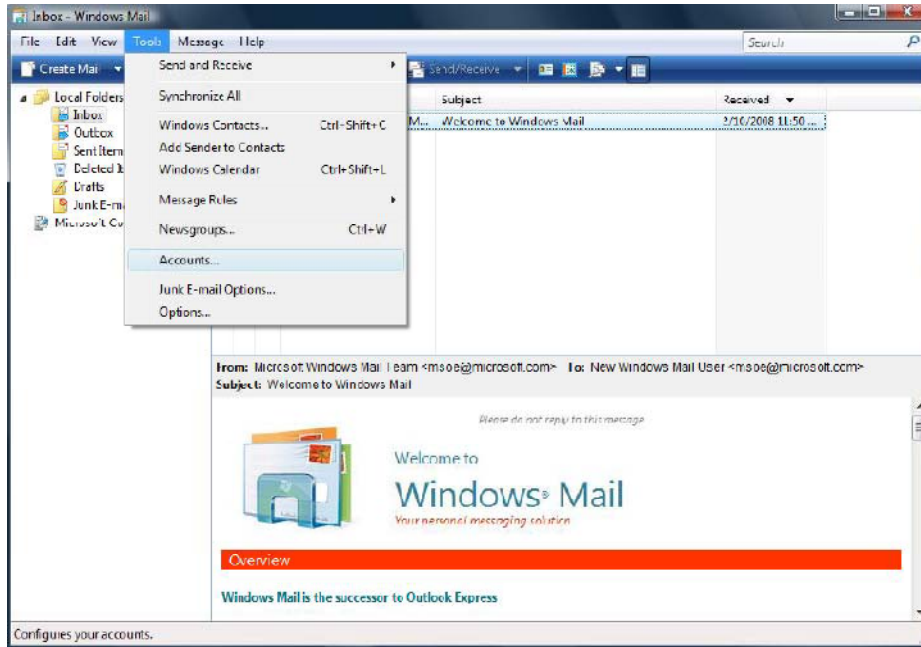
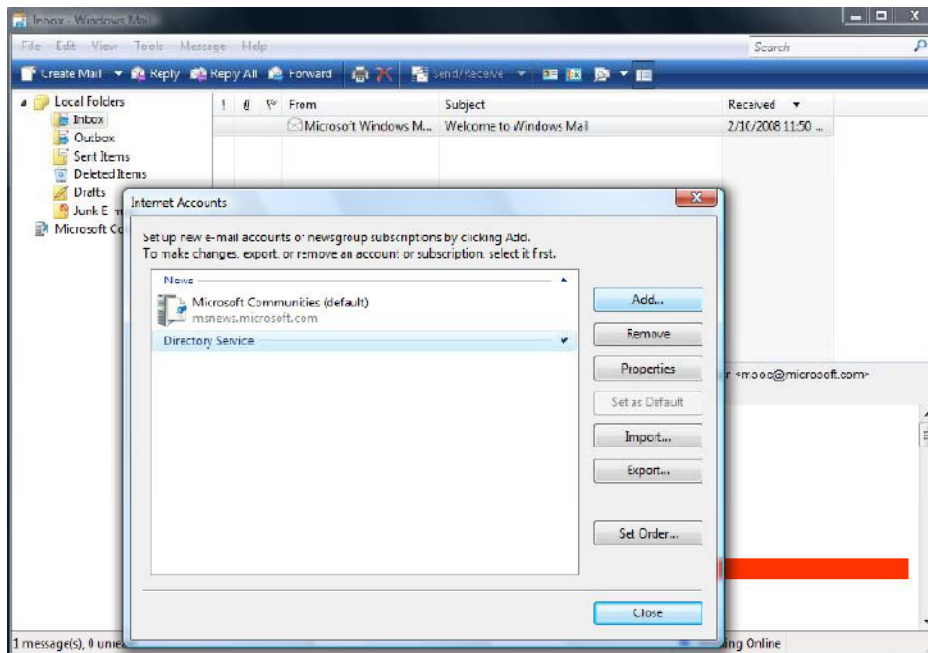


