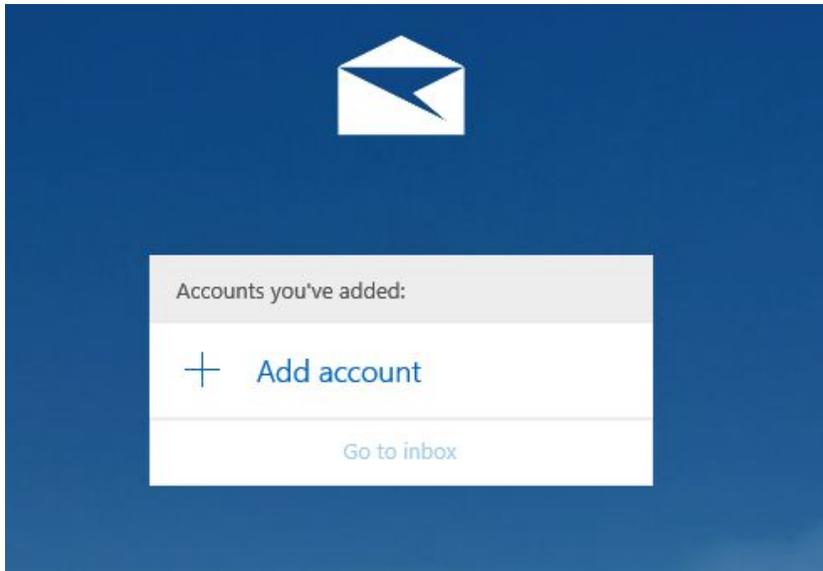




Windows 10 Mail Configuration

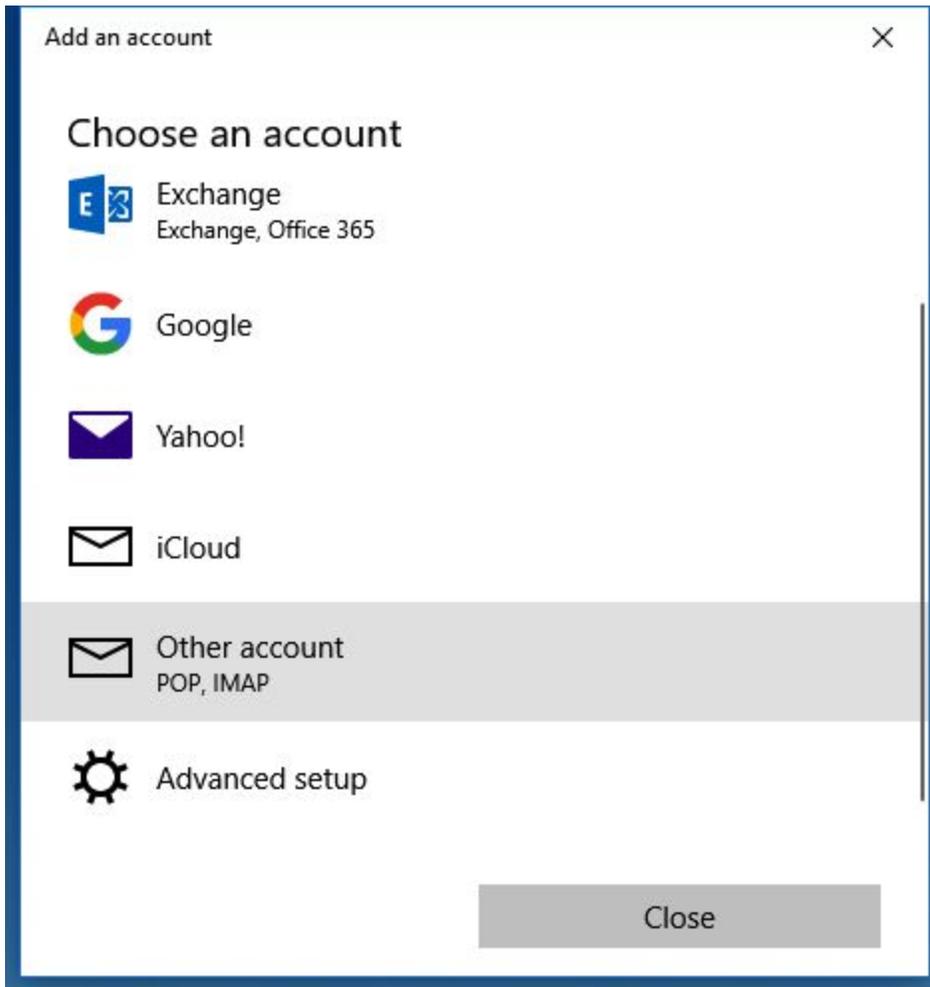
This guide explains how to configure your Windows 10 Mail client to access your email account. This tutorial was created using version 17 of Windows 10 Mail. If you are using a different version, these instructions may differ.

