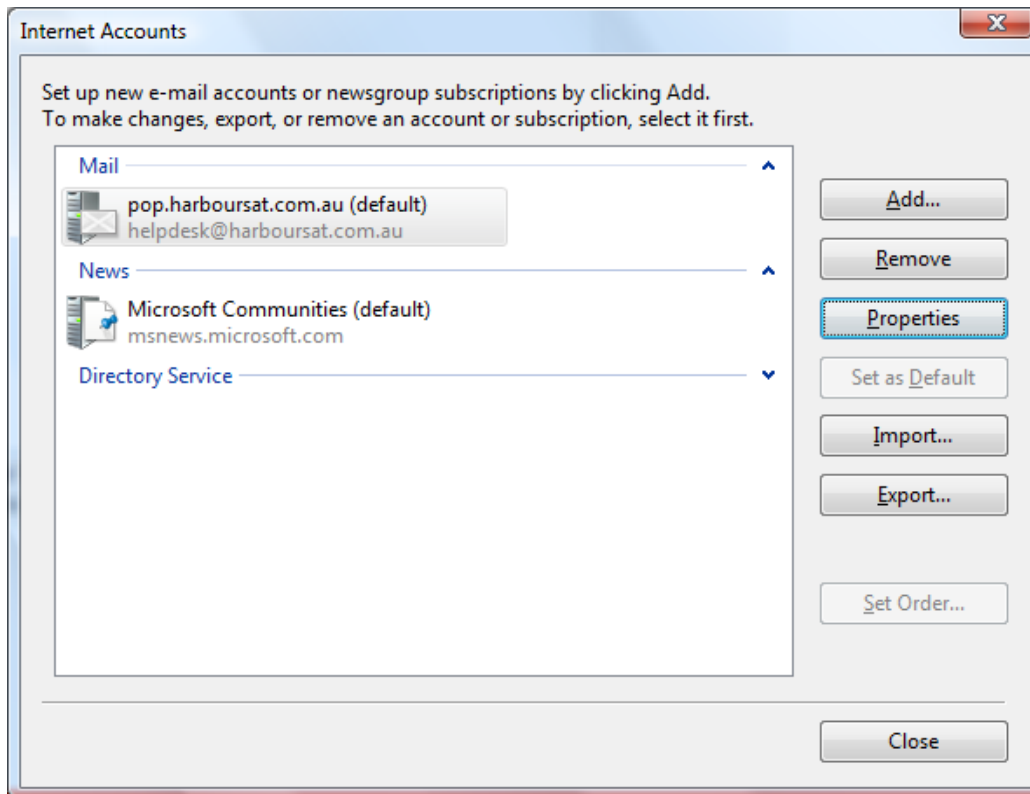


Windows Mail

Instructions to change current POP account to new Gmail POP account using Windows Mail

