

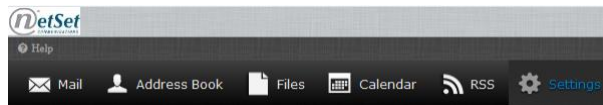
## Change NetSet Email Settings in Windows Live Mail 2011, 2012

You were issued a **new random email password** about a week before the migration. If you haven't done so already, you should **change it** first; otherwise proceed to **step 6**.

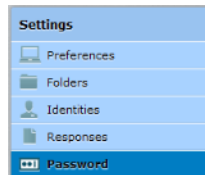
1. Log into Webmail at <https://mail.mynetset.ca/> on a computer (not a mobile device) with your full email address and new random password



2. Click on **Settings**



3. Under Settings, click on **Password**



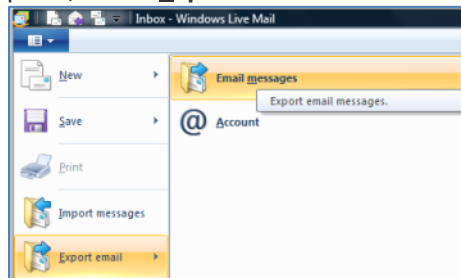
4. Enter your **Current random Password**, and then your **New Password** twice

5. Click **Save**

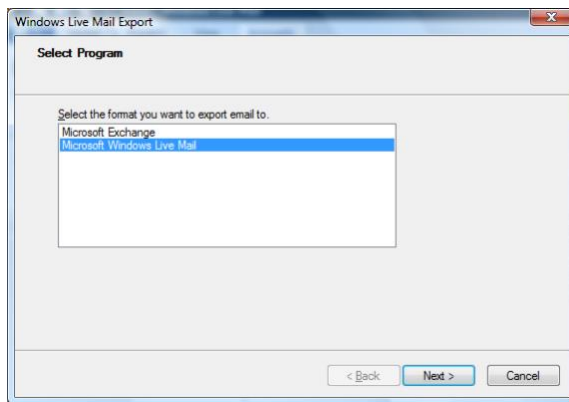
### **Backup your Email (recommended)**

Before you change any settings, it's highly recommended (but not required) that you export (backup) your email messages first.

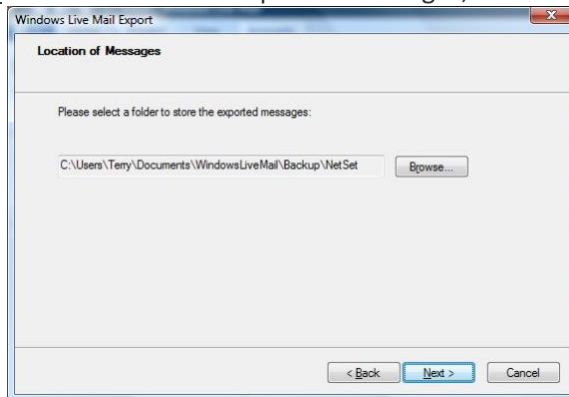
6. Open **Windows Live Mail (WLM)**
7. Click on the **dropdown arrow** in the top left, select **Export email** and then **Email messages**



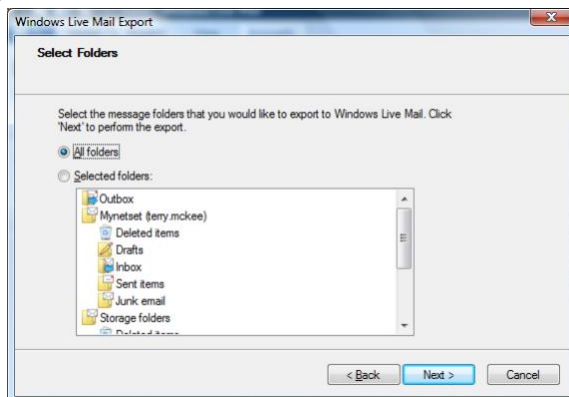
8. Select "**Microsoft Windows Live Mail**" as the format to export mail to and click **Next >**



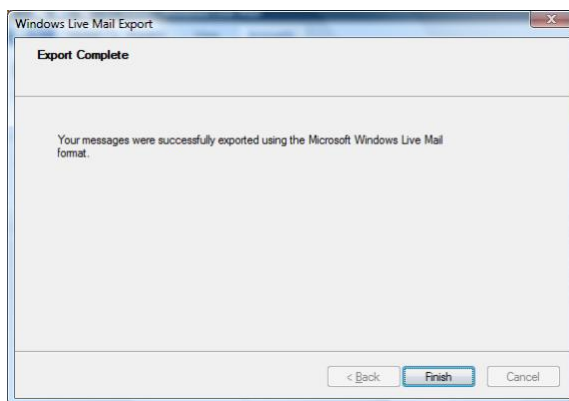
9. Click **Browse...** to select an empty folder to store the exported messages, and then click **Next >**



