

## How to use Windows Live Mail.

Get a **Microsoft Account**, i.e. a **Hotmail.com** account, or the latest version called **Outlook.com**, and use it to sign-in to **WLM**. Store all your contacts in your **Hotmail.com** or **Outlook.com** account, using **.CSV** file format to export / import them.

**WLM** can send / receive from any account, using as many as you need, and you don't have to manually input mail addresses when sending an Email if signed-in. Contacts will be added automatically to **WLM**.

Now open a **Gmail** account. Set the account/s you use to be accessible using **POP**. and forward your mail to your Gmail account. I forward 3 other accounts. There is no need to keep a copy on the other Servers. Just check the Junk Mail folders occasionally..

My Gmail messages are archived by Gmail when accessed with POP, so I never lose them unless I delete them. **IMAP** can also be enabled if you need it, to access your account using other applications.

General Labels Inbox Accounts and Import Filters Forwarding and POP/IMAP Chat Web Clips Labs Offline Themes

**Forwarding:**  
[Learn more](#) [Add a forwarding address](#)

Tip: You can also forward only some of your mail by [creating a filter!](#)

**POP Download:**  
[Learn more](#)

1. Status: **POP is enabled** for all mail that has arrived since 5 Mar  
☐ Enable POP for **all mail** (even mail that's already been downloaded)  
☐ Enable POP for **mail that arrives from now on**  
☐ **Disable POP**

2. When messages are accessed with POP [archive Gmail's copy](#)

3. **Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)  
[Configuration instructions](#)

**IMAP Access:**  
(access Gmail from other clients using IMAP)  
[Learn more](#)

Status: **IMAP is disabled**  
☐ Enable IMAP  
☒ **Disable IMAP**

**Configure your email client** (e.g. Outlook, Thunderbird, iPhone)  
[Configuration instructions](#)

[Save Changes](#) [Cancel](#)

**On signing-in to WLM, it will add your Hotmail / Outlook account. When all it's folders have been downloaded, it can safely be removed if you don't want it.**

Now your account/s can be added if required. I only use **Gmail** in **WLM**.

If I read any message in **WLM** when using my Desktop PC, it will not be accessed by **WLM** when I use my Laptop. All messages can be accessed in Gmail's **All Mail** folder from anywhere..

As I don't know how long, read or unread messages stay on the Servers of other Mail accounts, but your messages will stay on **Gmail** till you delete them, and **Gmail** gives you 10gb of storage. This method, ensures you wont lose any messages if you forget to **Save** them or your computer crashes.

Compliments of

