

# Configuring Windows Mail

**Windows Mail** is an e-mail program developed by Microsoft. A lot of people use this because it comes with Windows Vista, and is a newer version of the former Outlook Express that came with Microsoft XP. This guide will help you to set up your e-mail account in this program.

## What do I need?

You need an e-mail account, a username and a password.

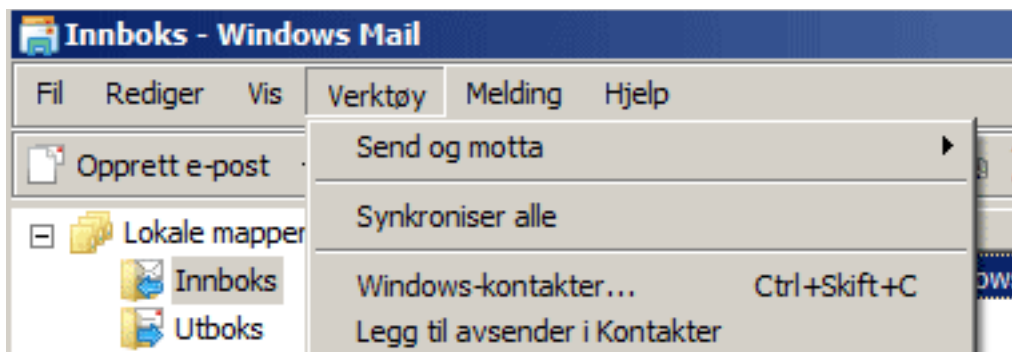
You also need to know what e-mail servers you are connected to.

If you have an e-mail address through Domenia Norge, you should have received a letter with this information. You can get the name of your outgoing e-mail server by contacting your internet supplier, for example Telenor, Tele2, NextGenTel etc.