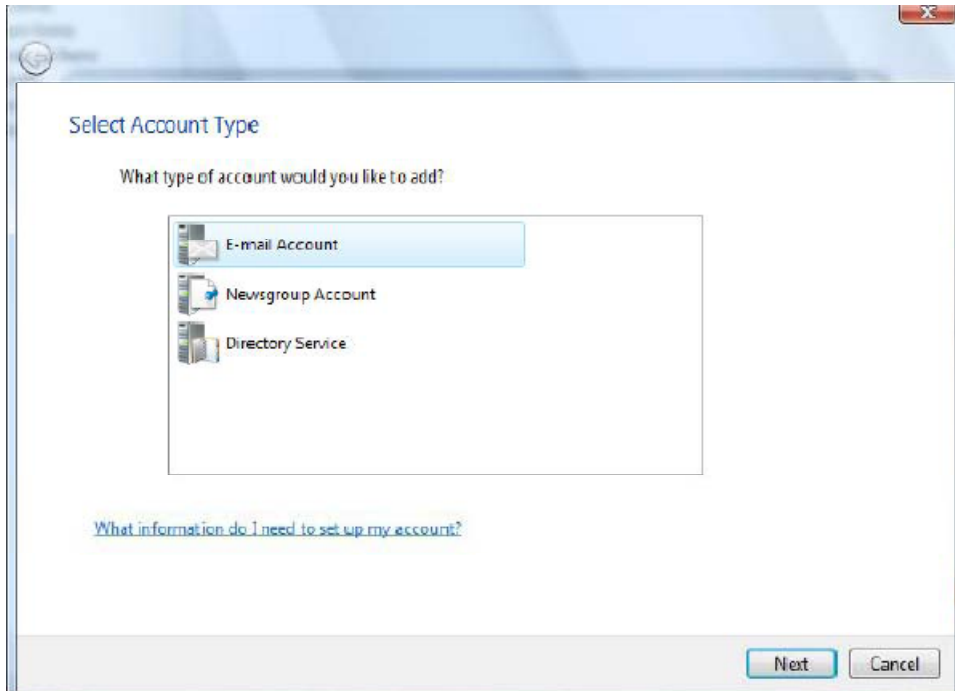
Instructions for Microsoft Vista Windows Mail:

1. Open Windows Mail and select Tools and then Accounts from the Toolbar as shown:



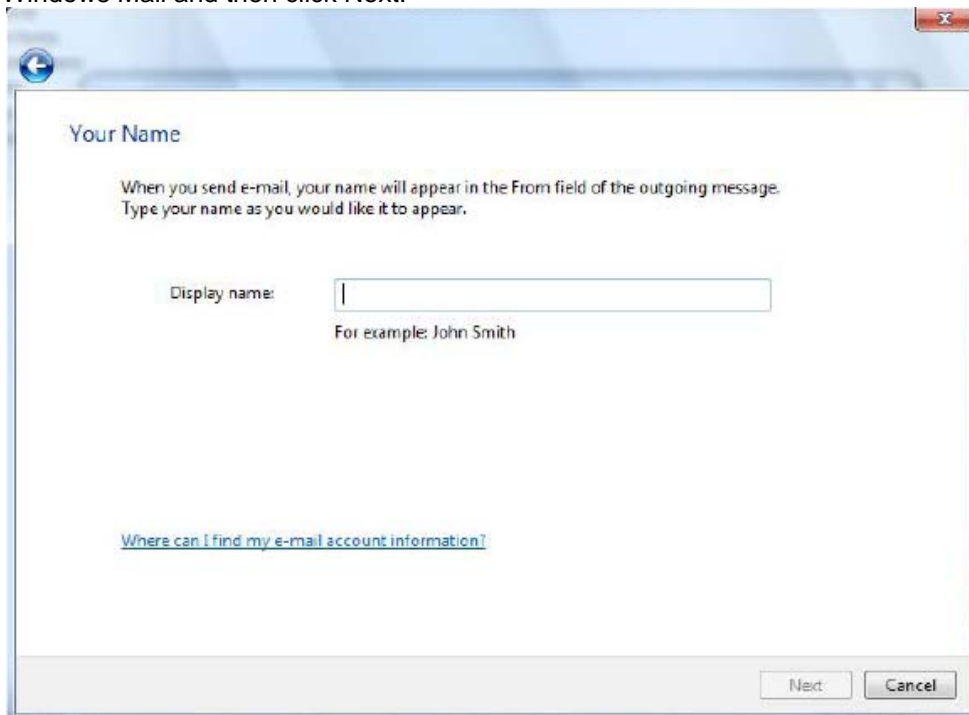
2. On the Internet Accounts menu, in the right hand column, select Add, and then E-mail Account:



