

**Windows Mail**  
**E-Mail Set-up Instructions for Broadband users**

1. Select Windows Mail from the Start Menu. Click on **Tools/Accounts...** When the Internet Accounts window appears, click on the **Add...** button and select **E-mail Account** from the list under the question “What type of account would you like to add?”. Then click on the Next button in the bottom-right portion of the window.
2. In the “Display Name” window, enter your name as you wish it to appear in the From field of your e-mail messages. Please enter an appropriate name like [John Smith](#). After you have entered a name, click on the Next button in the bottom-right portion of the window.
3. In the “E-mail address” window, enter your assigned username plus [@mypcstv.com](#). So if John Smith was assigned the username [jsmith](#), he would use [jsmith@mypcstv.com](#) for his email address. After you have entered an e-mail address, click on the Next button in the bottom-right portion of the window.
4. For the “Set-up e-mail servers” screen, the incoming e-mail server type is [POP3](#) . Accept the default selection from the drop-down menu.
5. In the “Incoming mail (POP3 or IMAP) server” window, enter the address as [pop.mypcstv.com](#)
6. In the “Outgoing e-mail server (SMTP) name”, enter the address as [smtp.mypcstv.com](#)
7. Check the box with the label “Outgoing server requires authentication”
8. After finishing the previous four tasks to your satisfaction, click on the Next button in the bottom-right portion of the window.
9. In the “E-mail username” window, enter as the account name your username (in this example [jsmith](#) ).
10. In the “Password” window enter the one you were assigned [\\*\\*\\*\\*\\*](#) . Check the “Remember password” box unless you wish to type in your password each time that you go to your e-mail account. Now click on the Next button in the bottom-right portion of the window.
11. Click **Finish** to save the account settings.
12. Click on the **Properties** button to review your selections and entries.
13. Look at **Tools/Options** to review the many available options.