

# Windows Live Mail

## IMAP Setup Guide

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## A. Introduction

This document shows the step by step instructions on how to configure your NUS email account in **Windows Live Mail** using **IMAP**.

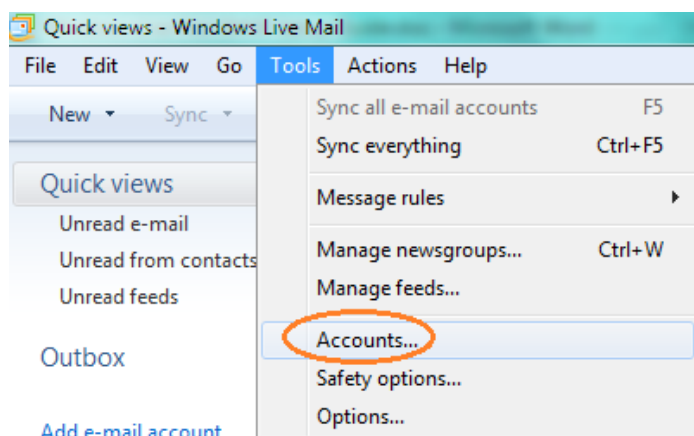
**IMAP** stands for Internet Message Access Protocol. It is a method of accessing electronic mails that are kept on a mail server. In other words, it permits an email program to access remote message stores directly without downloading them to the your desktop.

For example, email stored on an IMAP server can be manipulated from a desktop computer at home, a workstation at the office, and a notebook computer while travelling, without the need to transfer messages or files back and forth between these computers.

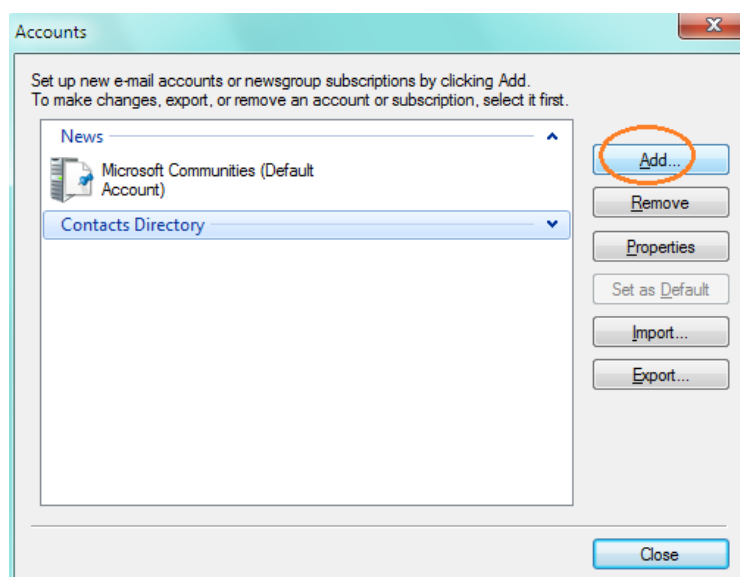
## B. Configure IMAP on Windows Live Mail

1. Please ensure that you have access to the internet first.

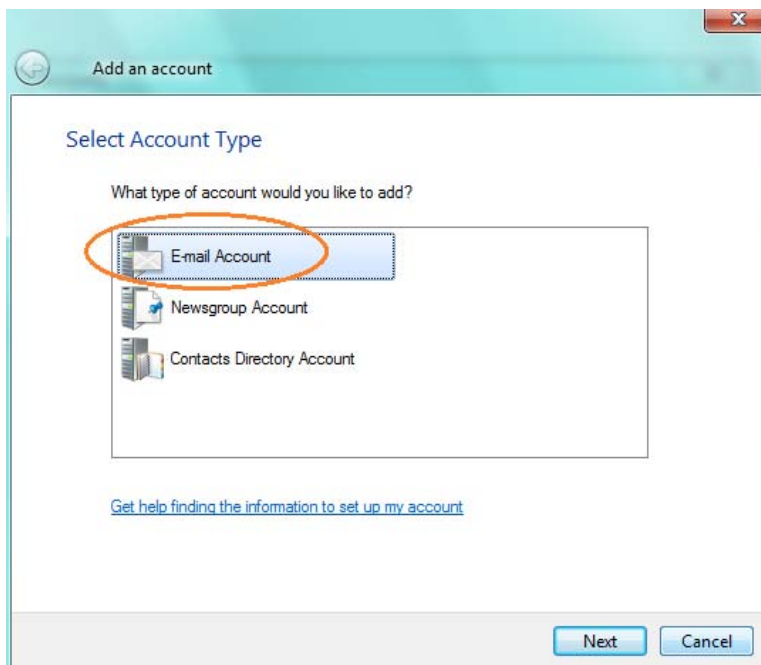
Then from Windows Live Mail, click on **Tools > Accounts...**



