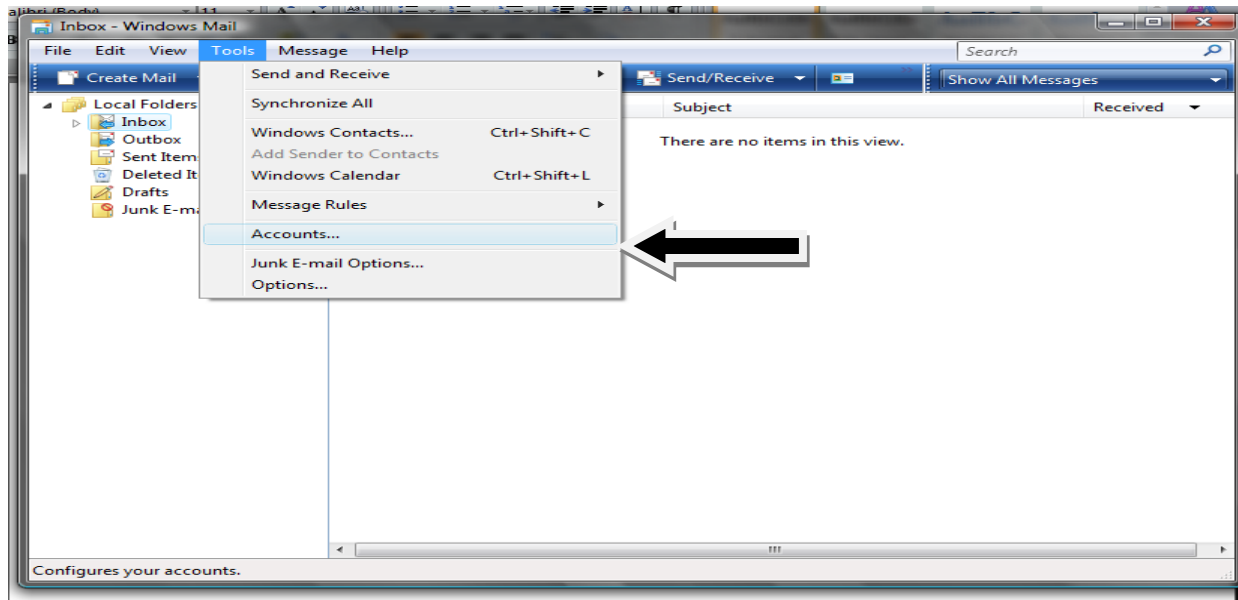
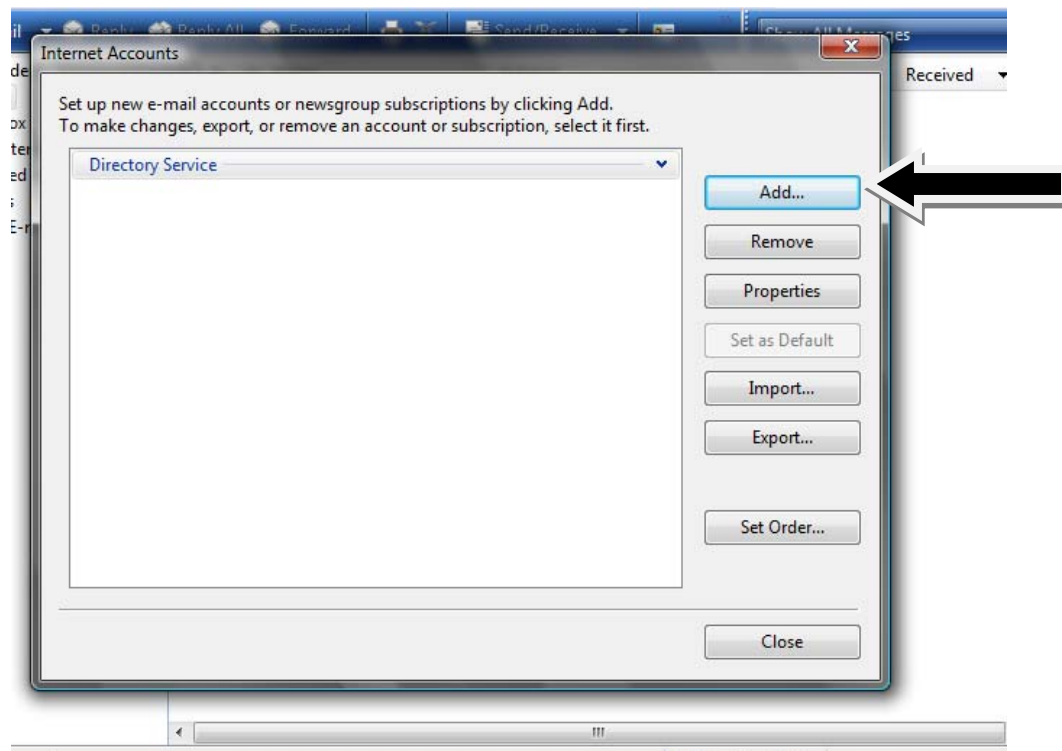


