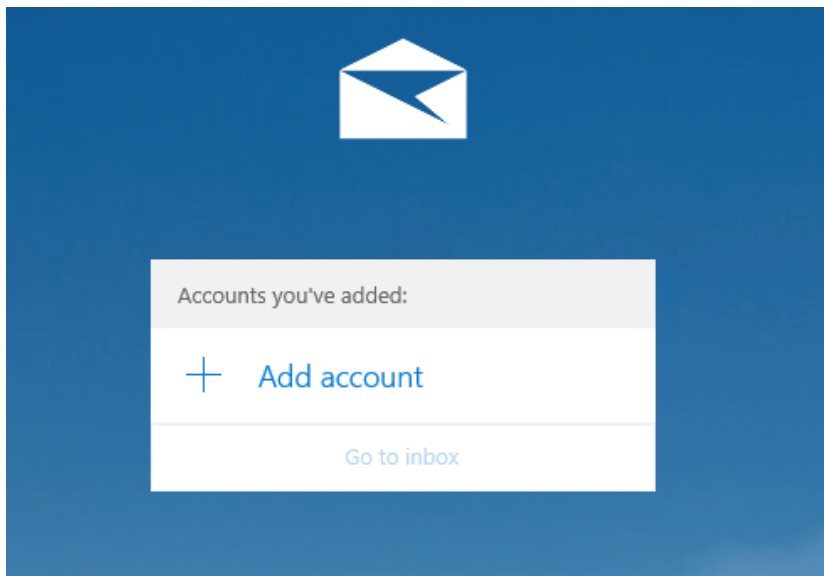


## Windows 10 Mail Configuration

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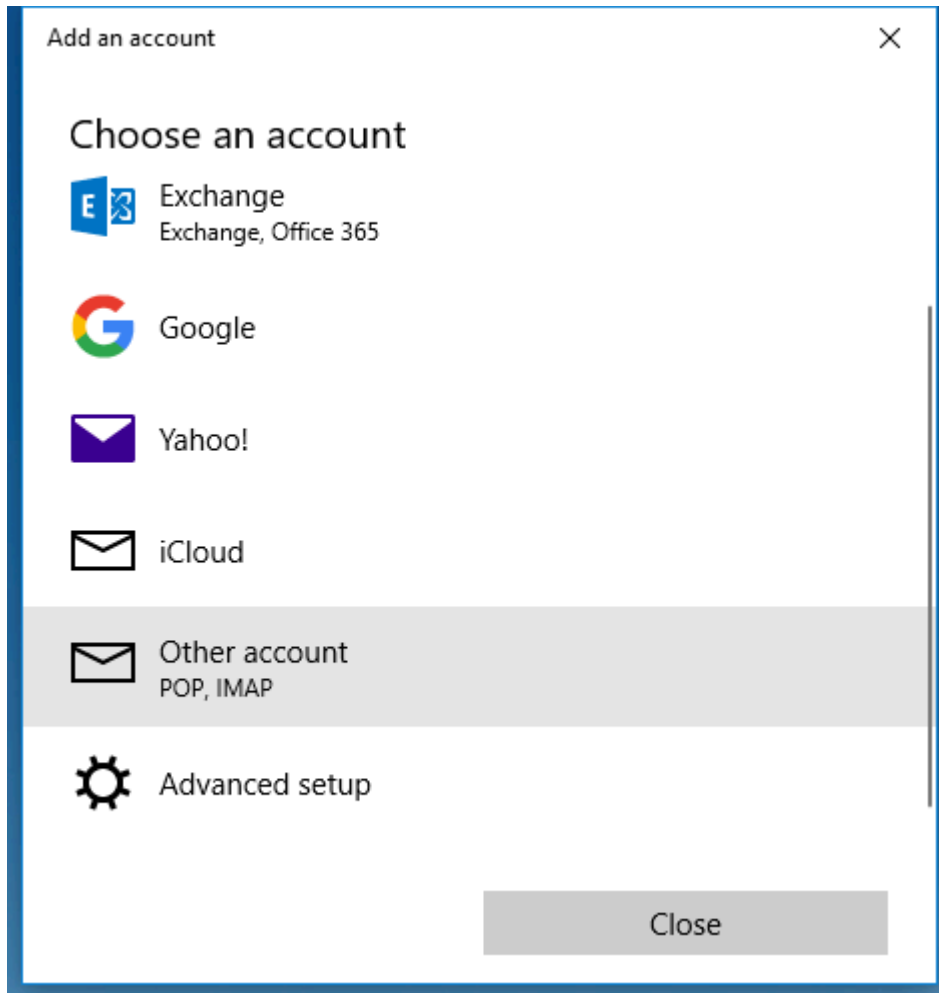
This guide explains how to configure your Windows 10 Mail client to access your email account. This tutorial was created using version 17 of Windows 10 Mail. If you are using a different version, these instructions may differ.