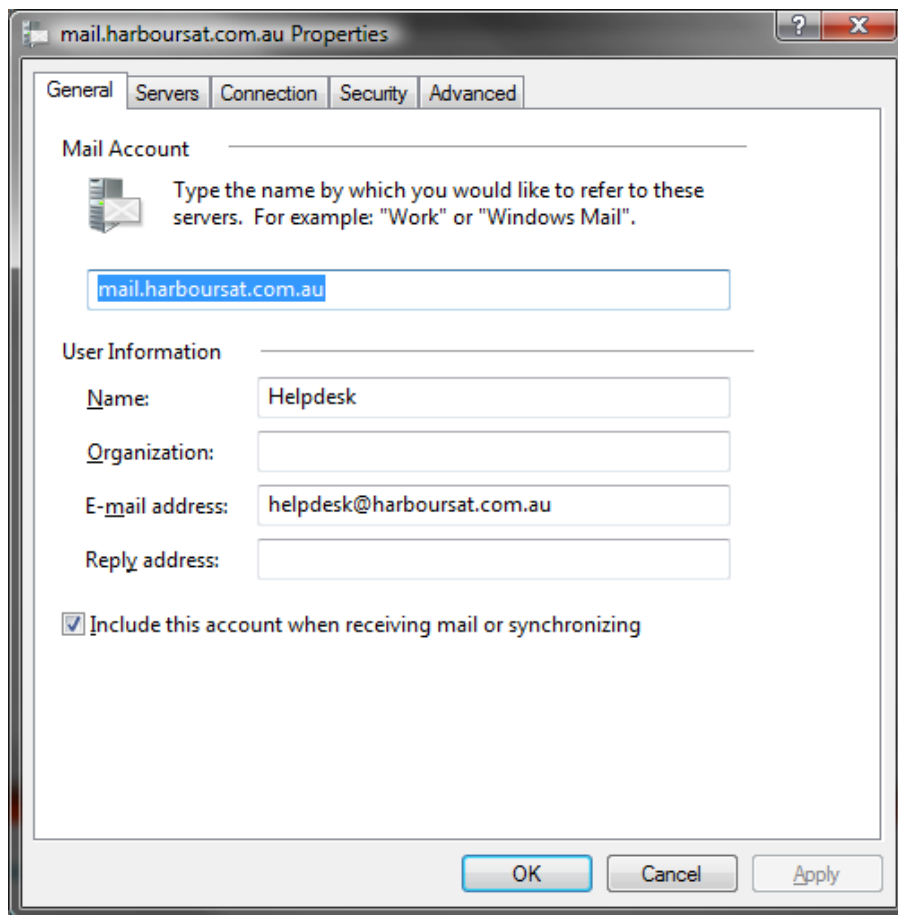
1. Open Windows Mail.
2. Click the **Tools** menu, and select **Accounts...**

The internet Accounts page will open up as per screen shot example below;



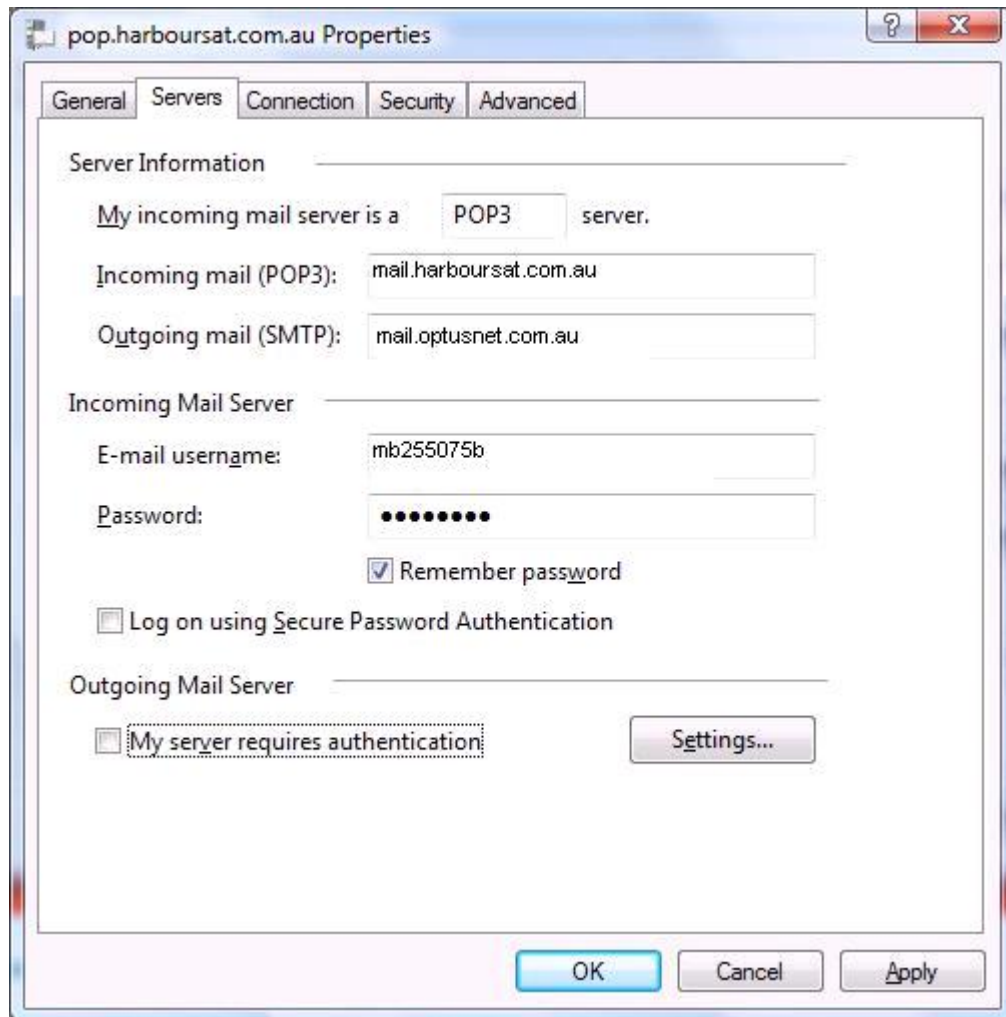
3. Select the pop.harboursat.com.au or mail.harboursat.com.au account
4. Click the **Properties** button