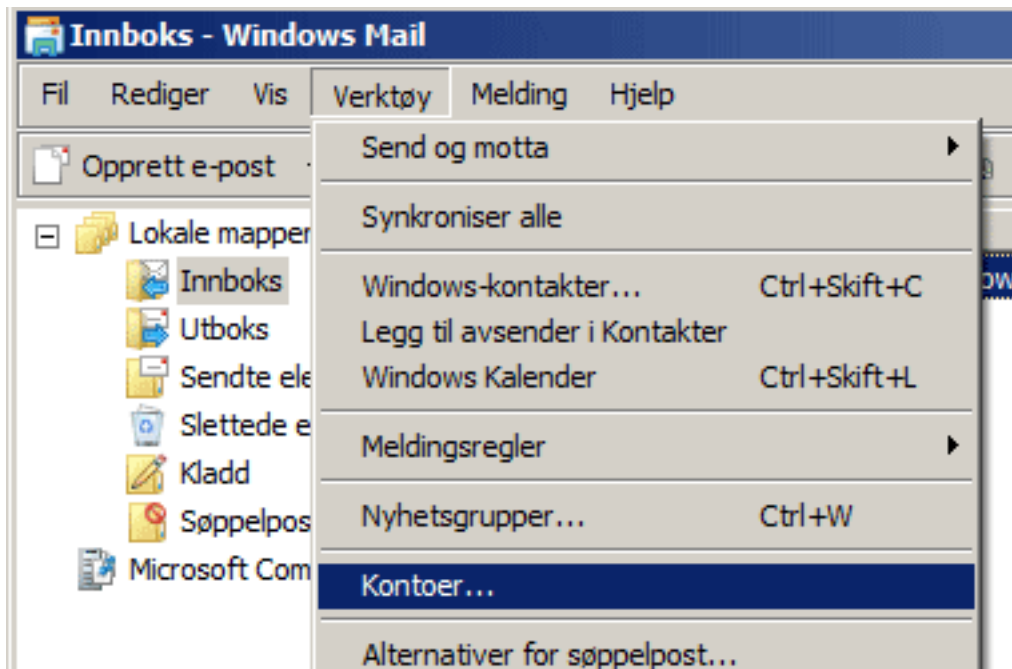
## Configuring

Open your e-mail program

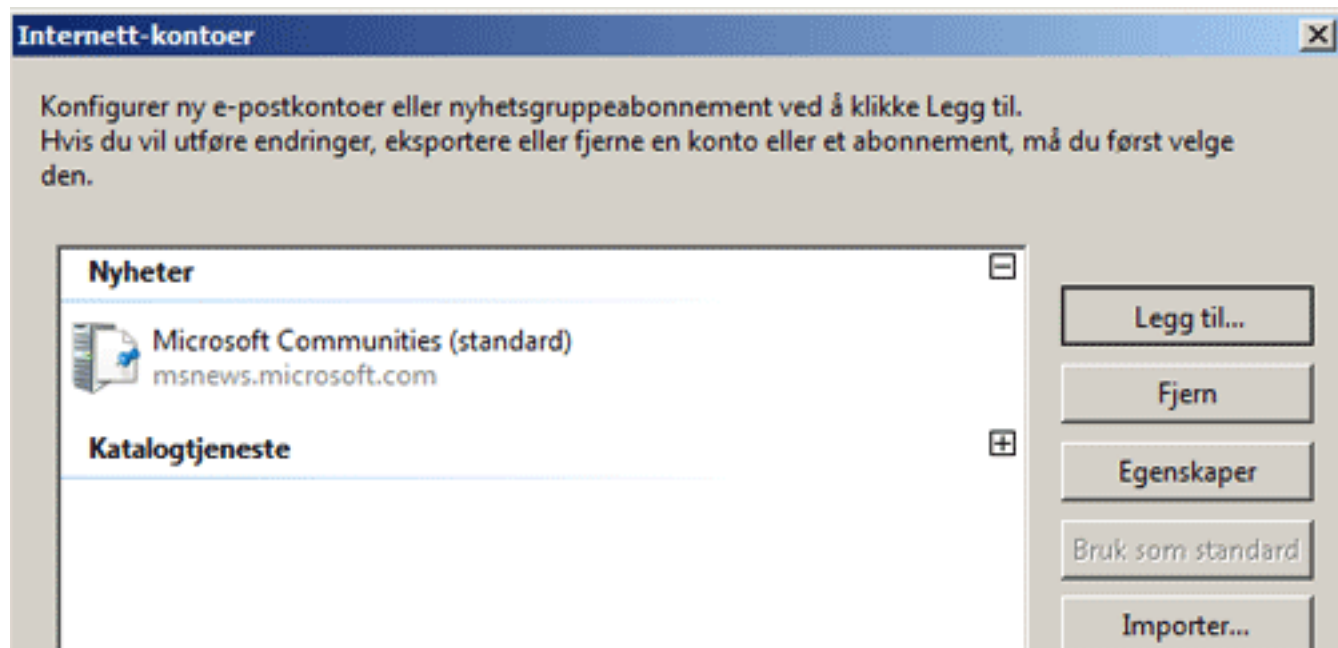
Click 'Tools'