2. Click on **Add...**



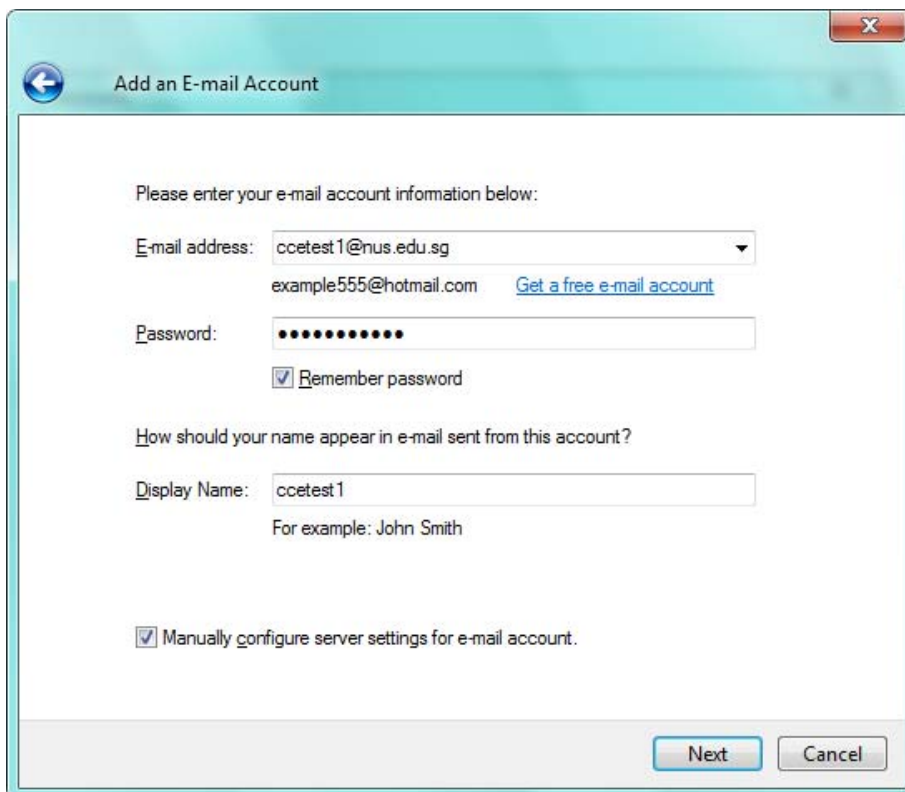
3. Select **Email Account** and click **Next**.



4. Enter your NUS email address, your NUS email password and your name.

Tick on “**Manually configure server settings for e-mail account**”.

Click **Next**.