Step 1: Open the Mail application



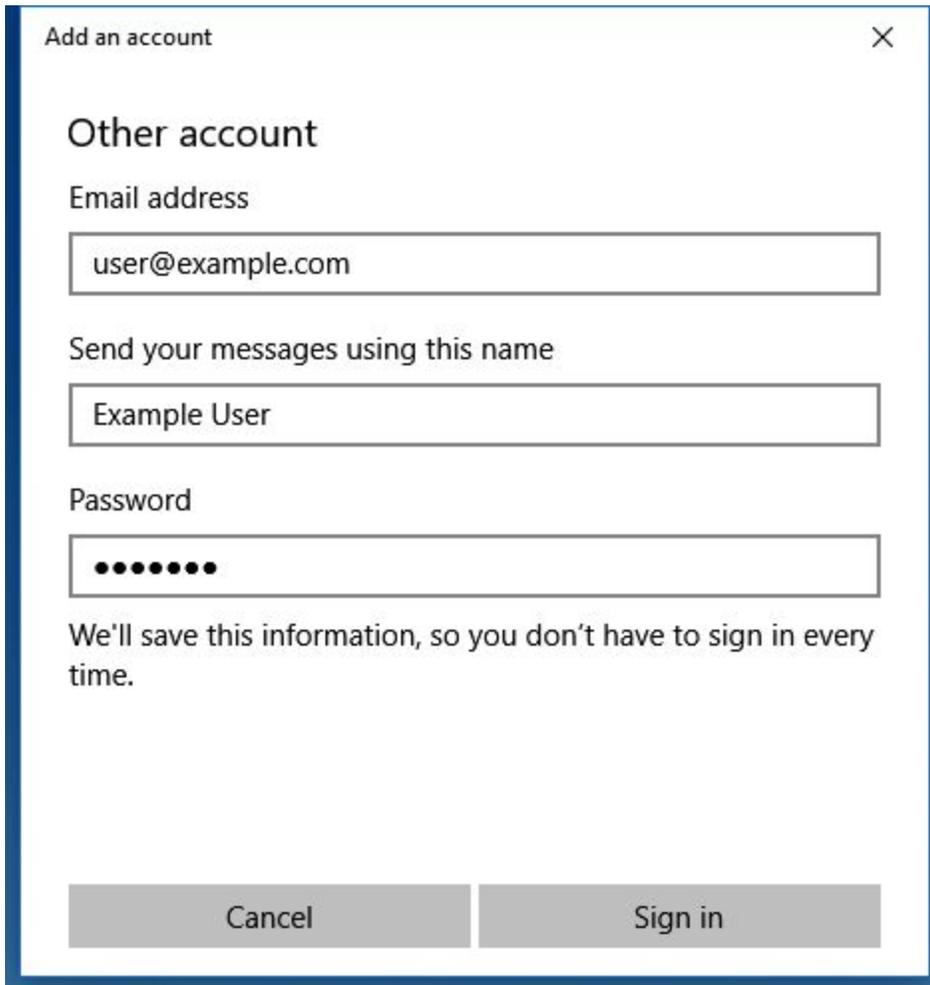
Click **Add Account**

Step 2: Select Account Type



Select **Other Account**

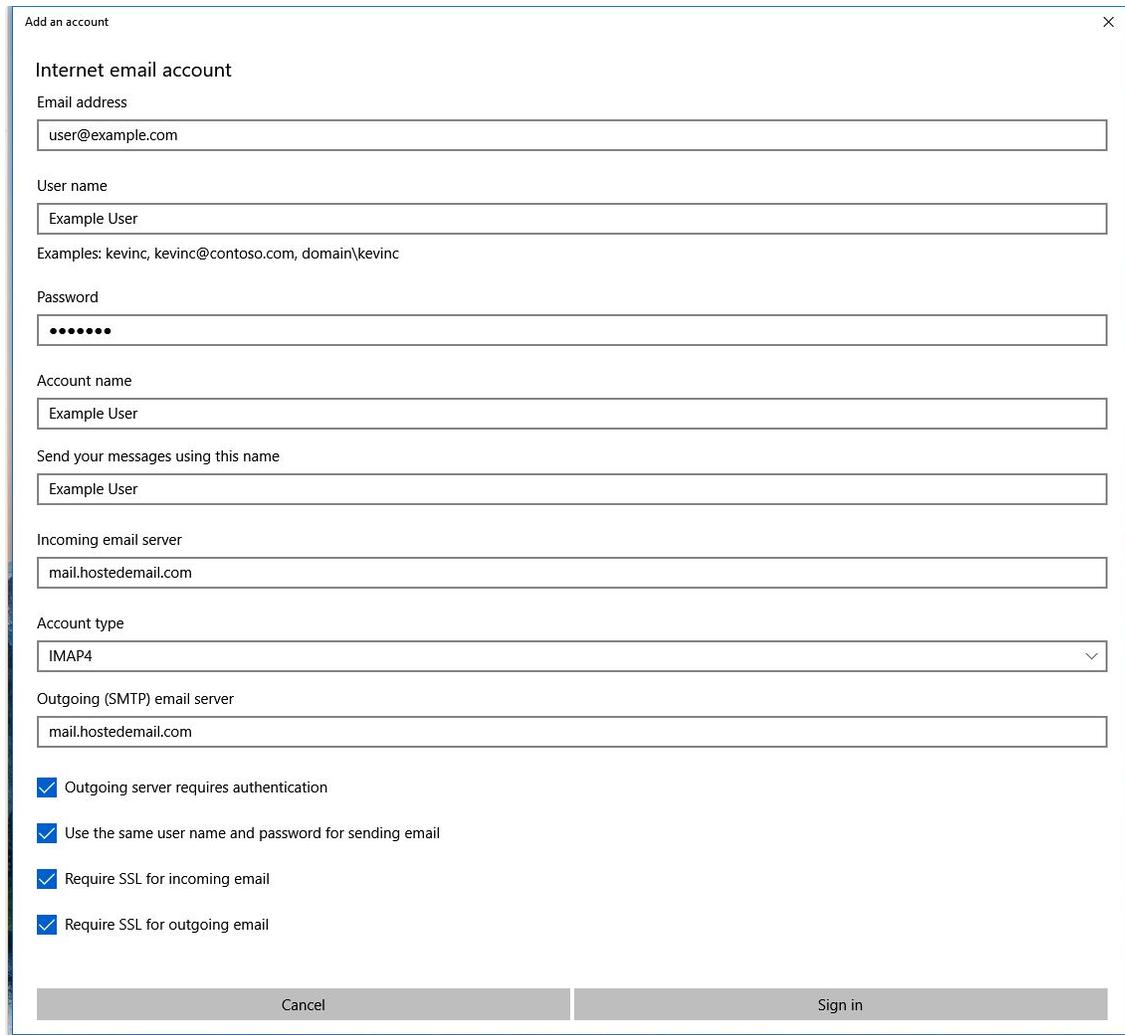
Step 3: Enter Account Details



The screenshot shows a dialog box titled "Add an account" with a close button (X) in the top right corner. The dialog is titled "Other account" and contains three input fields: "Email address" with the text "user@example.com", "Send your messages using this name" with the text "Example User", and "Password" with a masked password of seven dots. Below the input fields is a message: "We'll save this information, so you don't have to sign in every time." At the bottom of the dialog are two buttons: "Cancel" and "Sign in".

Enter your mailbox username, display name, and password. Then click **Sign In**

Step 4: Enter Advanced Account Information



The screenshot shows a dialog box titled "Add an account" with a close button (X) in the top right corner. The dialog is for configuring an "Internet email account".

Internet email account

Email address: user@example.com

User name: Example User

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

Password: [masked]

Account name: Example User

Send your messages using this name: Example User

Incoming email server: mail.hostedemail.com

Account type: IMAP4

Outgoing (SMTP) email server: mail.hostedemail.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

Buttons: Cancel, Sign in

If Windows is unable to automatically detect the correct connection settings, you may be required to enter advanced account settings. You may enter the above information.

Email Address:

Enter your full email address.

Password:

Enter the password for your email address.

User name:

Enter your full email address.

Type:

We recommend IMAP.

Incoming and Outgoing Server:

mail.hostedemail.com

Port

Use default ports

SSL:

Use SSL to connect

The mailbox is now configured for access in Windows 10 Mail.