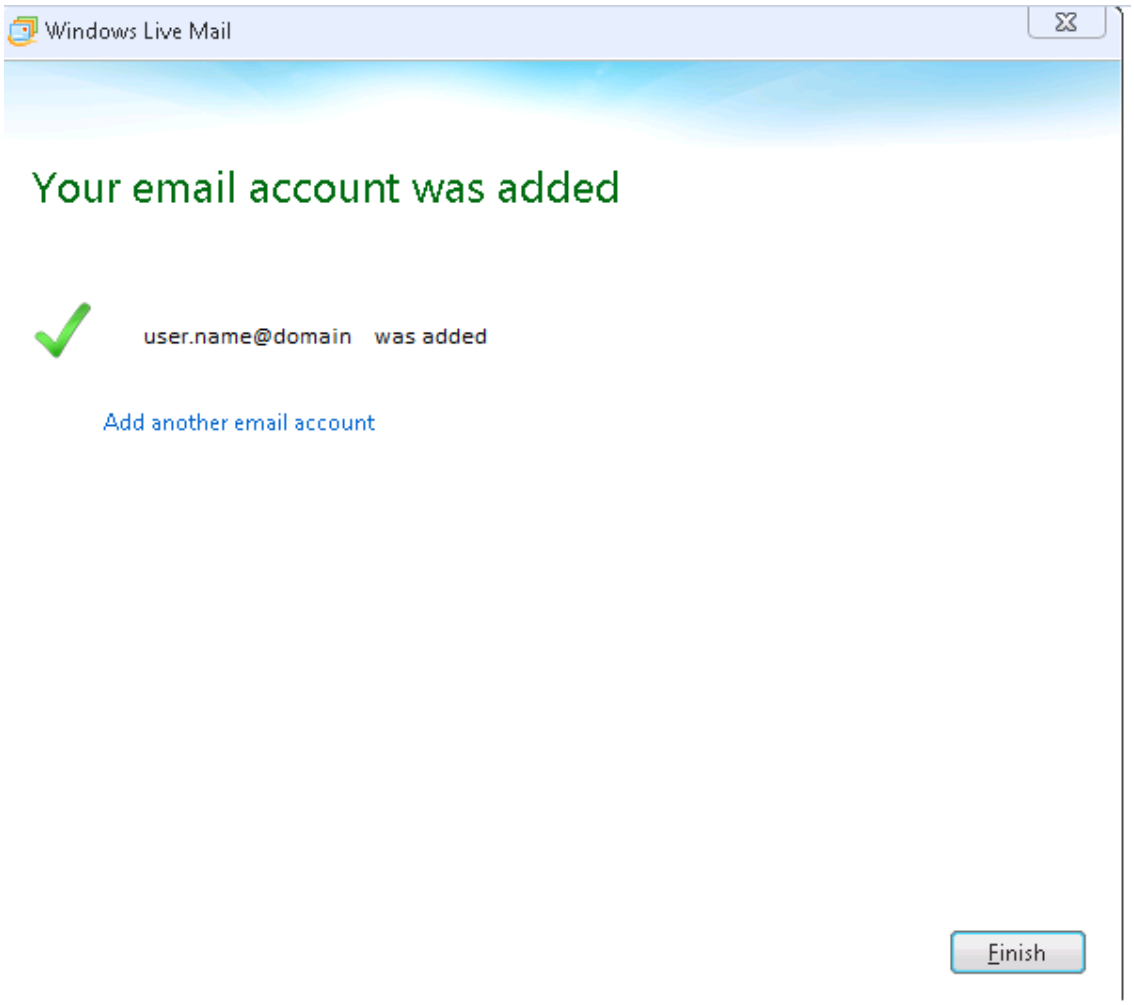
11. Check the box for "**This server requires a secure connection (SSL)** "and ensure that the Incoming server port is set to **995**.

12. Ensure "**Clear text authentication**" is selected from the drop-down menus

13. Type in the CJSM username in the "**Logon user name**: " field

14. Add the Outing server address: **smtp.cjsm.net** and Port "**25**"
    It is possible the default port 25 is being blocked by your Internet provider; please use the alternative port **2525** instead.

15. Check the boxes for "**Requires a secure connection (SSL)** "and **Requires authentication** and click "**Next**"




Click Finish