

**Division
Name**

How to Set Up Email in
Windows 10 Mail





Contents

Introduction	2
Setting up Email for Windows 10.....	2



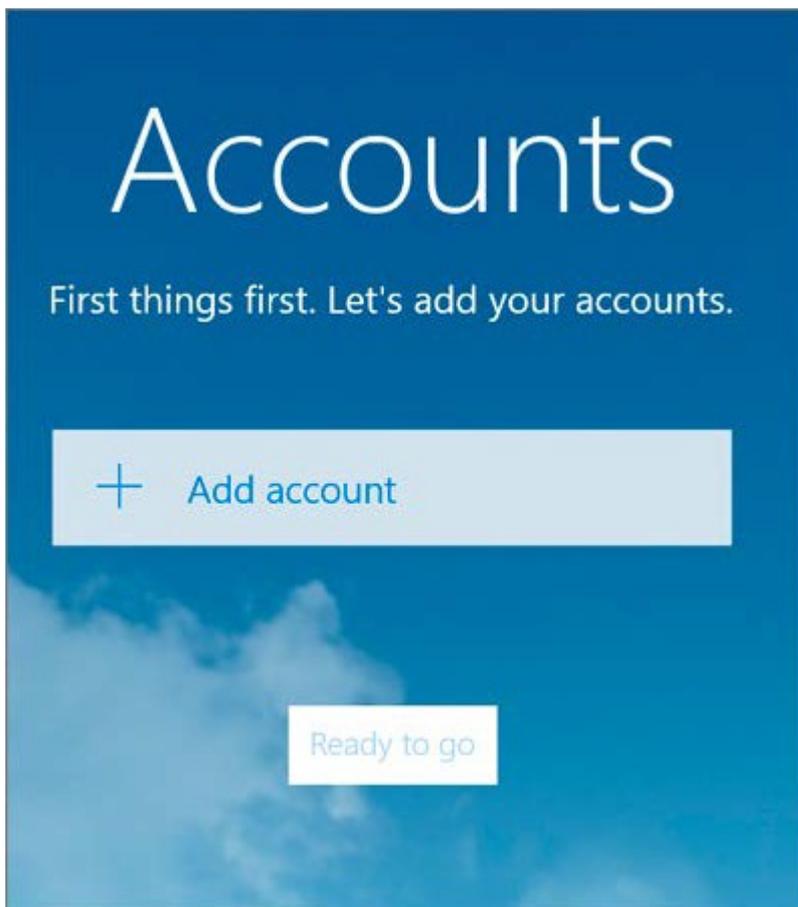
Introduction

This guide takes you step-by-step through the process of setting up a new email account in Windows 10 Mail.

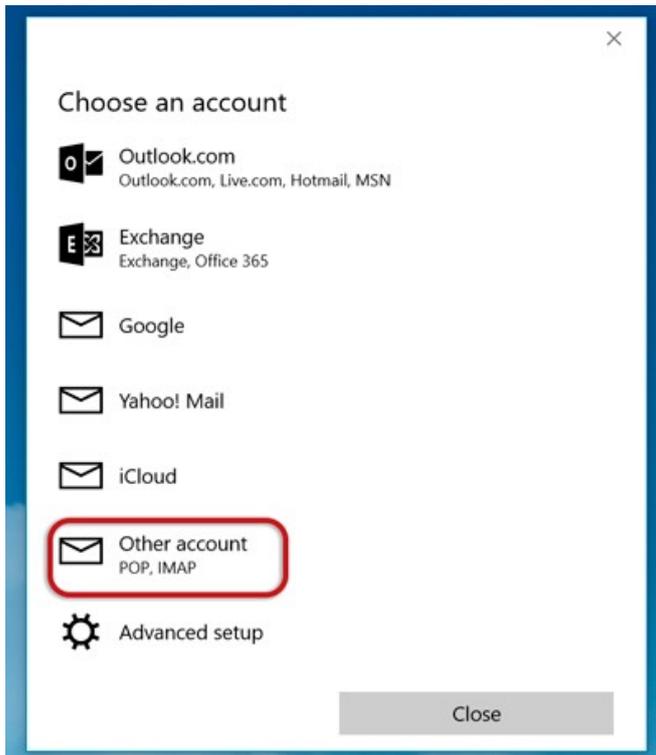
Note: This guide defaults to **IMAP** and **No SSL**.