You will be shown the following properties page.



5. Select the **Servers** tab

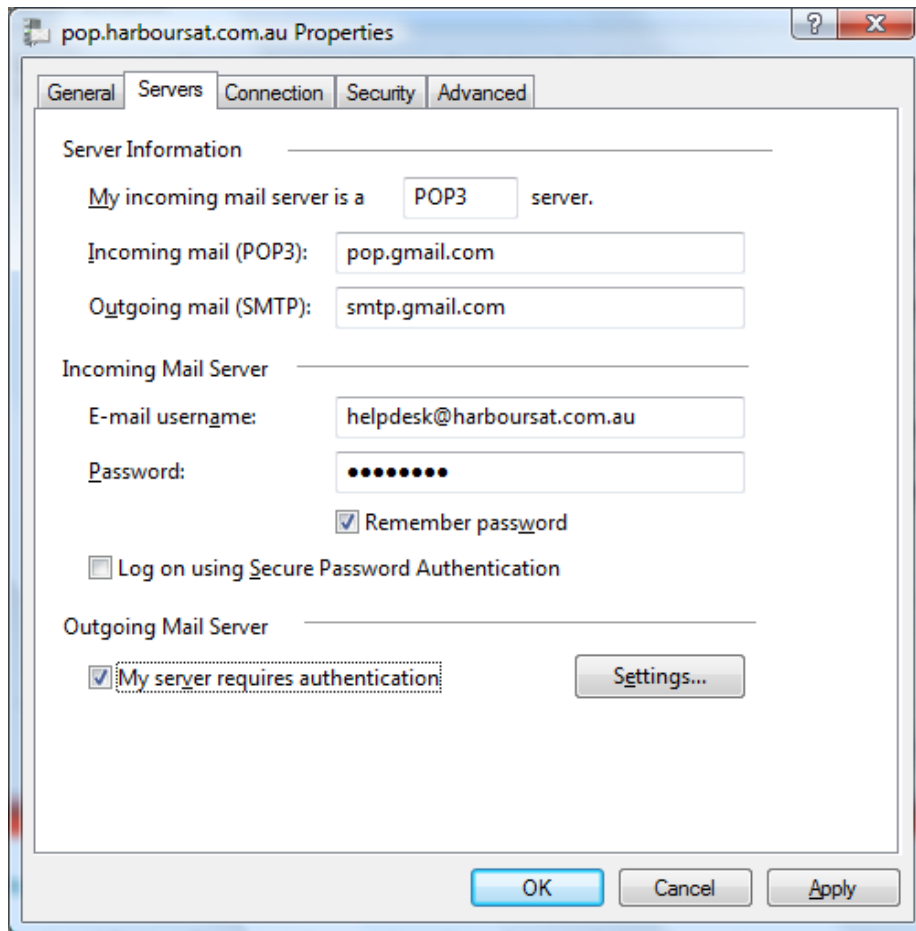
You will be shown a page similar to the one shown below;