## Setting up a Bee Creek E-Mail Account in Windows Mail (Windows Vista)

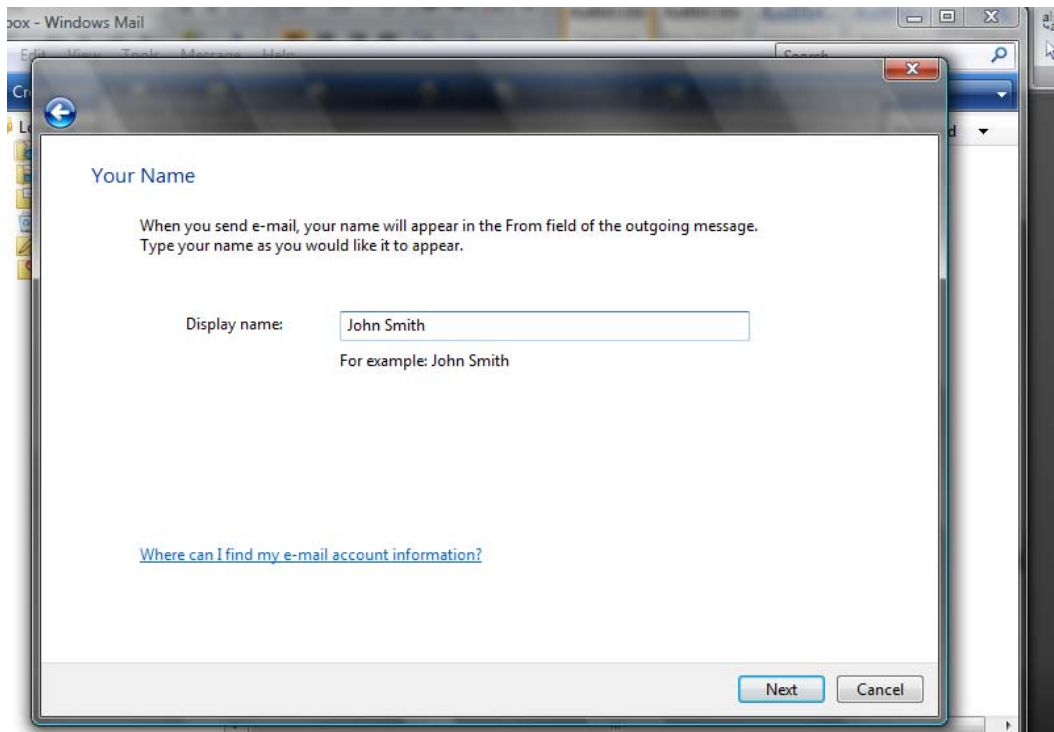
1. From Windows Mail, click **Tools**, then select **Accounts** from the pull down menu.