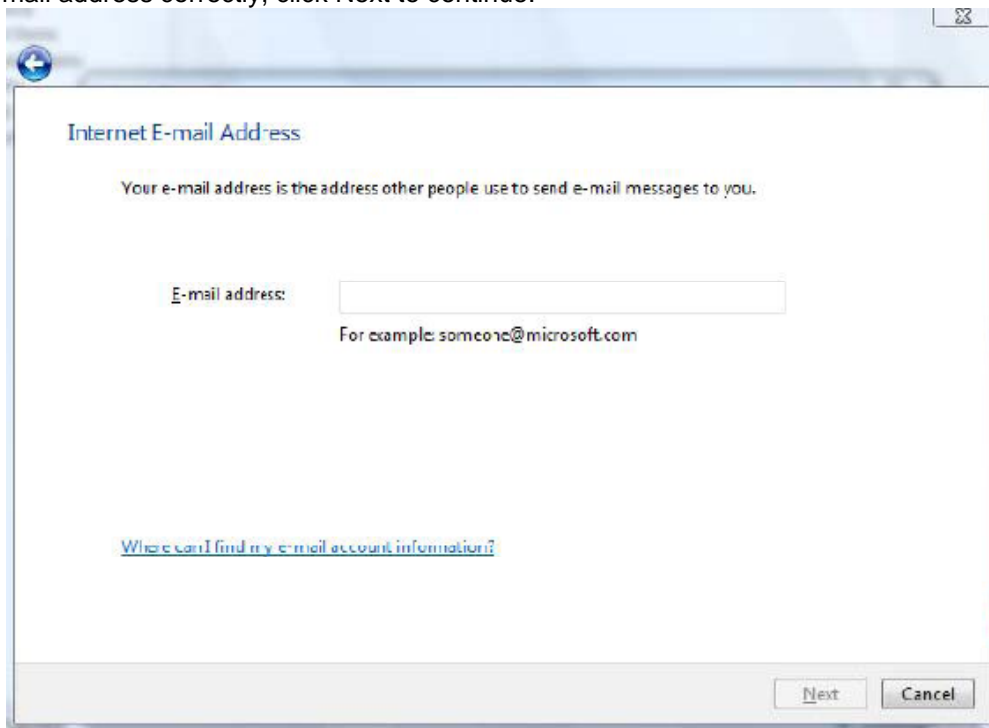


You will then enter the Internet Connection Wizard. This will walk you through setting up the Pegasus account:

1. On the first screen, enter your name as you wish it to appear on any e-mails you send from Windows Mail and then click Next:



2. On the second screen, you will need to type your complete Pegasus e-mail address, using your NID as the username. For example, if your NID is an477765, you would type an477765@pegasus.cc.ucf.edu as your e-mail address in this box. Once you have typed your e-mail address correctly, click Next to continue.



Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

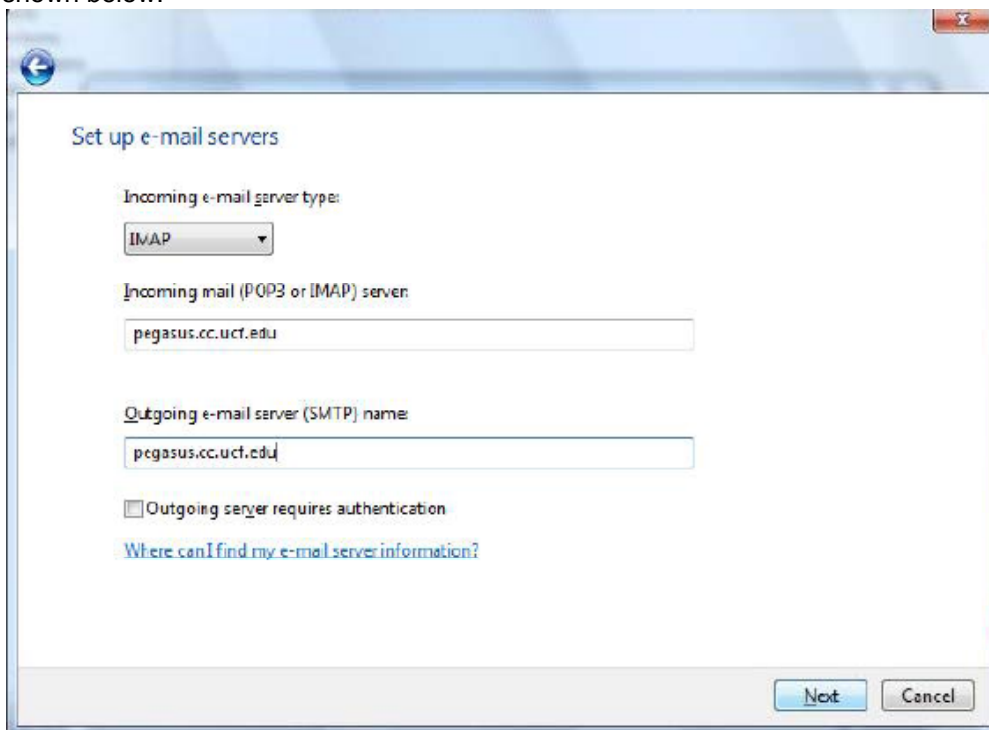
E-mail address:

