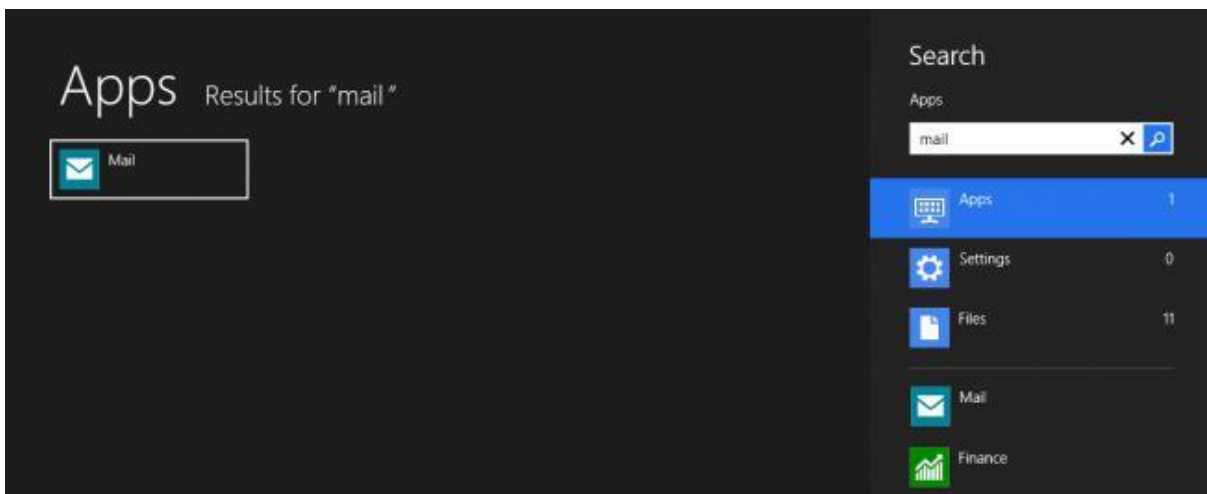




This guide takes you step-by-step through the process of setting up a new email account in Windows 8 Mail.

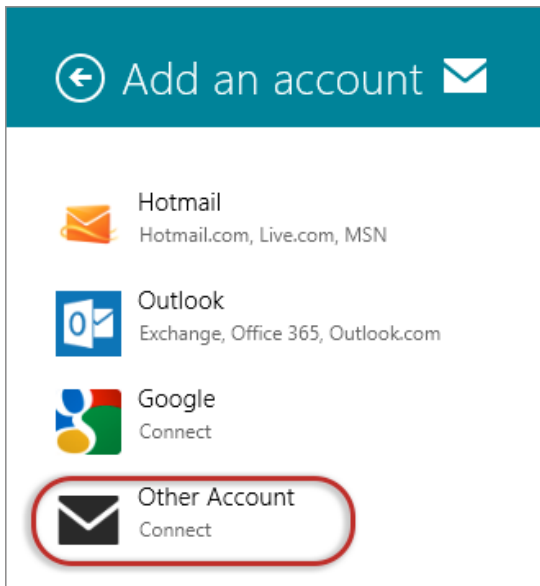
1. Search for **Mail** and launch the Mail app



2. Select **View all in Settings** from the bottom left of the screen



3. Select **Other Account**



4. Then select **Show more details**

The screenshot shows a dialog box titled 'Add your Other account' with an envelope icon in the top right. Below the title is the instruction 'Enter the information below to connect to your Other account.' There are two input fields: 'Email address' containing 'name@example.com' and 'Password' containing masked characters. Below the password field is a link 'Show more details' which is circled in red. At the bottom right are two buttons: 'Connect' (teal) and 'Cancel' (grey).

5. Add your information

- **Username** is the full email address
- **Password**
- **Incoming (IMAP) email server** starts with **mail.** and your domain name
- **Port** is 143
- **SSL Checkbox** is **not** ticked

- **Outgoing (SMTP) email server** starts with **smtp.** and your domain name
- **Port** is 587
- **SSL Checkbox** is **not** ticked
- **The last 2 checkboxes are ticked**
- **> Connect**

Add your Other account

Enter the information below to connect to your Other account.

Email address

Username

Password

Incoming (IMAP) email server Port

Incoming server requires SSL

Outgoing (SMTP) email server Port

Outgoing server requires SSL

Outgoing server requires authentication

Use the same username and password to send and receive email

[Show fewer details](#)

You have completed your account setup

6. Your **Windows 8 Mail** program should now be set up to send and receive mail.