5. Select **IMAP** for “My incoming mail server is a \_\_\_\_ server” and enter the following:

Incoming server: **imap.nus.edu.sg**

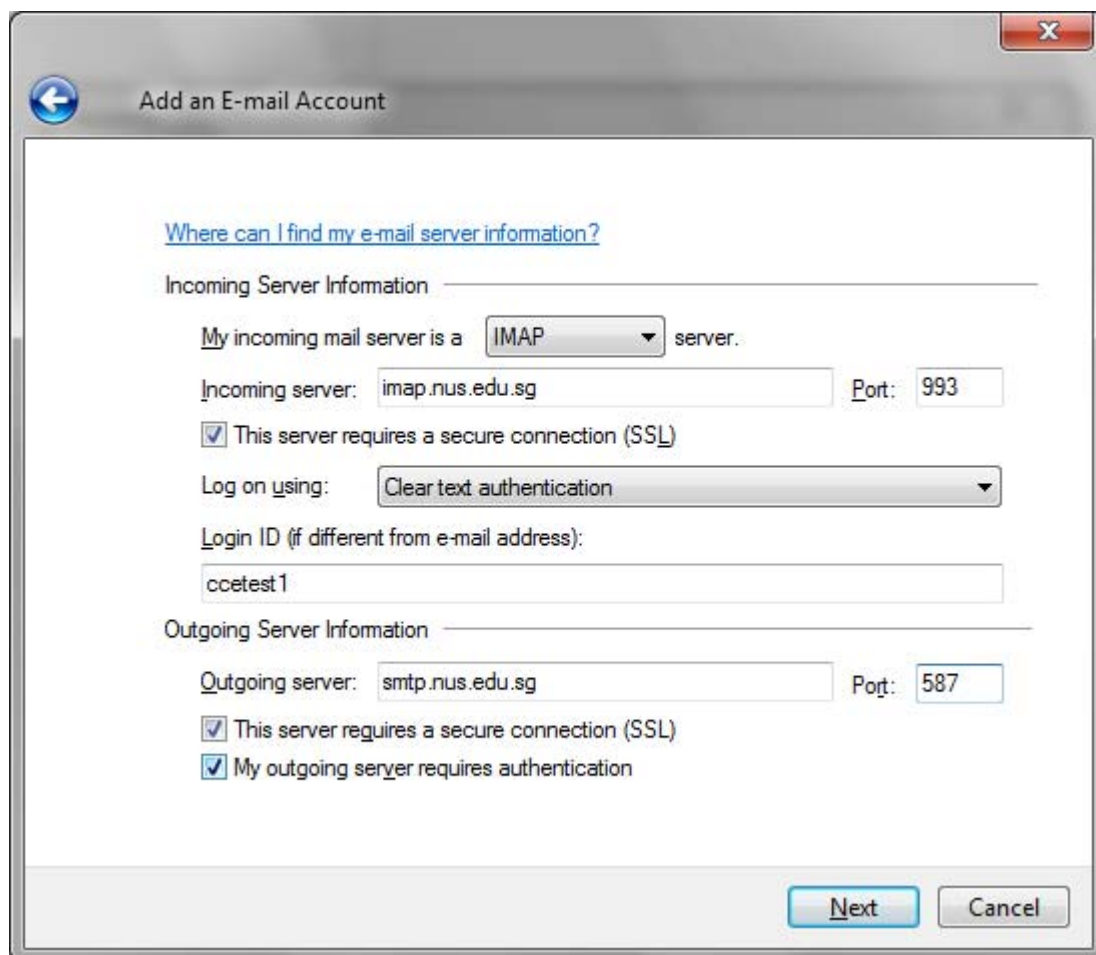
Tick on ***This server requires a secure connection (SSL)*** to change the port number to **993**.

Outgoing server: **smtp.nus.edu.sg**

Tick on ***This server requires a secure connection (SSL)*** and change the port number to **587**.

Tick on ***My outgoing server requires authentication***.

Click **Next**.



The screenshot shows the "Add an E-mail Account" dialog box. At the top, there is a back arrow and the title "Add an E-mail Account". Below the title is a link: "Where can I find my e-mail server information?". The dialog is divided into two sections: "Incoming Server Information" and "Outgoing Server Information".