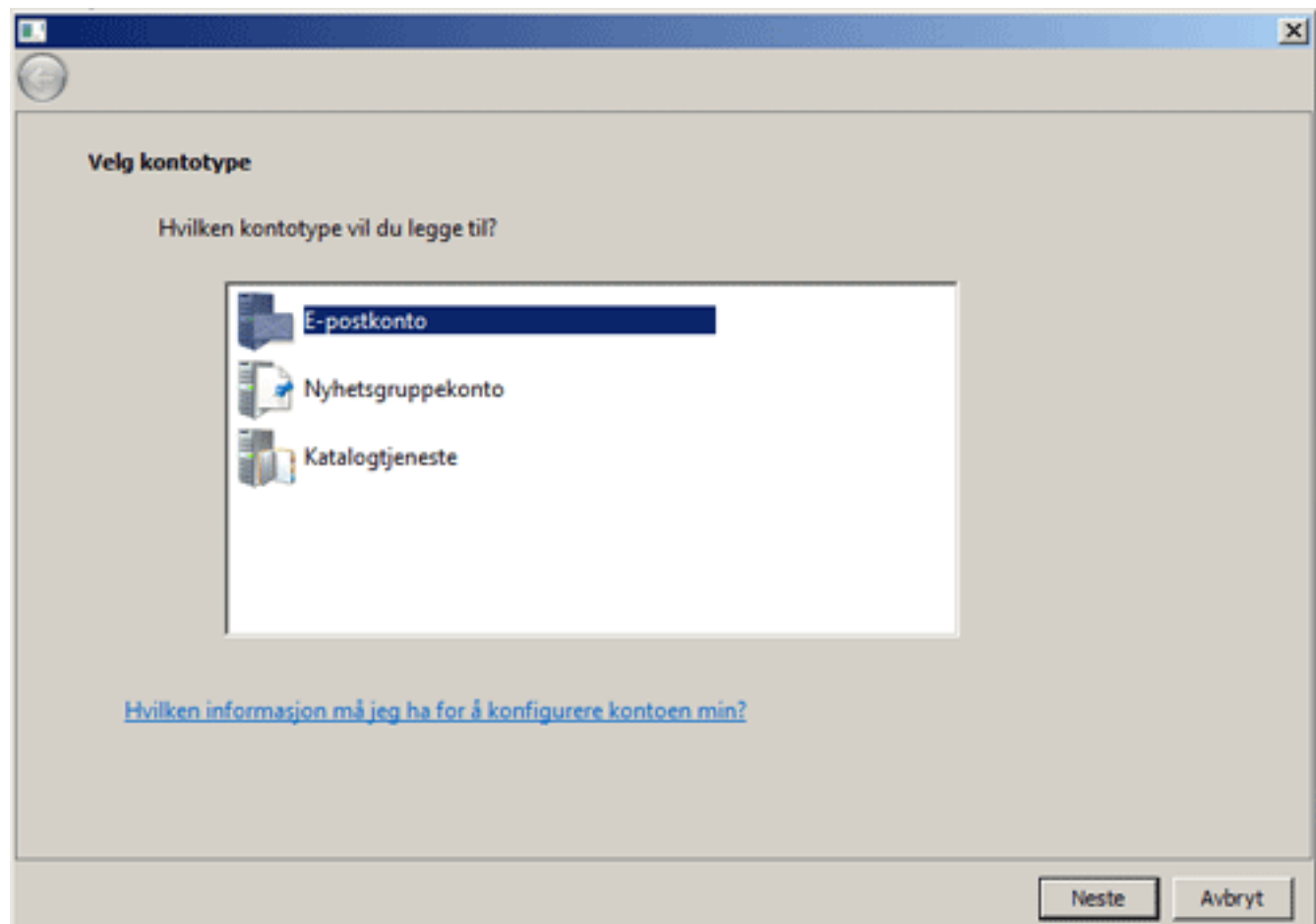
Click 'Accounts'



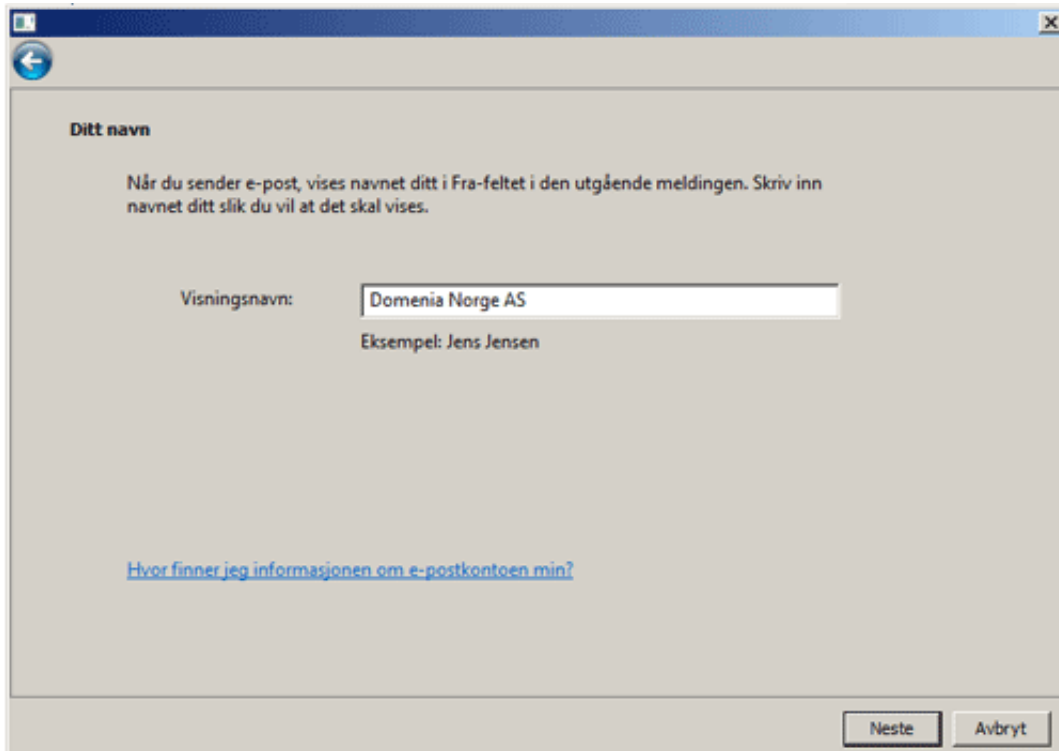
Choose 'Add' in the window 'Internet Accounts'