### Step 1: Open the Mail application



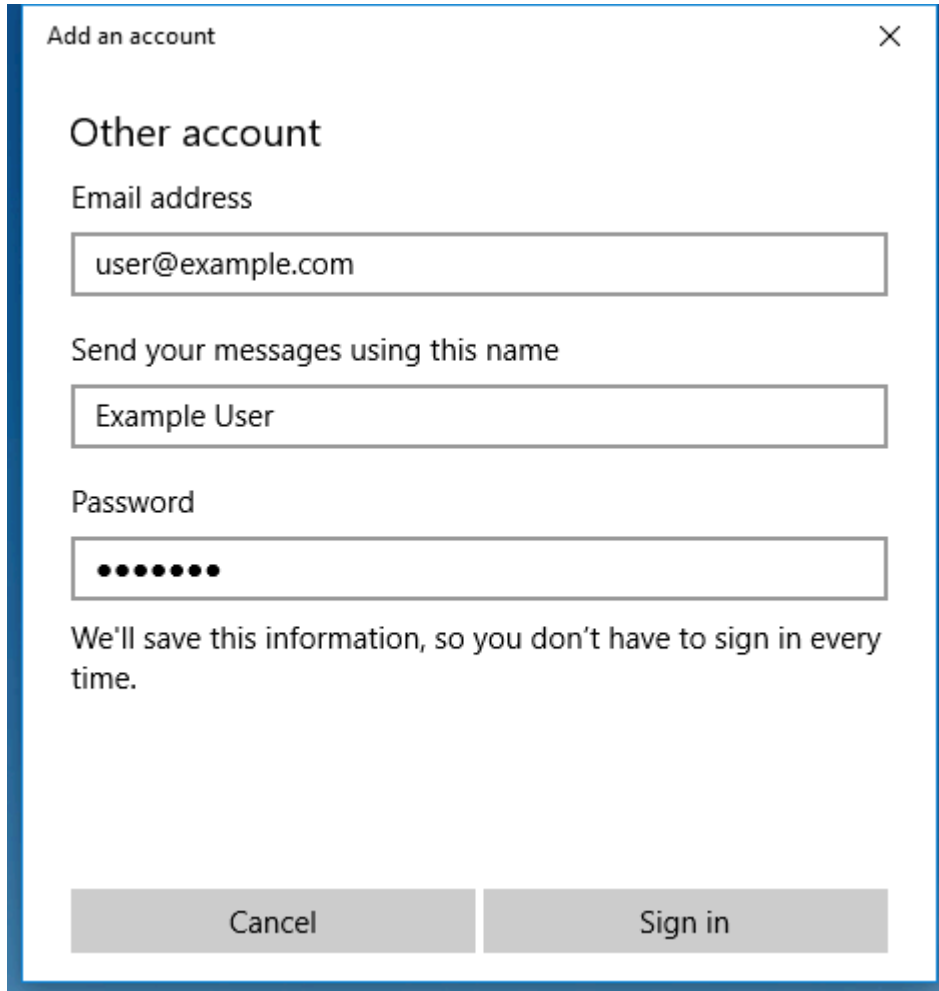
Click **Add Account**

## Step 2: Select Account Type



Select **Other Account**

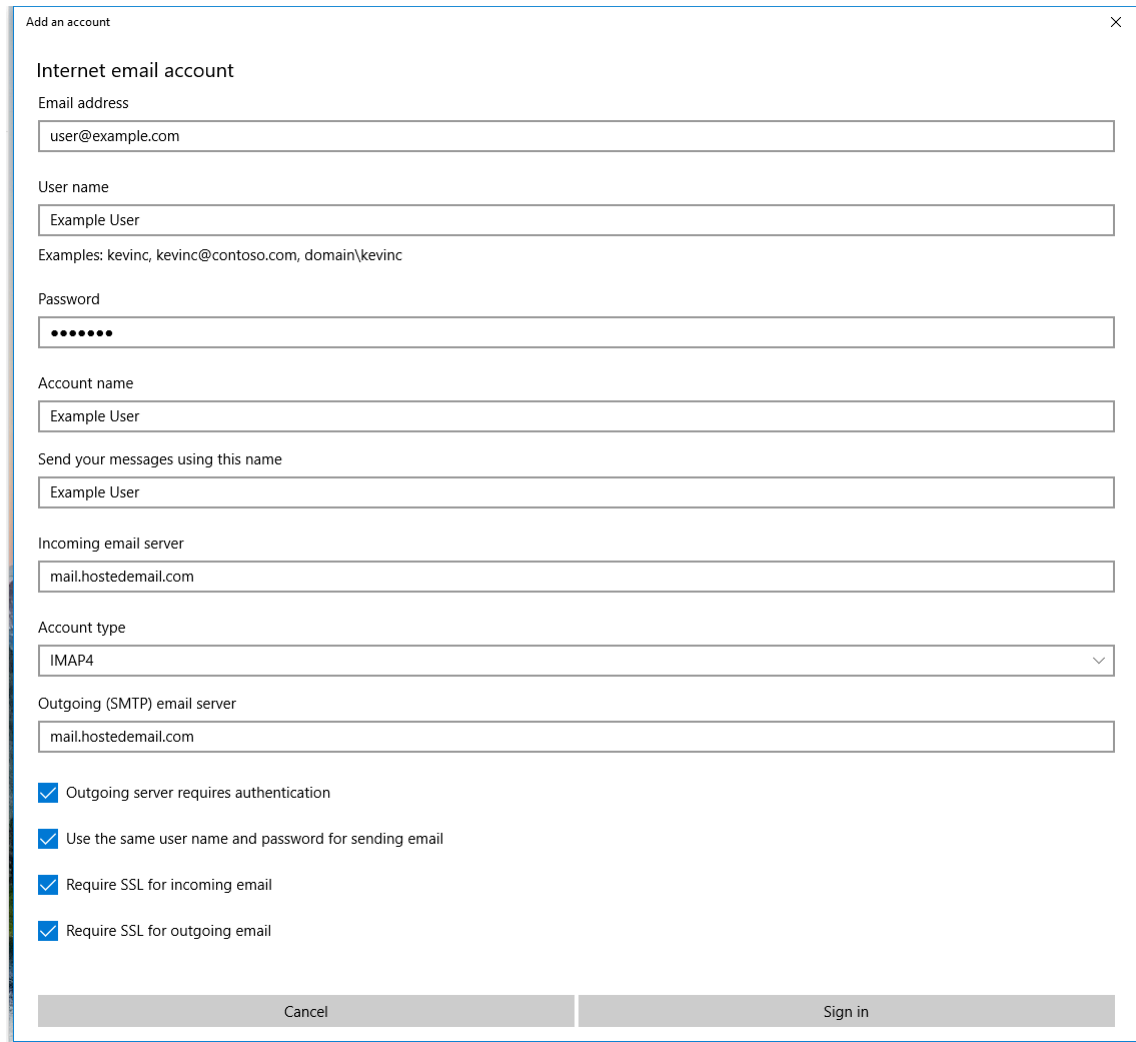
### Step 3: Enter Account Details



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 value "user@example.com", "Send your messages using this name" with the value "Example User", and "Password" with a masked password of seven dots. Below the fields is a message: "We'll save this information, so you don't have to sign in every time." At the bottom 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". The fields and options are as follows:

- Email address:** user@example.com
- User name:** Example User  
Examples: kevinc, kevinc@contoso.com, domain\kevinc
- Password:** (masked with dots)
- Account name:** Example User
- Send your messages using this name:** Example User
- Incoming email server:** mail.hostedemail.com
- Account type:** IMAP4 (dropdown menu)
- Outgoing (SMTP) email server:** mail.hostedemail.com
- Checkboxes (all checked):**
  - Outgoing server requires authentication
  - Use the same user name and password for sending email
  - Require SSL for incoming email
  - Require SSL for outgoing email

At the bottom, there are two buttons: "Cancel" and "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.

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