**Incoming Server Information:**

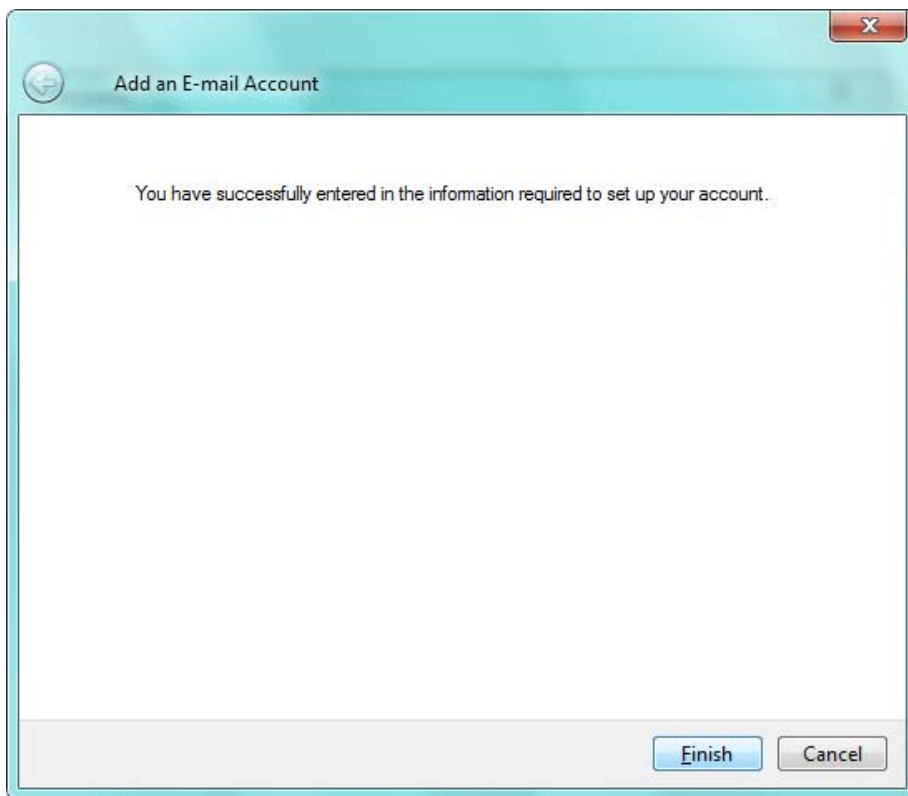
- "My incoming mail server is a" dropdown menu is set to "IMAP".
- "Incoming server:" text box contains "imap.nus.edu.sg".
- "Port:" text box contains "993".
- Checkbox "This server requires a secure connection (SSL)" is checked.
- "Log on using:" dropdown menu is set to "Clear text authentication".
- "Login ID (if different from e-mail address):" text box contains "cctest1".

**Outgoing Server Information:**

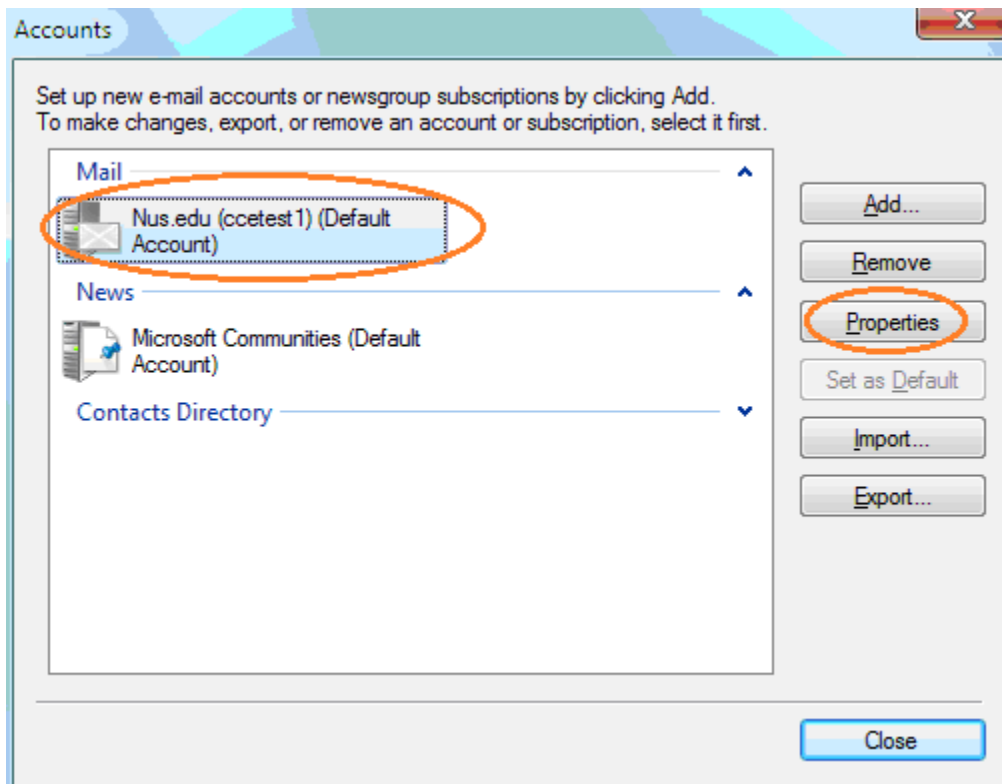
- "Outgoing server:" text box contains "smtp.nus.edu.sg".
- "Port:" text box contains "587".
- Checkbox "This server requires a secure connection (SSL)" is checked.
- Checkbox "My outgoing server requires authentication" is checked.