For example: someone@microsoft.com

[Where can I find my e-mail account information?](#)

Next Cancel

3. On the third screen, you will need to select IMAP as the type of account from the top drop-down box, and then type pegasus.cc.ucf.edu for both the Incoming and Outgoing mail servers as shown below.



Set up e-mail servers

Incoming e-mail server type:
IMAP

Incoming mail (POP3 or IMAP) server:
pegasus.cc.ucf.edu

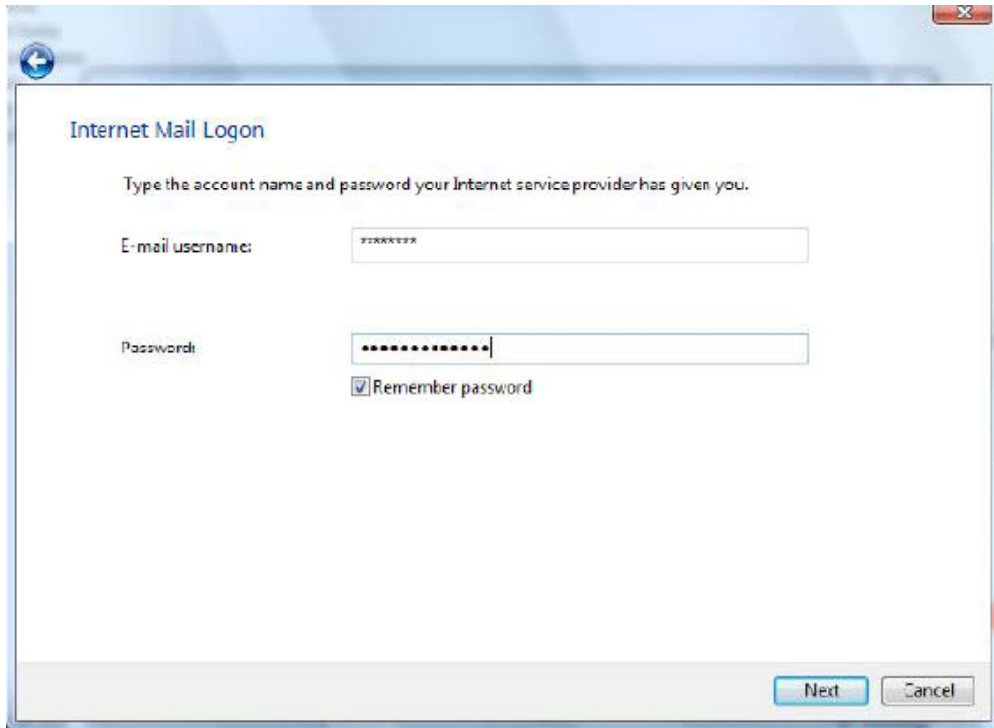
Outgoing e-mail server (SMTP) name:
pegasus.cc.ucf.edu

Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

Next Cancel

4. On the fourth screen, your NID should already be listed in the username box. Please make sure that it is correctly entered and then type in your password below. If you do not want to type your password every time you check your mail, place a check mark in the box labeled Remember password. Once you have filled in the fields as shown below, please click Next.



The screenshot shows a dialog box titled "Internet Mail Logon". Inside the dialog, there is a heading "Internet Mail Logon" followed by the instruction "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "E-mail username:" and "Password:". The "E-mail username:" field contains a series of asterisks. The "Password:" field also contains a series of asterisks. Below the password field, there is a checkbox labeled "Remember password" which is checked. At the bottom right of the dialog, there are two buttons: "Next" and "Cancel".

You have now successfully configured Windows Mail to check your Pegasus account. Click Finish to close the wizard and then click Close on the Internet Accounts box. You should then receive a prompt asking you if you wish to download folders from the mail server you just added. Click Yes.