



TALKSPOT

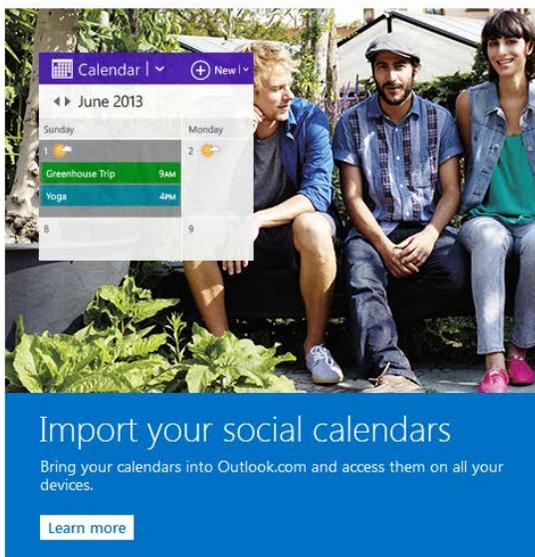
Building Better Websites

Adding Custom Email Accounts

If you are a Talkspot.com Plus or Pro Subscriber you can use your own domain name (like john@mydomain.com) as your email address by setting up email hosting through Microsoft's Outlook.com. You can set up to 50 email accounts with your domain name for free.

Create an Outlook.com Account

The first step is to create an account at Outlook.com if you do not already have one. Go to <http://www.outlook.com>. You'll see a screen similar to this:



Microsoft account [What's this?](#)

Keep me signed in

[Sign in](#)

[Can't access your account?](#)

[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)

Adding Your Domain to Outlook.com

Outlook.com needs to know the domain name you want to use for your email address. To do this, you'll need to go to <http://domains.live.com/>. You will need to be logged into your Outlook.com Account.

Windows Live Admin Center

Welcome to Windows Live Admin Center, your single destination to easily manage and customize Microsoft services for your users. Once you set up your domain you can create user accounts, customize the look and feel of your services and monitor usage activity.

Discover the right program for you.

Custom Domains

If you manage a domain for the neighborhood Little League or the photography club, you can personalize Microsoft services for your group.

Get started

Sign in

Sign in to Live@edu Service Management

Microsoft Office 365

This is Microsoft's premium online service, which includes enterprise-class mail, collaboration and communication tools.

[Learn more](#)

Microsoft Live@edu

This program is specifically tailored for the needs of educational institutions.

[Learn more](#)



Once signed in click on the link that says **Get started** under **Custom Domains**. Enter your domain name into the field provided in the next step and then click **Continue**.

You will set up your domain name by typing it in without adding the www. Confirm before continuing that **Set up Outlook.com for my domain** is checked.

Get started

Create a Microsoft services experience for your domain

Provide your domain name

www. qa-live.com

Example: lucernepublishing.com

I need to purchase a domain.

Choose mail service for your domain

Set up Outlook.com for my domain

No mail for my domain (you can add mail later)

Continue

Cancel



You'll be asked to confirm your account settings for the domain, including the associated Microsoft Account that will be the owner of the domain. Double-check these settings are correct and then click the **I Accept** button.

MX and TXT Records to send to Talkspot.com for your Domain

Talkspot.com manages all your DNS records we will need the following information from your Outlook.com account. Once you accept the setup you will see a screen like:

Your domains > qa-live.com > Domain settings Help

Domain settings

Custom addresses

Open membership

Settings

Sign-up module

Co-branding

SDK

Reporting

You need to prove ownership of this domain by creating a DNS record. Use the settings below.

[Cancel service](#)

Mail setup (required)

To set up mail and prove ownership of this domain, you must create an MX record through your domain registrar. Use the following settings:

- DNS record type: MX
- Host: qa-live.com
- MX server: **29b9072dc6af1a438eec3585c5ac2b.pamx1.hotmail.com**
- TTL: 3600 or 1 hour
- Priority: 10 (or High priority)

[More information](#)

You will need to send the following two records to Talkspot.com you can email them to support@talkspot.com. You will need to provide the MX record and the TXT records to us. You will find them under to two following locations.

