QUICK REFERENCE CARD FOR
Configuring SSL for Windows Live Mail 2012

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NOTE: The following instructions are for configuring your NCOL Mail account to use SSL settings in Windows Live Mail 2012. Similar steps will be required for other email clients.

From the **Accounts** tab, click **Properties**
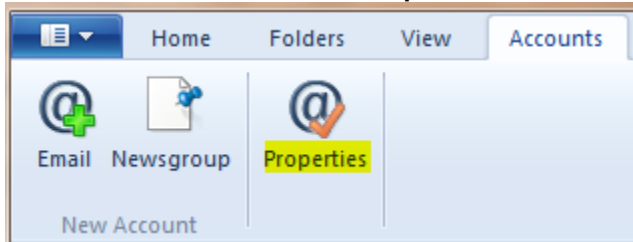
The **Properties** dialog will appear. Select the **Servers** tab.
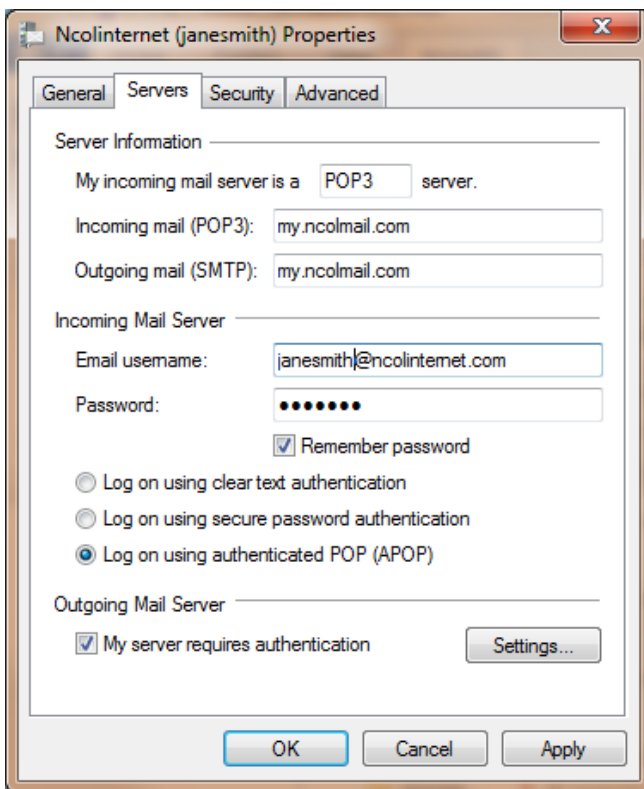
On the **Servers** page update your **Incoming mail (POP3)** server to **my.ncolmail.com** and your **Outgoing mail (SMTP)** server to **my.ncolmail.com**.

Make sure that you have either **Log on using clear text authentication** or **Log on using authenticated POP (APOP)** selected, and that the checkbox beside **My server requires authentication** under **Outgoing Mail Server** is checked.

Click the **Settings…** button.
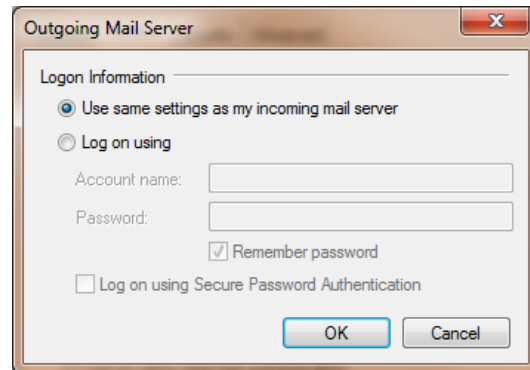
Make sure that **Use same settings as my incoming mail server** is selected under **Login Information** and click **OK**.

Now switch to the **Advanced** tab.
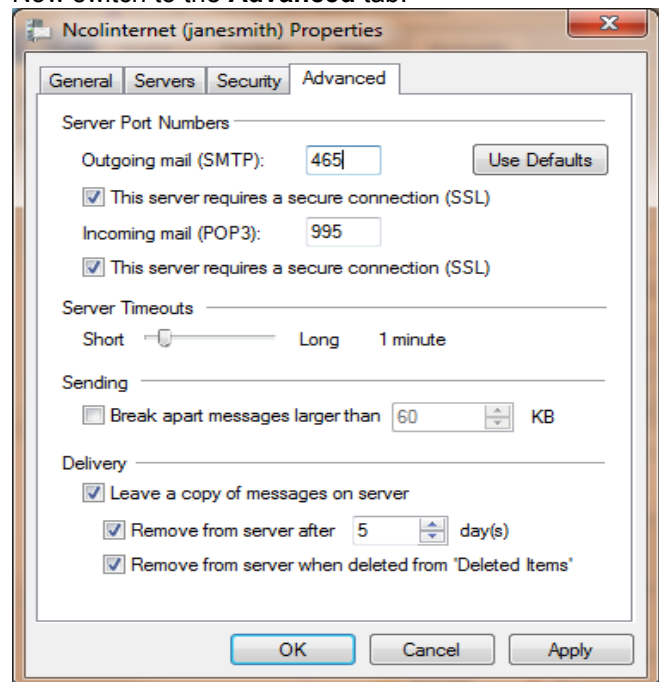
Click the checkbox under **Outgoing mail (SMTP)** that says **This server requires a secure connection (SSL)** and then change the number in the box beside **Outgoing mail (SMTP)** from 25 to **465**.

Now also click the checkbox under **Incoming mail (POP3)** that says **This server requires a secure connection (SSL)**. The number in the box beside **Incoming mail (POP3)** should automatically change from 110 to **995**.

Click **OK**

Congratulations! You have successfully setup your email account in Windows Live Mail to use SSL-encrypted connections.