Choose e-mail account in the new window that pops up. Click 'Next'

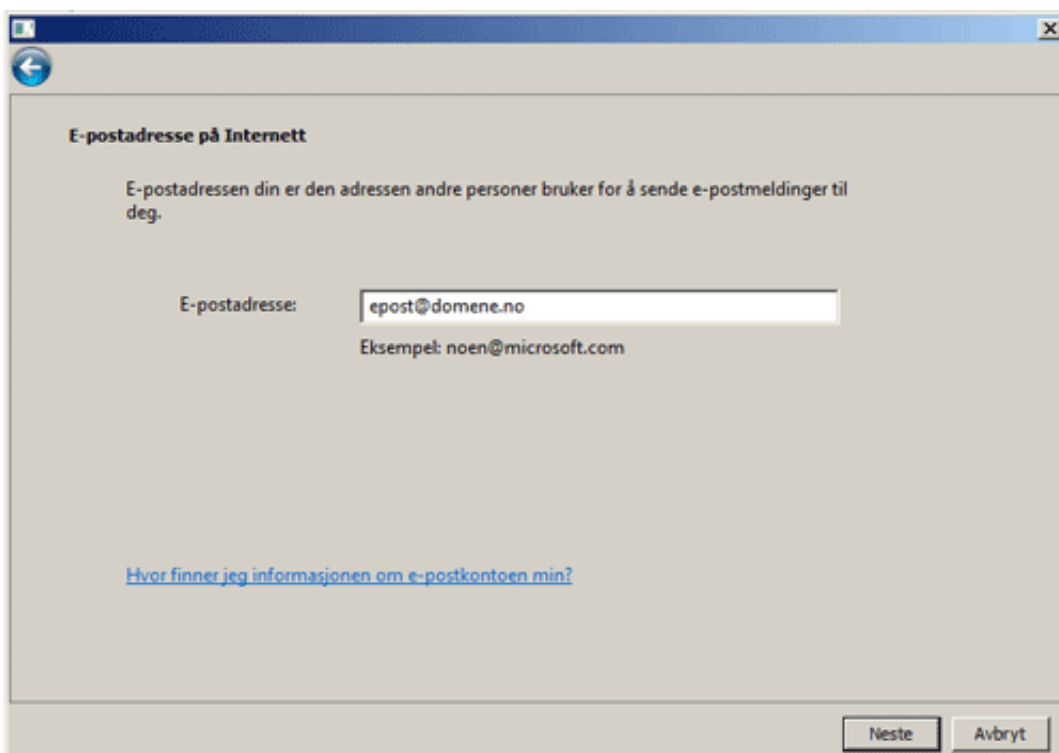


Fill in your name (or the name that you want to be named as the sender of the e-mails you send. This can for example be a company name). Press 'next'.



The screenshot shows a window titled "Ditt navn" (Your name). The text inside reads: "Når du sender e-post, vises navnet ditt i Fra-feltet i den utgående meldingen. Skriv inn navnet ditt slik du vil at det skal vises." (When you send e-mail, your name is shown in the From field in the outgoing message. Enter your name as you want it to be shown). Below this, there is a label "Visningsnavn:" followed by a text input field containing "Domenia Norge AS". Underneath the input field is the text "Eksempel: Jens Jensen" (Example: Jens Jensen). At the bottom left, there is a blue hyperlink: "Hvor finner jeg informasjonen om e-postkontoen min?" (Where do I find information about my e-mail account?). At the bottom right, there are two buttons: "Neste" (Next) and "Avbryt" (Cancel).

Fill in your e-mail address. Press 'next'.



The screenshot shows a window titled "E-postadresse på Internett" (Internet e-mail address). The text inside reads: "E-postadressen din er den adressen andre personer bruker for å sende e-postmeldinger til deg." (Your e-mail address is the address other people use to send e-mail messages to you). Below this, there is a label "E-postadresse:" followed by a text input field containing "epost@domene.no". Underneath the input field is the text "Eksempel: noen@microsoft.com" (Example: noen@microsoft.com). At the bottom left, there is a blue hyperlink: "Hvor finner jeg informasjonen om e-postkontoen min?" (Where do I find information about my e-mail account?). At the bottom right, there are two buttons: "Neste" (Next) and "Avbryt" (Cancel).

