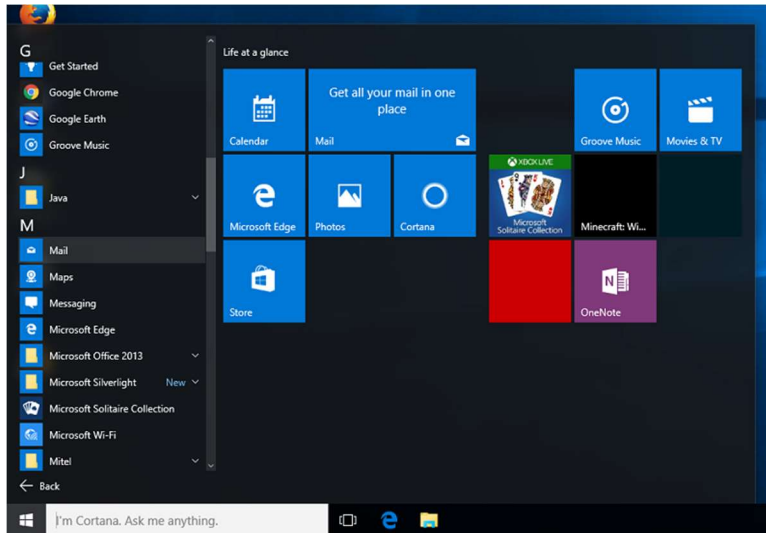


## Microsoft Windows 10 Mail App

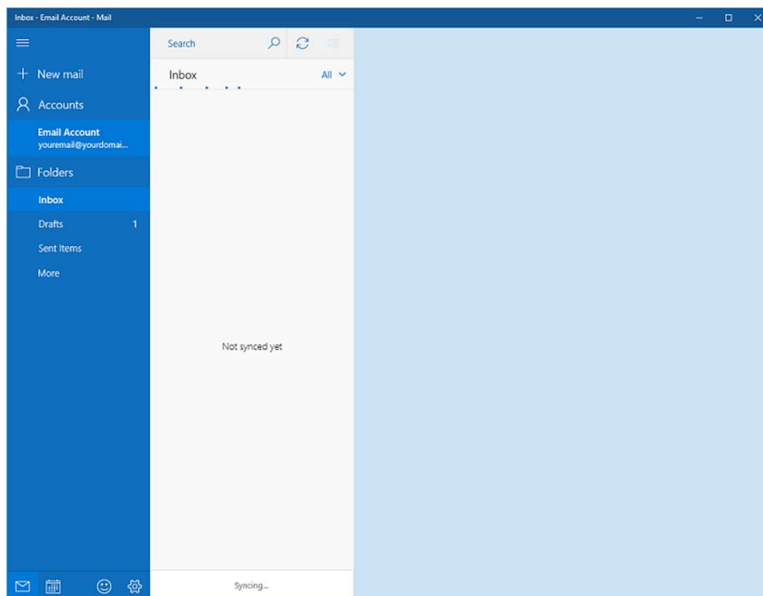
### Accessing the Account Settings:

- Open the **Mail App** in Windows 10

Click on the **Start** button and find **Mail**

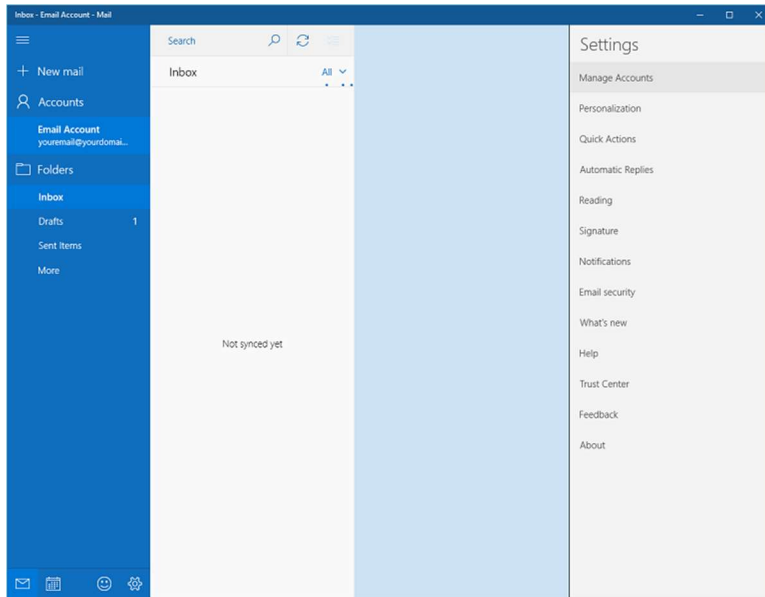


- When the app opens, look for the cog wheel in the lower left.

