Windows Live Mail

IMAP Setup Guide
(Student Email Account)
A. Introduction

This document shows the step by step instructions on how to configure your NUS student email account in Windows Live Mail using IMAP.

IMAP stands for Internet Message Access Protocol. It is a method of accessing electronic mails that are kept on a mail server. In other words, it permits an email program to access remote message stores directly without downloading them to your desktop.

For example, email stored on an IMAP server can be manipulated from a desktop computer at home, a workstation at the office, and a notebook computer while travelling, without the need to transfer messages or files back and forth between these computers.

B. Configure IMAP on Windows Live Mail

1. Please ensure that you have access to the internet first.

Then from Windows Live Mail, click on Accounts > Email

2. Enter your NUS email address, password and name. Click Next.
3. For the server settings, change the following accordingly:

**Incoming server information**
Server type: IMAP  
Server address: outlook.office365.com  
Port: 993  
Tick Requires a secure connection (SSL)  
Authenticate using: Clear text  
Login user name: your NUS email address, for example, a9999999@u.nus.edu

**Outgoing server information**
Server address: smtp.office365.com  
Port: 587  
Tick Requires a secure connection (SSL)  
Tick Requires authentication

Click Next.
4. Click **Finish**.

![Your email account was added](image)

You could now start using Windows Live Mail to receive and send emails with your NUS account.