2. From the **Internet Accounts** window, click **Add**, then select **E-Mail Account** from the menu.  
Then click **Next**

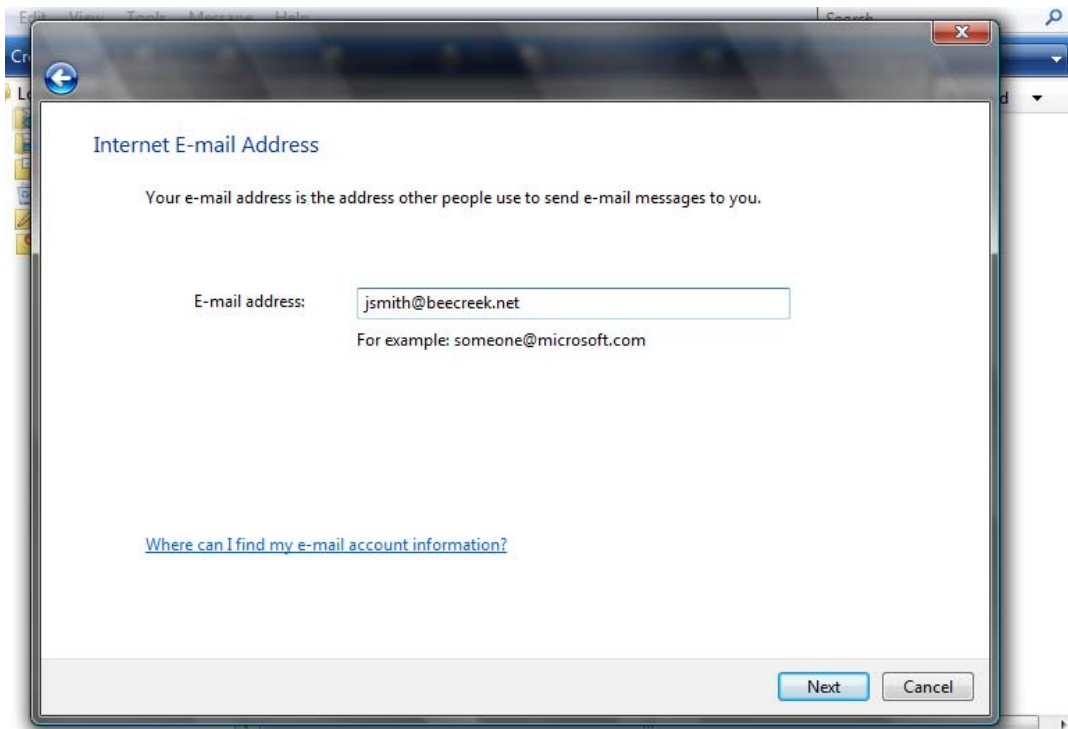


3. Enter your name in the **Display Name** field then click **Next**



The screenshot shows a dialog box titled "Your Name" with a back arrow icon in the top-left corner. The text inside reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this is a text input field labeled "Display name:" containing the text "John Smith". Underneath the field, it says "For example: John Smith". At the bottom left, there is a blue hyperlink: "Where can I find my e-mail account information?". At the bottom right, there are two buttons: "Next" and "Cancel".

4. Enter your e-mail address in the **E-Mail address** field and then click **Next**



The screenshot shows a dialog box titled "Internet E-mail Address" with a back arrow icon in the top-left corner. The text inside reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a text input field labeled "E-mail address:" containing the text "jsmith@beecreek.net". Underneath the field, it says "For example: someone@microsoft.com". At the bottom left, there is a blue hyperlink: "Where can I find my e-mail account information?". At the bottom right, there are two buttons: "Next" and "Cancel".