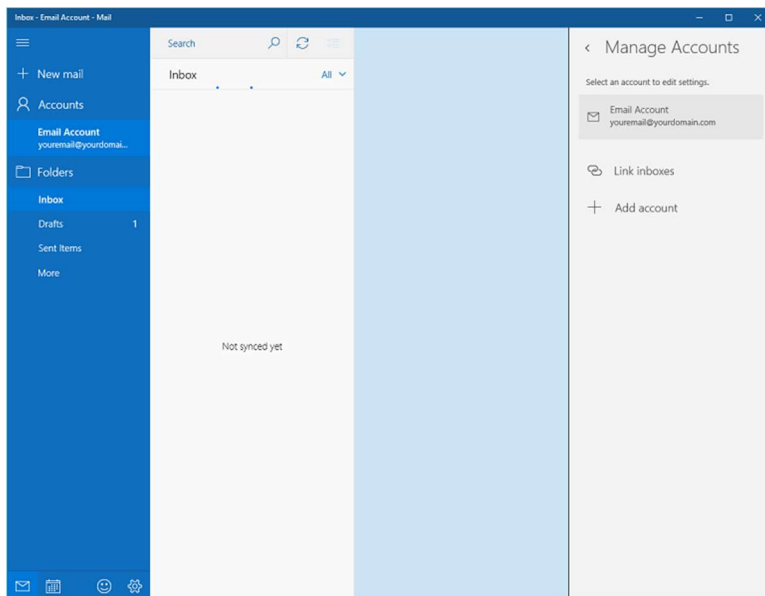


- To verify settings on an existing account, click the cog wheel to open **Settings**.

Click on Manage Accounts.



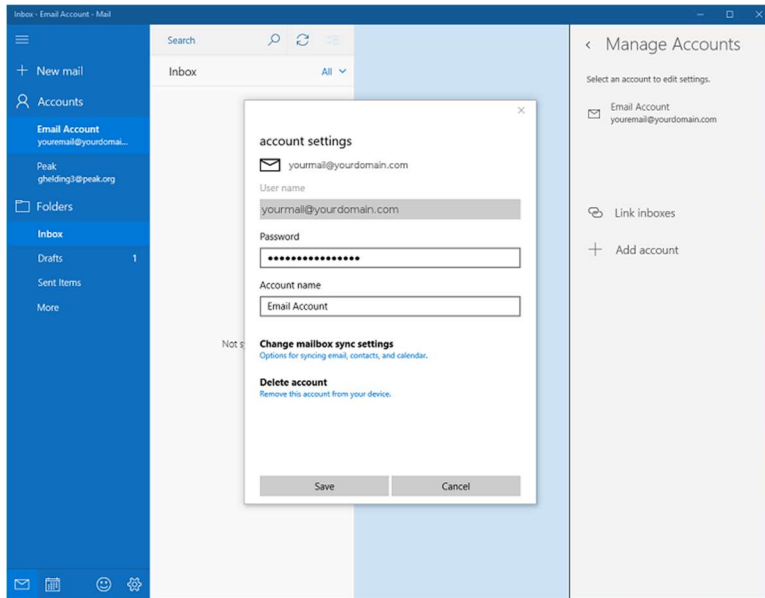
- To look at the settings of an existing account, select your account to edit the settings.



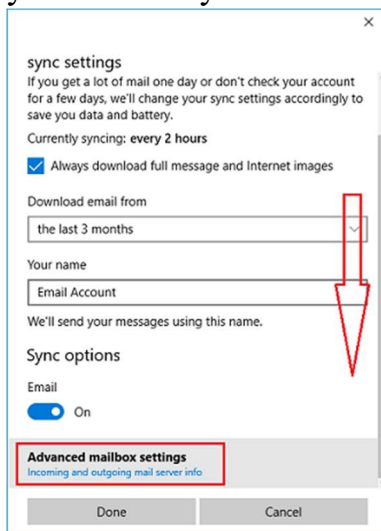
### Verify / Change Settings:

- The username will be present for existing account. Otherwise, we can add it and enter the password.
- Username should be your full email address, ex. **example@hamiltoncom.net**
- If you want to change your profile **Account name**, we can do that from this screen.

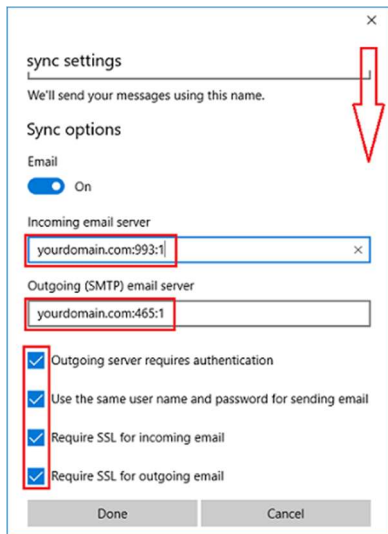
## Click on **Change Mailbox Sync Settings**



On Sync Settings, you can set / adjust the Download Email from setting and adjust your name if you want.



Select **Advanced Mailbox Settings** to adjust server settings.



- Scroll down to verify / change the actual email server settings.
  - Verify the preferred email account is turned **On**. Change if needed.
  - Verify / change the **Incoming Mail Server** is **mail.hamiltoncom.net**
    - It is possible that you may need to enter the SSL port for your incoming mail server. If you are using POP3, add a colon and 995 to the end of the incoming mail server (**mail.hamiltoncom.net:995**). For IMAP add a colon and 993 (**mail.hamiltoncom.net:993**)
  - Verify / change the **Incoming Mail Server's SSL** box is checked.
  - Change the **Outgoing Mail Server** to **mail.hamiltoncom.net**
    - It is possible that you may need to enter the SSL port for your outgoing mail server. Simply add a colon and 587 to the end (**mail.hamiltoncom.net:587**)
  - Verify / change the **Outgoing Mail Server's SSL** box is checked.
  - Verify / change the **Outgoing Server Requires Authentication** is unchecked.

If you are selecting Outgoing Server Requires Authentication, select the option to **Use the Same User Name and Password for Sending Email**.

- Once you have finished with this set-up, **Close** out of this window.

**Test** the email client to verify all settings are correct.