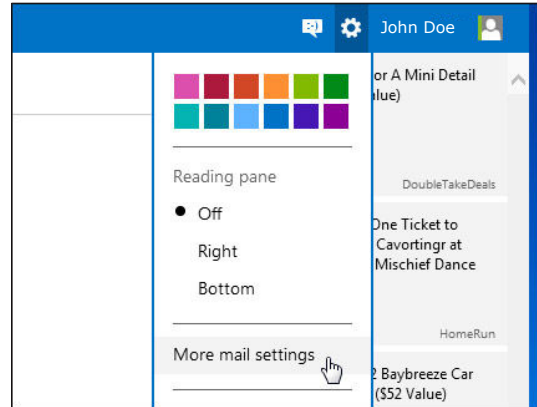


# Wightman

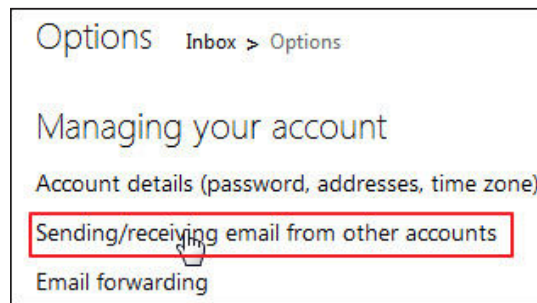
## How to Use Outlook.com to Retrieve your POP Inbox in Windows 8 Mail

1. Log in to Outlook.com. If you don't have a Microsoft account, create one.

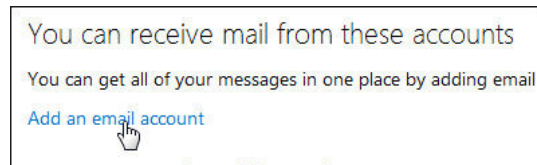
2. Select **More mail settings** from the settings menu in the upper right corner of the screen.



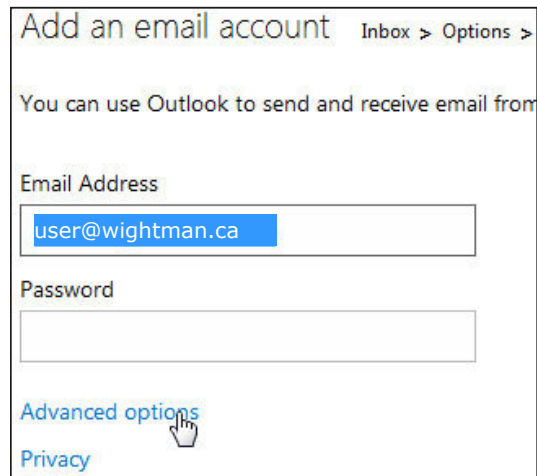
3. Click **Sending / receiving email from other accounts** under Managing Your Account.



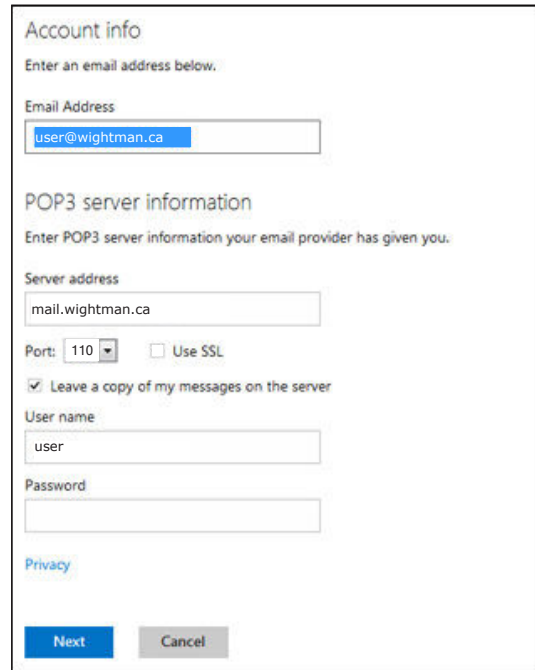
4. Click **Add an email account** under the You Can Receive Email from These Accounts header.



5. Click **Advanced options**.



6. Configure your email settings by entering your email address, POP server name, checking or unchecking SSL and choosing other options as necessary. Click Next when done.



Account info  
Enter an email address below.

Email Address  
user@wightman.ca

POP3 server information  
Enter POP3 server information your email provider has given you.

Server address  
mail.wightman.ca

Port: 110  Use SSL

Leave a copy of my messages on the server

User name  
user

Password

[Privacy](#)

Next Cancel

7. Select Your inbox to have your received mail saved to your inbox.



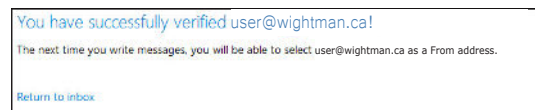
When mail is received via user@wightman.ca, where do you want it saved?

A new folder called: @wightman - user

Your inbox

Save

8. Verify your email address by clicking a link that comes in a confirmation email that Microsoft sends to your POP account. Your Outlook.com account should now show all the messages that are stored in your POP account.

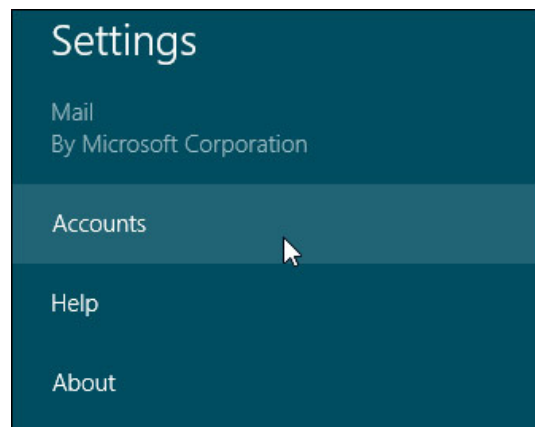


You have successfully verified user@wightman.ca!

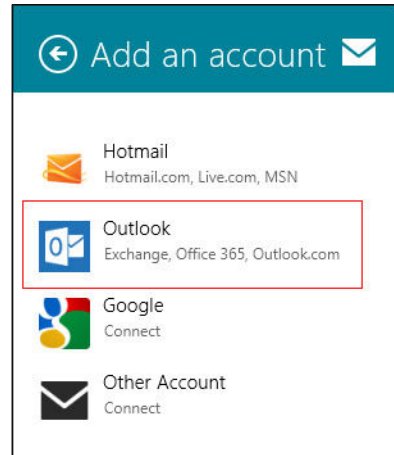
The next time you write messages, you will be able to select user@wightman.ca as a From address.

[Return to inbox](#)

9. Select Accounts under Settings in the Windows 8 Mail app.



10. Select Outlook.



11. Enter your Outlook.com username and password then click Connect.