5. Select **POP3** from the **Incoming e-mail server type** drop down menu. Enter *mail.beecreek.net* in the **incoming** and **outgoing** e-mail server name fields. Add the check mark to **Outgoing server requires authentication**. Then click **Next**

Set up e-mail servers

Incoming e-mail server type:  
POP3

Incoming mail (POP3 or IMAP) server:  
mail.beecreek.net

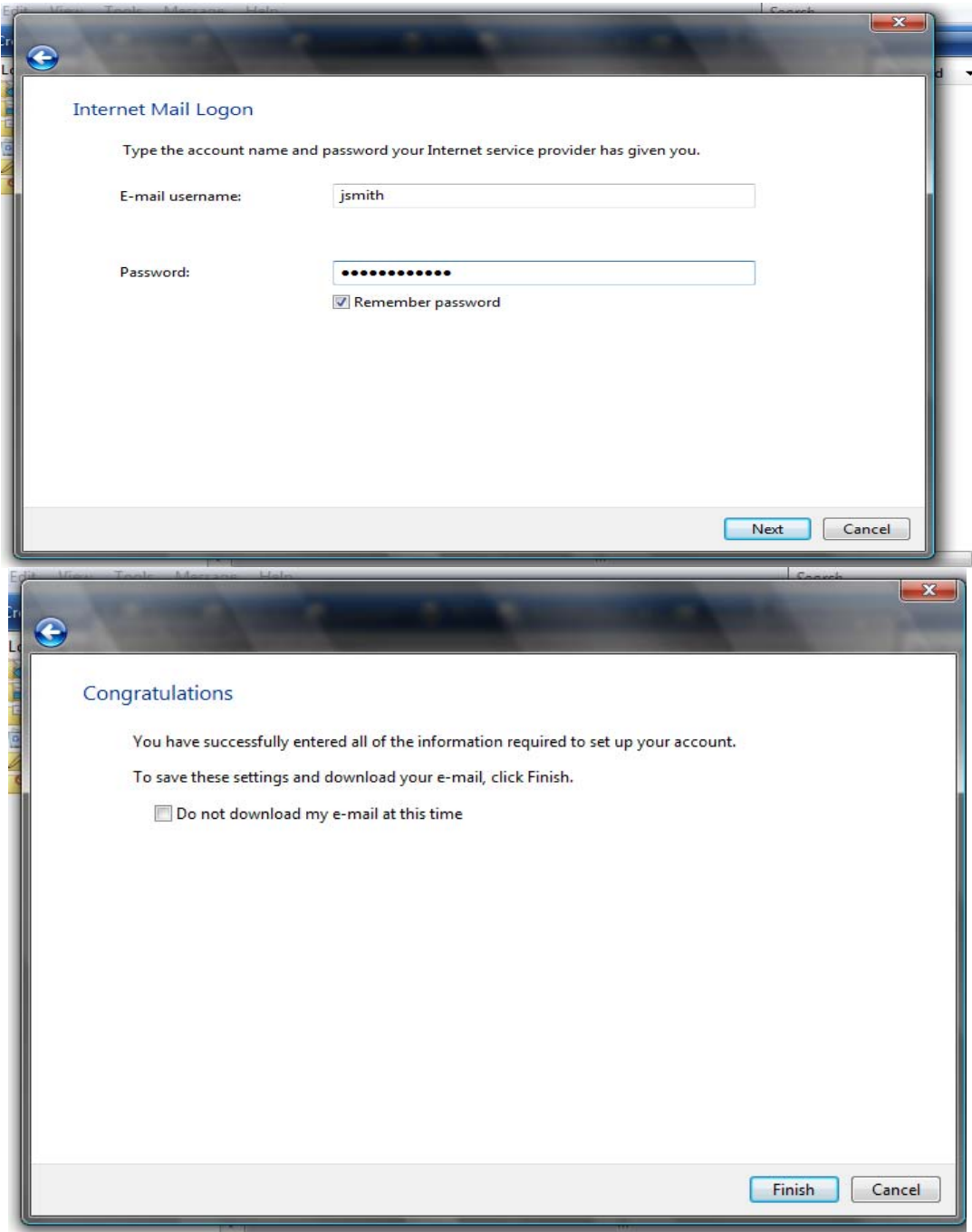
Outgoing e-mail server (SMTP) name:  
mail.beecreek.net

Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

Next Cancel

6. Enter your e-mail username in the **E-Mail Username** (This is only the first part of your e-mail address, **Do Not** add the @beecreek.net to your username). Type in your password in the **Password** field and add a check mark to **Remember Password**. Then click **Next**



You have successfully setup your e-mail account in Windows Mail.