Setting up Email for Windows 10

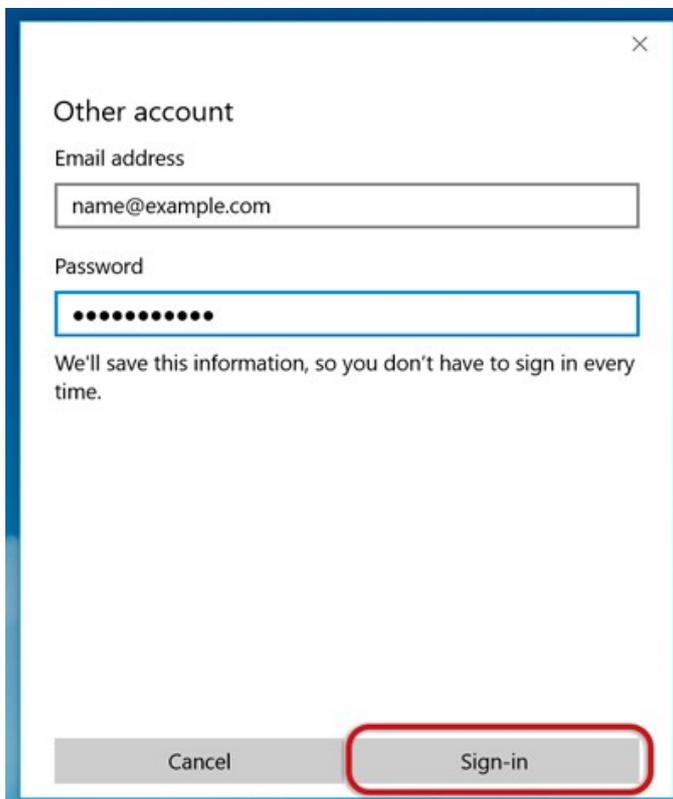
1. Launch Windows Mail and click Add account.



2. Select **Other Account**.



3. Enter your **email address** and **password**, and click Sign-in until changes to Advanced.





4. Provide the Account Information as shown in the picture below.

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

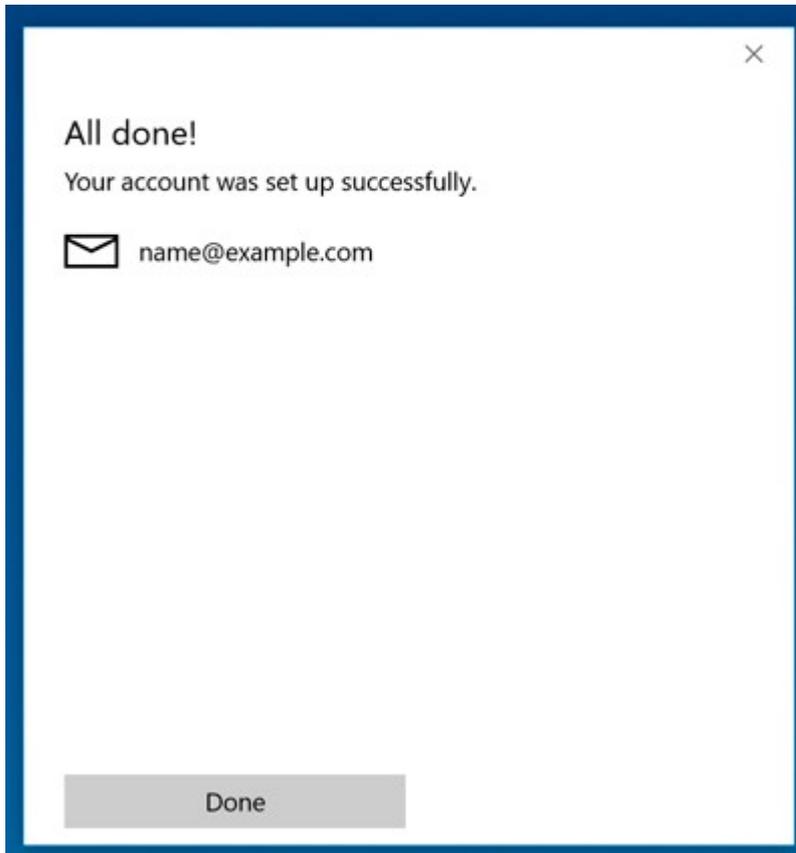
Require SSL for outgoing email

Cancel Sign-in

- **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) email server** starts with “smtp.” and your domain name
- Tick the first two checkboxes
- Click **Sign-in**



5. Click **Done**.

Congratulations! You have completed your account setup. Your Windows 10 mail is set up and ready to send and receive mail.