Fill in the names of the e-mail servers where you receive and send e-mail from. There are two servers, one for incoming and one for outgoing e-mail.

In the top field it usually says "Pop 3".

Servertype for innkommende e-post:

POP3

Fill in the name of the e-mail server for incoming mail.

(Usually the e-mail server to the internet supplier where you have your e-mail account. If you have your e-mail from Domenia Norge this should be mail.domenia.no).

Server for innkommende e-post (POP3 eller IMAP):

mail.domenia.no

Fill in the name of the e-mail server you use for sending mail in the next field.

(Usually the e-mail server to your internet supplier). You can get this by contacting your supplier for internet access. If you for example use Telenor, this is smtp.online.no).

Servertype for innkommende e-post:

POP3

Server for innkommende e-post (POP3 eller IMAP):

mail.domenia.no

Navn på server for utgående e-post (SMTP):

smtp.online.no

Utgående server krever godkjenning

[Hvor finner jeg informasjonen om e-postserveren min?](#)

Click 'Next'.

Fill in your username and password on the next page.

You should have been given this from the supplier where you have your e-mail service.

Write your username in the top field.

Write your password in the button field.

It is very important that you write the correct information.

Remember: There is a difference between small and capital letters in a password, and sometimes also in a user name. You should have received this information in a letter from Domenia Norge.

Skriv inn kontonavnet og passordet du har fått av Internett-leverandøren.

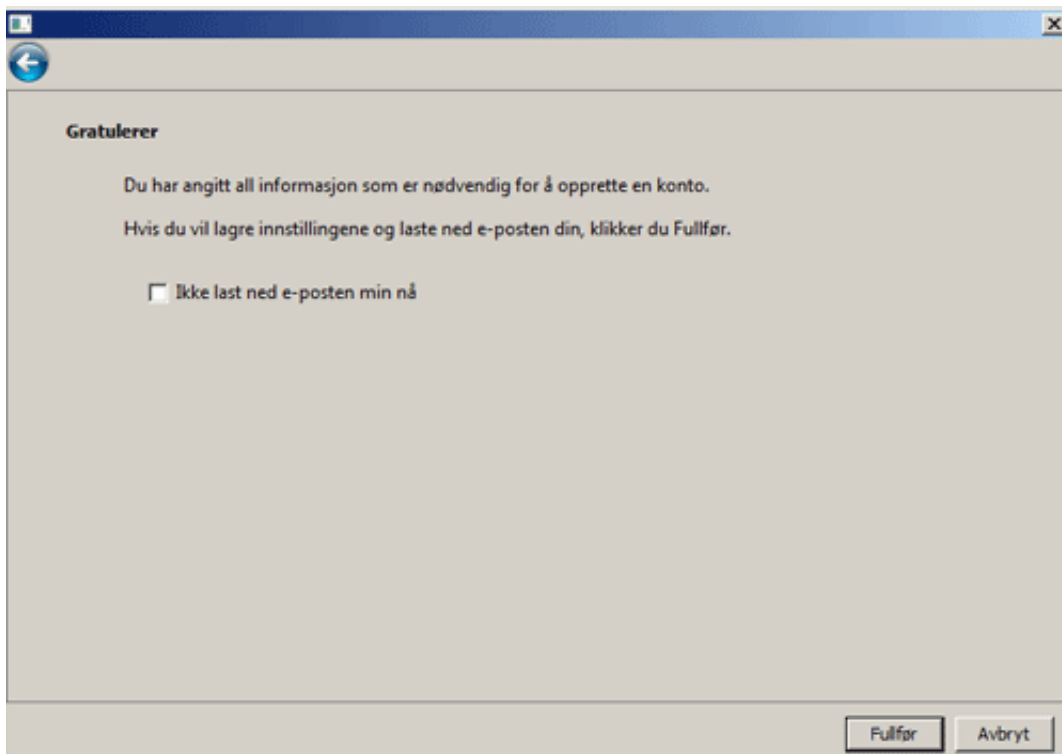
E-postbrukernavn: epost@domene.no

Passord: ●●●●●●●●

Husk passord

When you have finished this, click 'Next'.

Now you have configured your e-mail server. If you are sure you have filled in the correct information, click 'Finish'.



Now you should be ready to send and receive e-mail.