

Email Setup - Windows Mail (Windows 10)

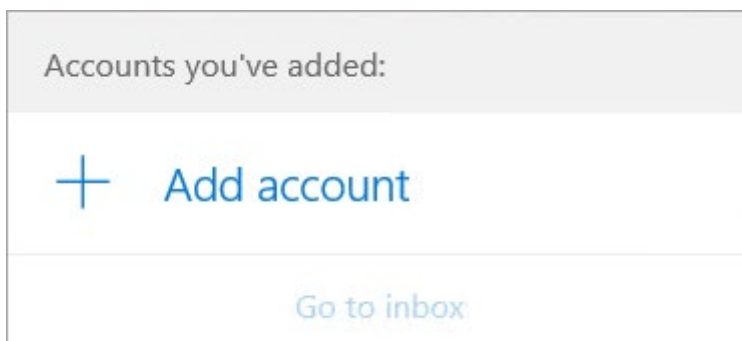
It is recommended to use Outlook as your mail client, however if you do not own a copy of Microsoft Office you can use the mail app built in for free for Windows 10.

Step 1:

- Open the Mail app



- If this is the first time using Mail the Welcome page will appear. Click '**Add Account**' and skip to step 3.

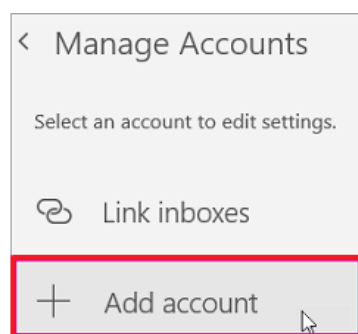
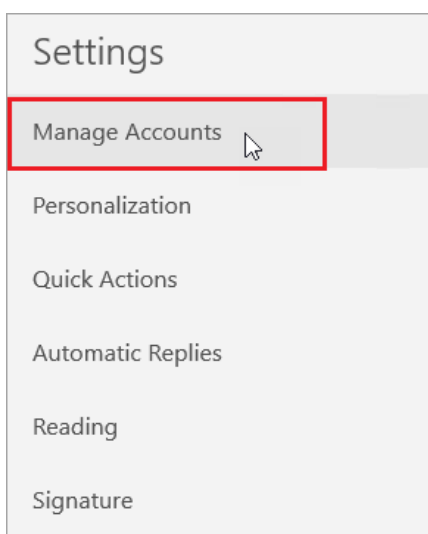


Step 2:

- If you have used Mail before click on the Settings icon in the lower left of the Mail app, a menu will popup.

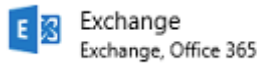


- Click '**Manage Accounts**' then '**Add account**'



Step 3:

- A new window will open, for account type choose '**Exchange**'



- Enter your email address and your email password.
- Enter an account name, this is what the account will be called in the Mail app. You can use your name or Vicbar etc.
- Click '**Done**'

Step 4:

- Mail will now start downloading your emails, depending on the size of your mailbox and internet speed this may take a while.
- Setup is complete.