At the bottom right, there are two buttons: "Next" and "Cancel".

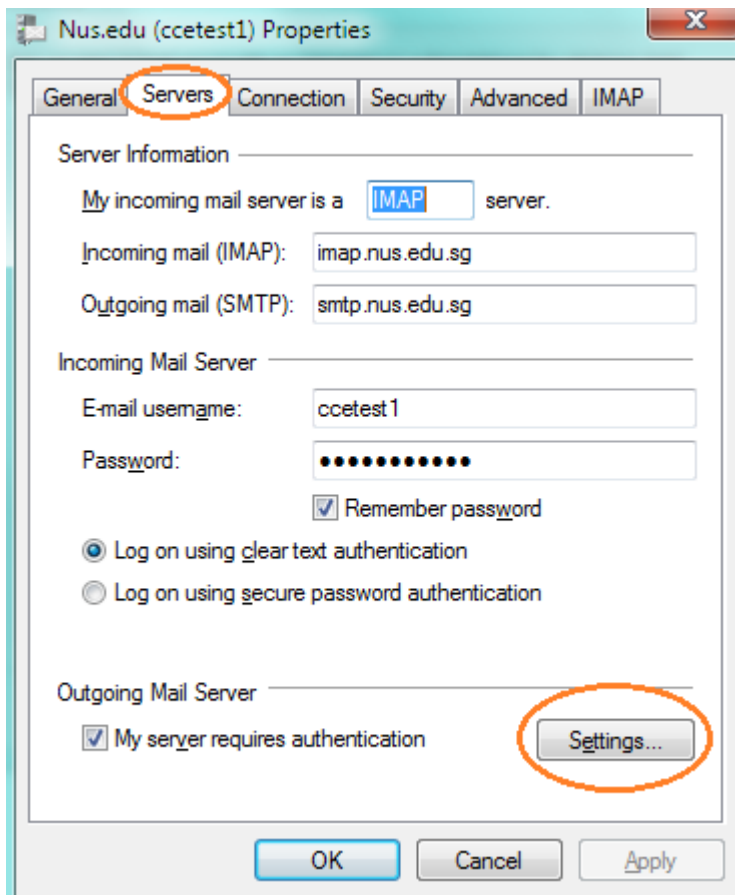
6. Click **Finish**.



7. Select the account which you have just created and click **Properties**.



8. Click the **Servers** tab and under *Outgoing Mail Server*, click on **Settings...**



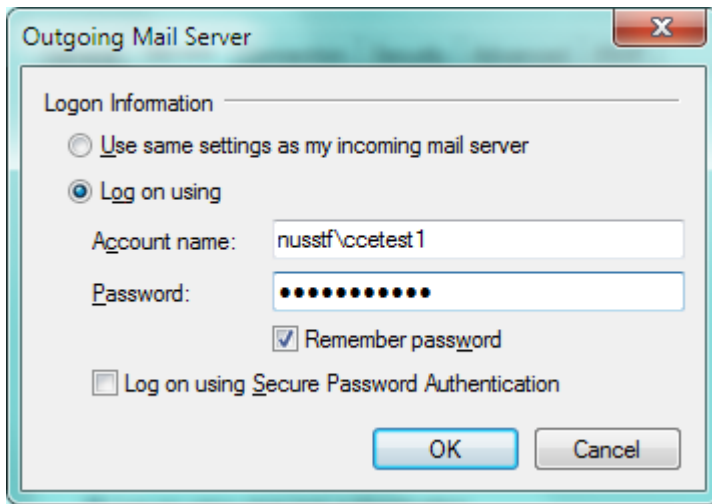
9. Select **Log on using**.

**Account name:** domain\your email UserID

For example, if you are a staff, enter nusstf\ccetest1  
if you are a student, enter nusstu\a0012345  
if you are a visitor, enter nusext\ccev123

**Password:** your NUS email password

Click **OK**.



10. Click **OK** again, followed by **Close** to complete the setup.

You could now start using Windows Live Mail to receive and send emails with your NUS account.