10. Select **"All folders"** and click **Next >**



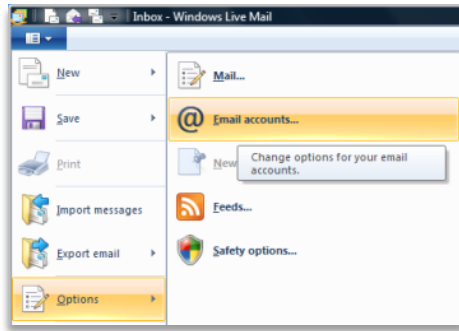
11. Click **Finish**



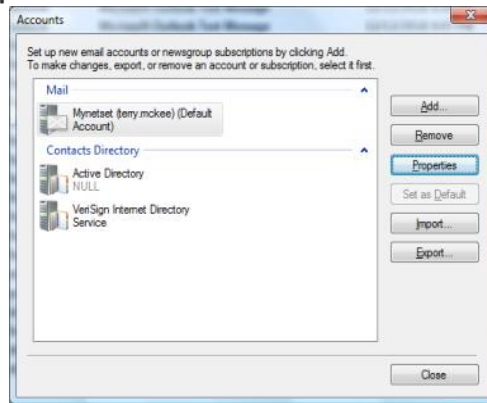
## Changing Your Settings

12. Open **Windows Live Mail (WLM)**

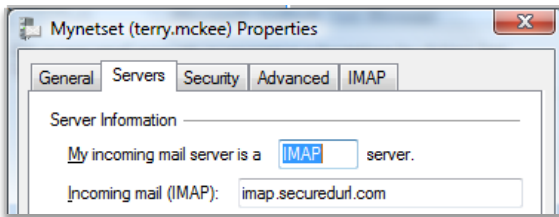
13. Click on the **dropdown arrow** in the top left, select **Options**, and then **Email accounts...**



14. Select your Account under **Mail**, (typically your email domain name after the @ sign, followed by your user name before the @ sign in brackets), and click **Properties**

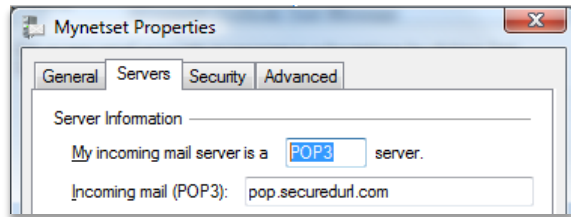


15. Go to the **Servers** tab and take note if your **incoming mail server is an IMAP server or a POP3 server**



*If using IMAP*

OR

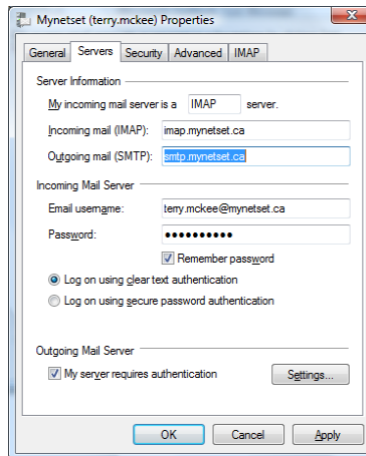
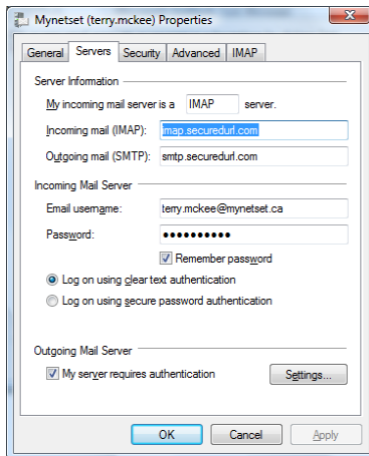


*If using POP*

16. If using **POP**, go to **step 28**; otherwise continue here for the **IMAP** steps

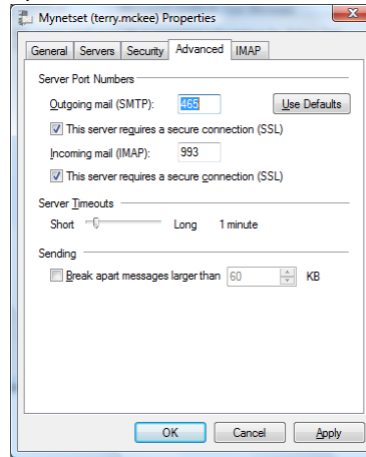
**IMAP Account**

- 17. On the **Servers** tab, change the following:
  - a. **Incoming mail (IMAP)** to **imap.mynetset.ca**
  - b. **Outgoing mail (SMTP)** to **smtp.mynetset.ca**
  - c. Enter your new email **Password**