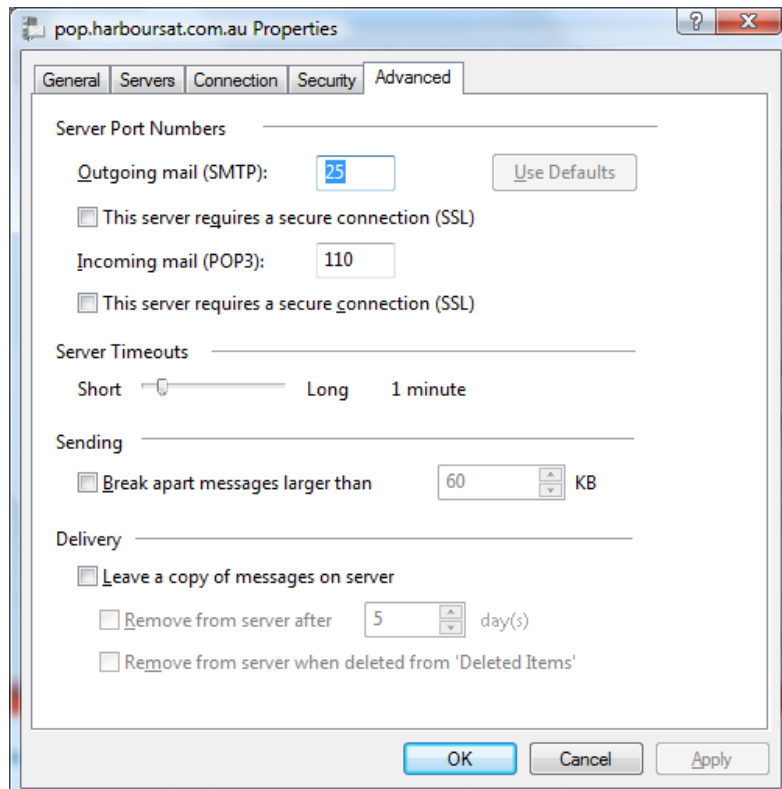
6. Delete the entry in the Incoming Mail (POP3) field
7. Enter pop.gmail.com into the Incoming Mail (POP3) field
8. Delete the entry in the Outgoing mail (SMTP) field
9. Enter smtp.gmail.com into the the Outgoing mail (SMTP) field
10. Enter your Full name in the display name field.
11. Delete the entry in the E-mail username field.
12. Enter your full email address in the E-mail username field
13. Delete the entry in the Password field.
14. Enter your new Gmail password in the password field. Please ensure that you copy it exactly as written as the password is case sensitive.

Please Note: If a complex password has not been provided please make sure the password is at least 8 characters in length and has at least one upper case and one numeral. If not then the Gmail Capcha will be enabled and an authentication error will occur.

See screen shot example below

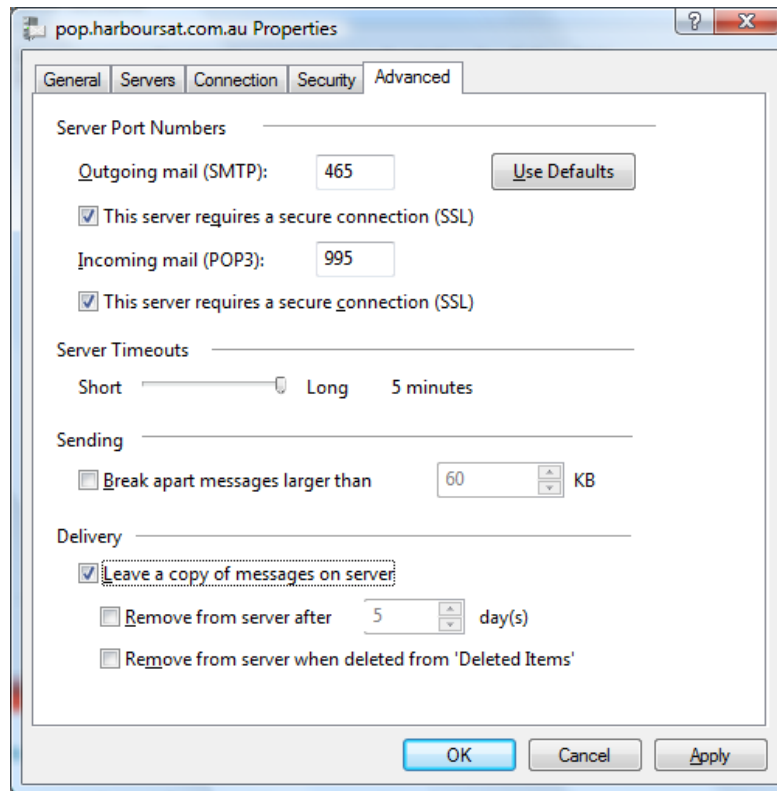


15. For option **My server requires authentication**: Tick the checkbox
16. Select the **Advanced** tab. The following page will be displayed;

