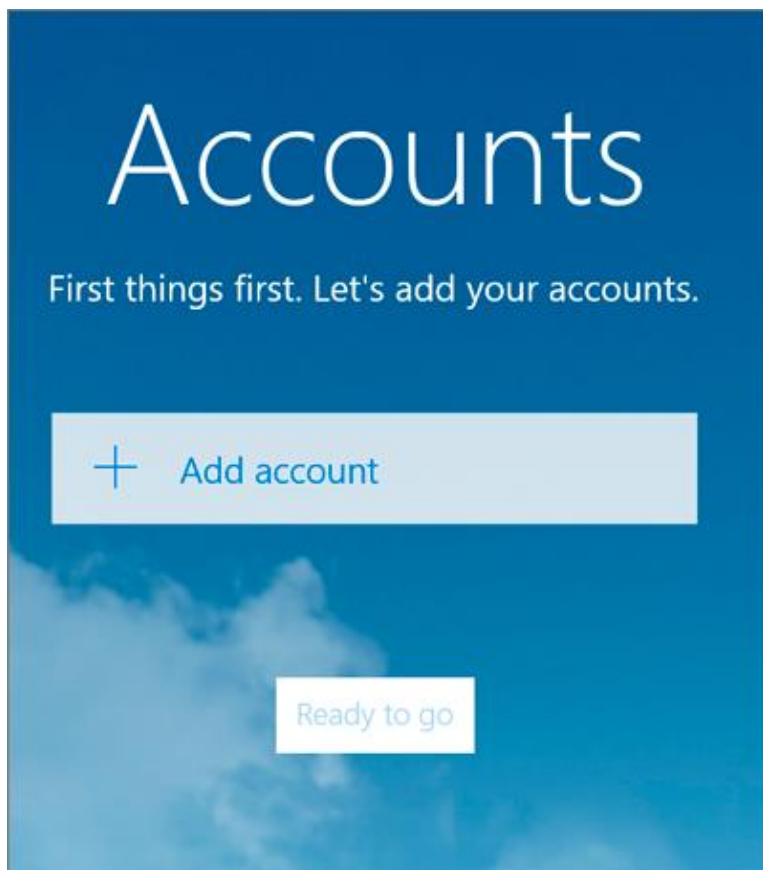


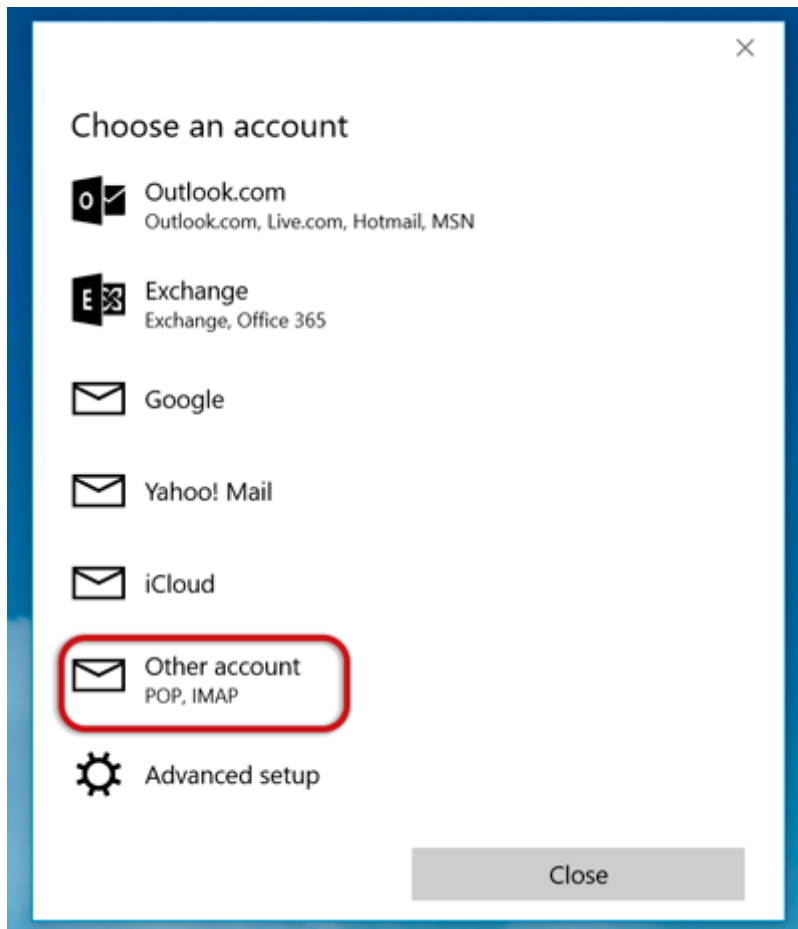


*This guide takes you step-by-step through the process of setting up a new email account in Windows 10 – both the Desktop and Mobile versions.*