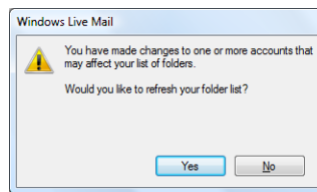


18. Go to the **Advanced** tab

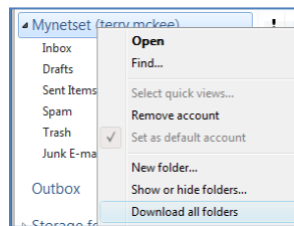
- d. Verify that **“This server requires a secure connection (SSL)”** is Checked for both **Outgoing** and **Incoming** mail
- e. Verify that the Outgoing mail (SMTP) Server Port Number is 465
- f. Verify that the Incoming mail (IMAP) Server Port Number is 993



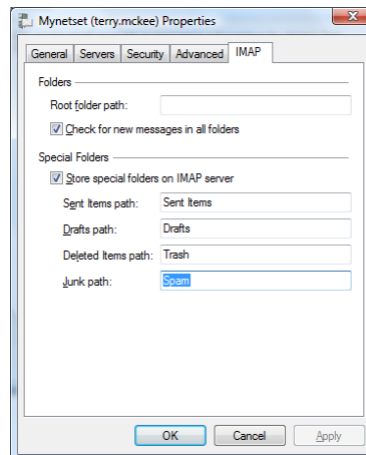
19. Click **OK**, then click **Close**
20. Click **Yes** to **refresh your folder list**



21. Right click on your **Account** on the left and select **“Download all folders”**



22. Click on the **dropdown arrow** in the top left, select **Options**, and then **Email accounts...**
23. Select your Account under **Mail**, and click **Properties**
24. Go to the **IMAP** tab
25. Verify the **“Deleted Items path”** is set to **Trash**
26. Verify the **“Junk path”** is set to **Spam**

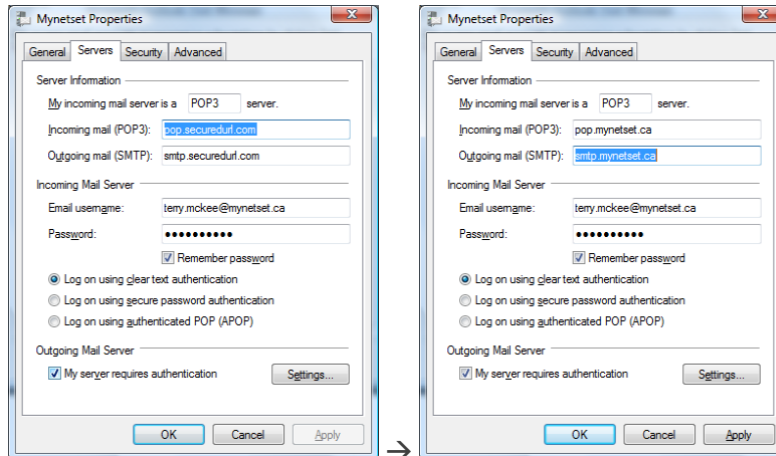


27. Click **OK**, then **Close**

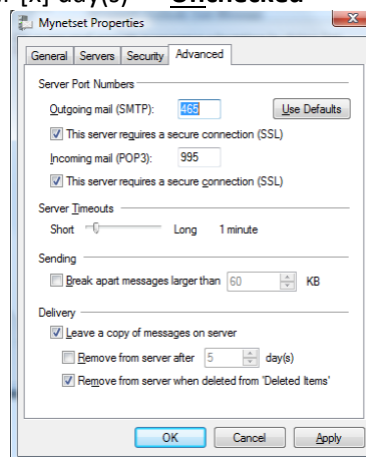
Your **IMAP** account is now ready for post-migration use in Windows Live Mail.

## POP Account

28. On the **Servers** tab, change the following:
- g. **Incoming mail (POP3)** to **pop.mynetsat.ca**
  - h. **Outgoing mail (SMTP)** to **smtp.mynetsat.ca**
  - i. Enter your new email **Password**



29. Go to the **Advanced** tab
- j. Verify that **“This server requires a secure connection (SSL)”** is Checked for both **Outgoing** and **Incoming** mail
  - k. Verify that the Outgoing mail (SMTP) Server Port Number is 465
  - l. Verify that the Incoming mail (POP3) Server Port Number is 995
  - m. Under **Delivery**, do the following:
    - i. **“Leave a copy of messages on server”** – **Checked**
    - ii. **“Remove from server after [x] day(s)”** – **Unchecked**



30. Click **OK**, then **Close**

Your **POP** account is now ready for post-migration use in Windows Live Mail.