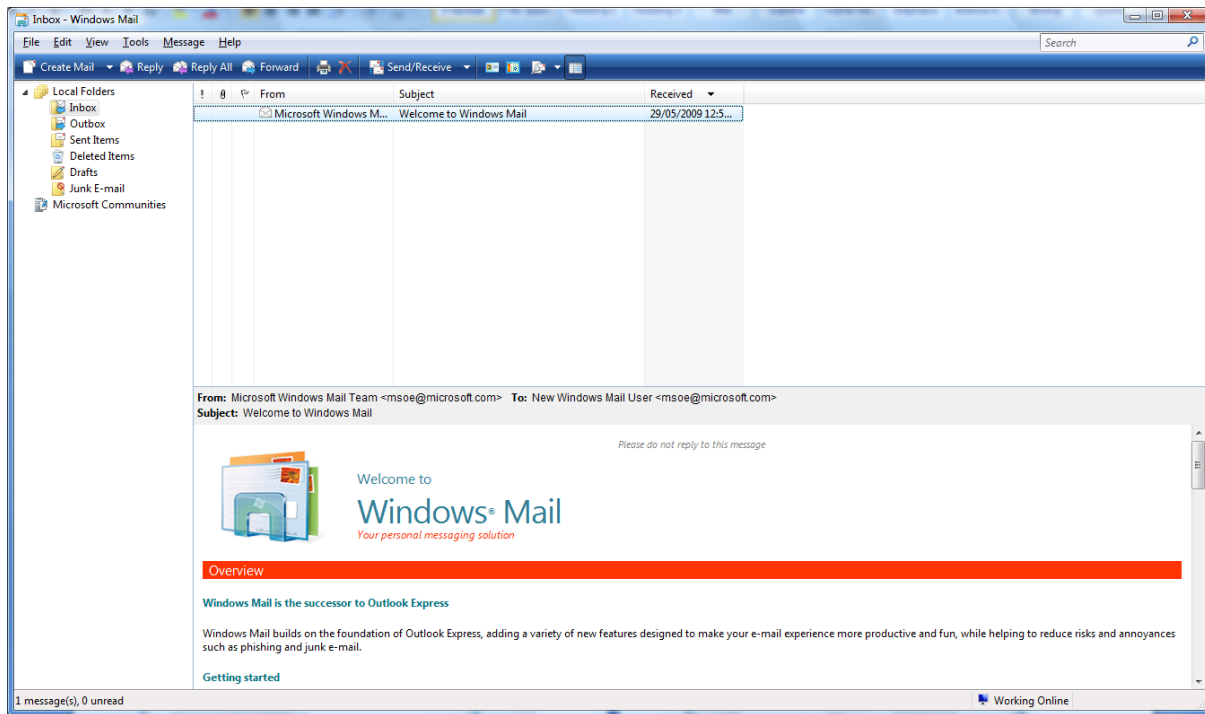


17. For Outgoing mail (SMTP) check the box next to This server requires a secure connection (SSL). The port number should be changed to **465**.
18. For Incoming mail (POP3) check the box next to 'This server requires a secure connection (SSL). Please make sure that the port number changes to **995**
19. Tick the check box **Leave a copy of messages on the server**.

You should now have the same as the screen shot below;



20. Move the **Server Timeouts** slider to the right to 5 minutes
21. Click **Apply**
22. Click **OK**
23. You will be returned to the Accounts page. Close this page.
24. You will now be returned to the main windows mail page.



25. Click Send/Receive in the top menu bar.

Congratulations you are now finished setting up your Windows Mail to use the Gmail POP email service.