

Email Instructions

For Windows Mail (Windows Vista/7)

Step 1. Open Microsoft Windows Mail. At the top of the page, click on the Tools menu and then select Accounts.

Step 2. In the Internet Accounts window, click the Add button.

Step 3. Select the account type Email Account and click Next.

Step 4. Display Name: Choose what name will be displayed in the FROM area when you send an email, and type it in the box. A good idea is to use your real name or business name (e.g. Help Desk). Click Next.

Step 5. E-mail Address: This is where you type in your email address. Click Next.

Step 6. E-mail Server Names: Make sure you have POP3 selected for the incoming mail server type.

- Incoming mail (POP3) server: mail.lara.on.ca
- Outgoing mail (SMTP) server: mail.lara.on.ca (for dial-up customers) or smtp.pppoe.ca (for high speed customers)

Click Next.

Step 7. Internet Mail Logon:

- Account Name: Enter your username
- Password: Enter your password

Click Next.

Step 8. Congratulations. Click Finish to complete the wizard.