Microsoft Windows 10 Mail App

## Accessing the Account Settings:

• Open the **Mail App** in Windows 10

Click on the Start button and find Mail

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

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• 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.

Inbox - Email Account - Mail		- 0
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+ New mail	Inbox All 🗸	Select an account to edit settings.
Accounts		Email Account
Email Account youremail@yourdomai		youremail@yourdomain.com
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Inbox		+ Add account
Drafts 1		
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## 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. <u>example@hamiltoncom.net</u>
- 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.

	×
sync settings If you get a lot of mail one day or don't check your acco for a few days, we'll change your sync settings according save you data and battery.	
Currently syncing: every 2 hours	
Always download full message and Internet images	
Download email from	П
the last 3 months	$\sim$
Your name	
Email Account	٢٦
We'll send your messages using this name.	$\mathbf{V}$
Sync options	V
Email	
On On	
Advanced mailbox settings Incoming and outgoing mail server info	
Done Cancel	

Select Advanced Mailbox Settings to adjust server settings.

sync settings	×						
We'll send your messages using this name.							
Sync options							
Email							
On							
Incoming email server							
yourdomain.com:993:1 ×							
Outgoing (SMTP) email server							
yourdomain.com:465:1							
Outgoing server requires authentication Use the same user name and password for sending email Require SSL for incoming email							
Require SSL for outgoing email							
Done	Cancel						

- 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 **<u>mail.hamiltoncom.net</u>** 
    - 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.