Mail setup (required)

To set up mail and prove ownership of this domain, you must create an MX record through your domain registrar. Use the following settings:

- DNS record type: MX
- Host: qa-live.com
- MX server: **29b9077dc6af1a438eec3585c5ac2b.pamx1.hotmail.com**
- TTL: 3600 or 1 hour
- Priority: 10 (or High priority)

[More information](#)

Server trust (recommended)

Create a TXT record to allow other mail servers to trust email originating from your domain. Also known as sender ID configuration, this setting will help prevent your mail from being marked as junk mail. Use the following settings:

- DNS record type: TXT
- Host: qa-live.com
- Value: v=spf1 include:hotmail.com ~all
- TTL: 3600 or 1 hour (if requested)

[More information](#)

Here are an examples of the custom MX records (xxxxxxxx is where your unique MX record will appear) and TXT record.

MX 10 xxxxxxxx.pamx1.hotmail.com.

TXT v=spf1 include:hotmail.com ~all

Once you email these records to us you will receive a confirmation email letting you know they have been updated in your domain records. This can take up to 24-48hrs.

Verify Custom DNS with Outlook.com

For this step, you may need to wait a short time. DNS changes can take a while to take effect across the internet, so you'll need to take a pause here while the changes propagate. In most cases, it will take place within about an hour, but in rare cases it can take a day or so.

Your domains > qa-live.com > Domain settings Help

Domain settings

- Custom addresses
- Open membership
- Settings
- Sign-up module
- Co-branding
- SDK
- Reporting

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[Cancel service](#)

Mail setup (required)

To set up mail and prove ownership of this domain, you must create an MX record through your domain registrar. Use the following settings:

- DNS record type: MX
- Host: qa-live.com
- MX server: **29b9072dc6af1a438eec3585c5ac2b.pamx1.hotmail.com**
- TTL: 3600 or 1 hour
- Priority: 10 (or High priority)

[More information](#)

After you have given the change some time to update throughout the web, go back to <http://domains.live.com/> and at the top of the domain verification page (where the settings were displayed), click the **Refresh** button. You will know the changes were correct why the option to add email accounts displays.

Set Up Your Email Accounts

Now, you need to set up the email accounts for your domain. You can get started doing this by clicking the **+** **Add** button on the **Member Accounts** section.

Your domains > qa-live.com > Member accounts Help

Domain settings

- Custom addresses
- Member accounts**
- Open membership
- Settings
- Sign-up module
- Co-branding
- SDK
- Reporting

Member accounts

You can create up to 50 accounts in your domain.

There are no accounts in this domain.

More about your accounts

Where do I check my e-mail? Sign in at <http://mail.live.com> with your new e-mail address, e.g. info@wingtiptoys.com.

Need more accounts? You can have more accounts for free. Contact [support](#) to make this request.

Want your website visitors to sign up for e-mail in your domain? Put a sign-up module on your website. Visit the [Open membership](#) page to learn how.

Don't forget to tell everyone with an e-mail account in your domain.

For more information on how to set up these accounts, please see the **Help** link that is located at the top of the Windows Live Admin Center.

IMPORTANT: You need to log into your email accounts at Outlook.com to verify them before attempting to access them with your email programs. This part of the verification process is to prevent spammer. If you don't complete the verification process your email may become locked from accessing it with your email programs.

Setting up Mail Clients

IMAP syncs all your email folders.

Use the following settings in your email app.

- Incoming (IMAP) Server
 - Server address: imap-mail.outlook.com
 - Port: 993
 - Encrypted Connection: SSL
- Outgoing (SMTP) Server
 - Server address: smtp-mail.outlook.com
 - Port: 25 (or 587 if 25 is blocked)
 - Authentication: Yes
 - Encrypted Connection: TLS
- User name: Your email address
- Password: Your password

The next thing you see will be a screen that has will confirm that your MX records have been set up correctly for Outlook.com. The next thing you'll need to do is send the following information to support@talkspot.com.