1. **Launch** *Windows Mail*
2. **Add Account**



3. Choose **Other account**



4. *Insert your **Email address and Password***

- *Click **Sign-in***

Other account

Email address

name@example.com

Password

●●●●●●●●●●

We'll save this information, so you don't have to sign in every time.

Cancel Sign-in

5. Click **Sign-in** repeatedly until it changes to **Advanced**

Other account

Email address

name@example.com

Password

●●●●●●●●●●

We couldn't find info for that account. Make sure that the email address is correct and then try again.

To add account info manually, select Advanced.

Cancel Advanced

6. *Provide the Account information*

- **Incoming email server** starts with **mail.** and your domain name
- **Account type** is *IMAP4*
- **User name** is the full email address
- **Password** is your mailbox password
- **Outgoing (SMTP) mail server** starts with **smtp.** and your domain name
- **Tick** the first 2 blocks only
- > **Sign-in**

## Internet email account

Account name

Example

Your name

Name Surname

We'll send your messages using this name.

Incoming email server

mail.example.com

Account type

IMAP4

User name

name@example.com

Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password

••••••••••

Outgoing (SMTP) email server

smtp.example.com

Outgoing server requires authentication

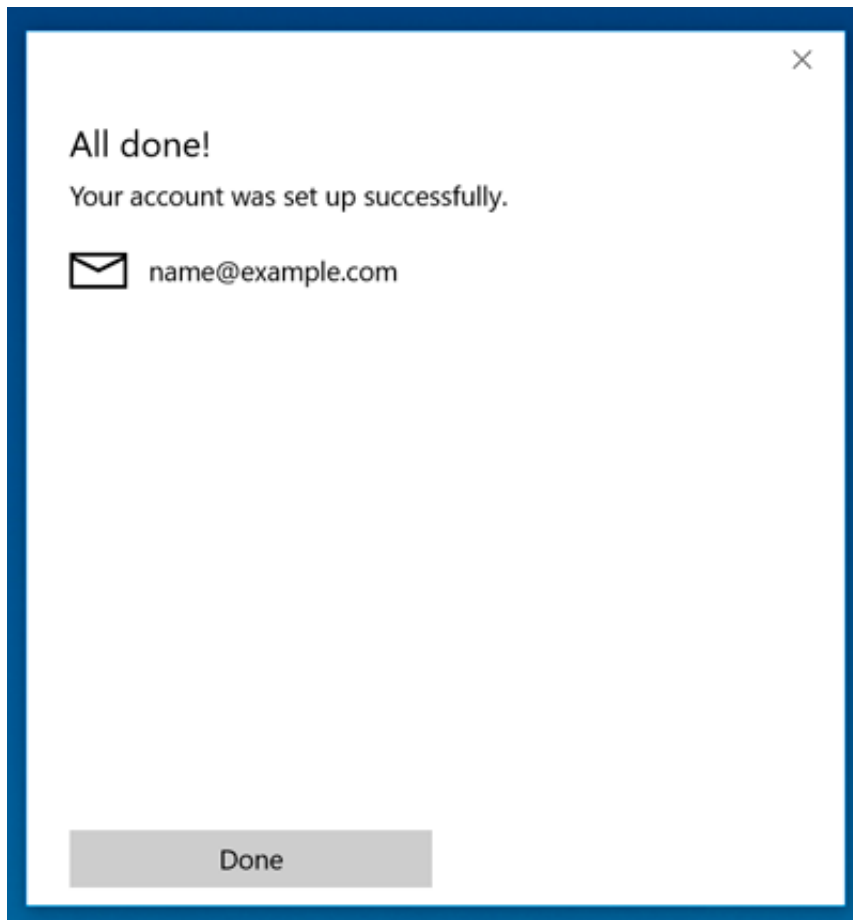
Use the same user name and password for sending email

Require SSL for incoming email

Require SSL for outgoing email

Cancel

Sign-in



7. *All done!*