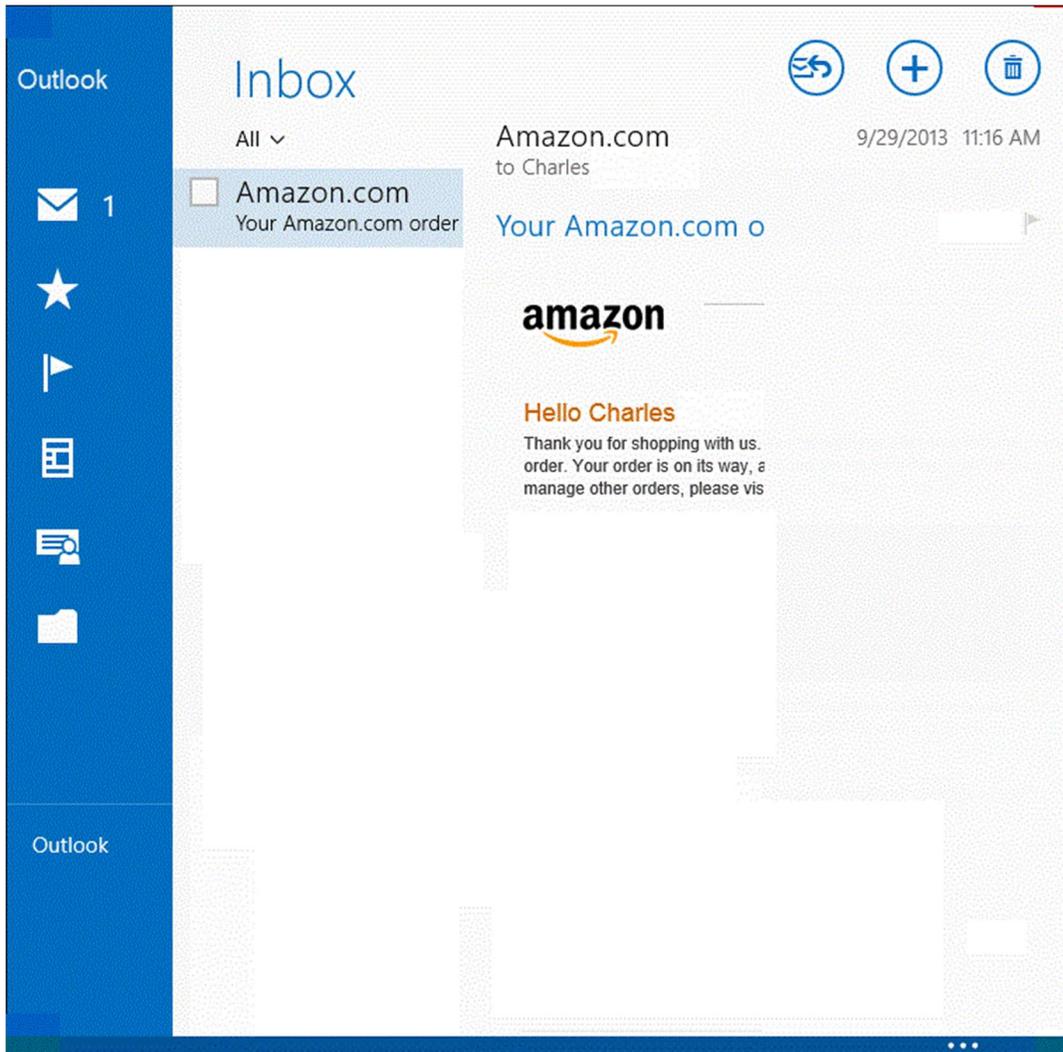


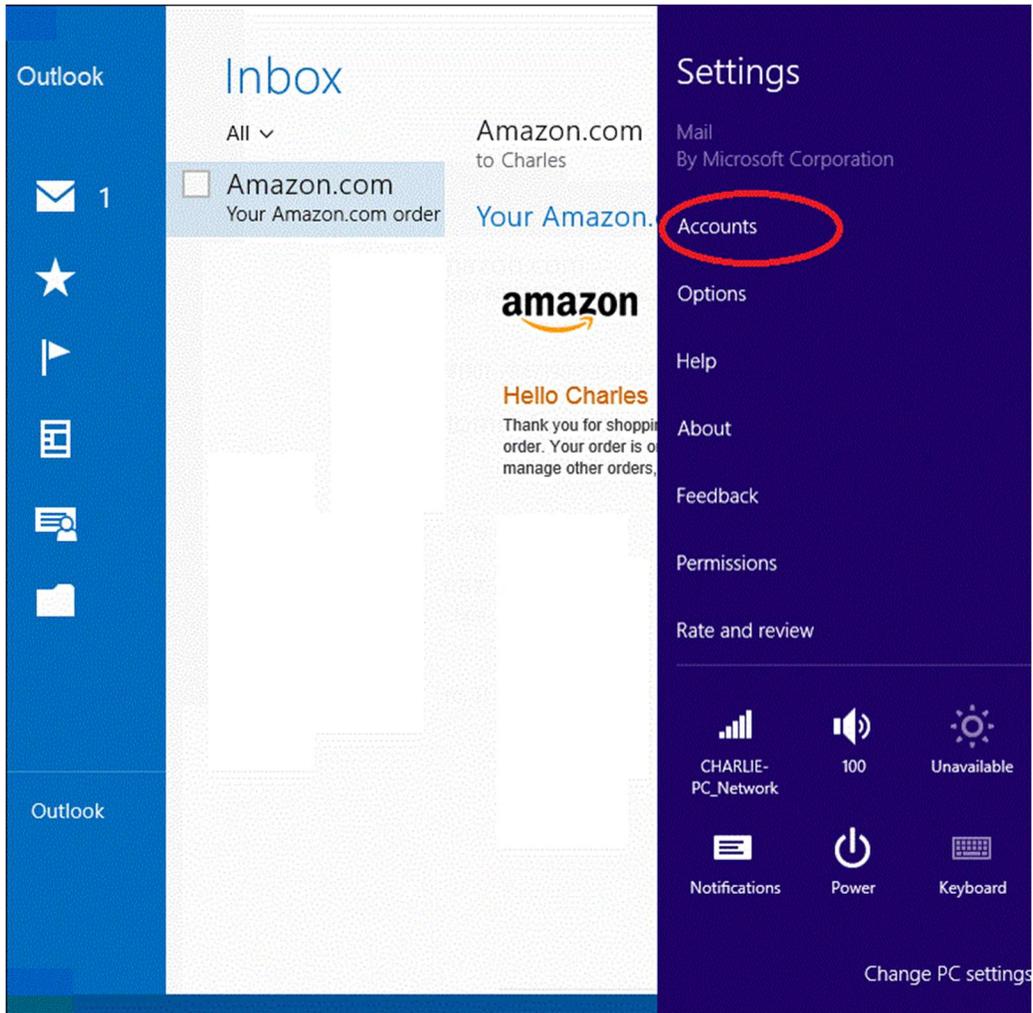
Microsoft Windows 8 Email App

Accessing the Account Settings:

- Open the **Mail App** in Windows 8
- Press the **Windows** key and the **C** key at the same time.

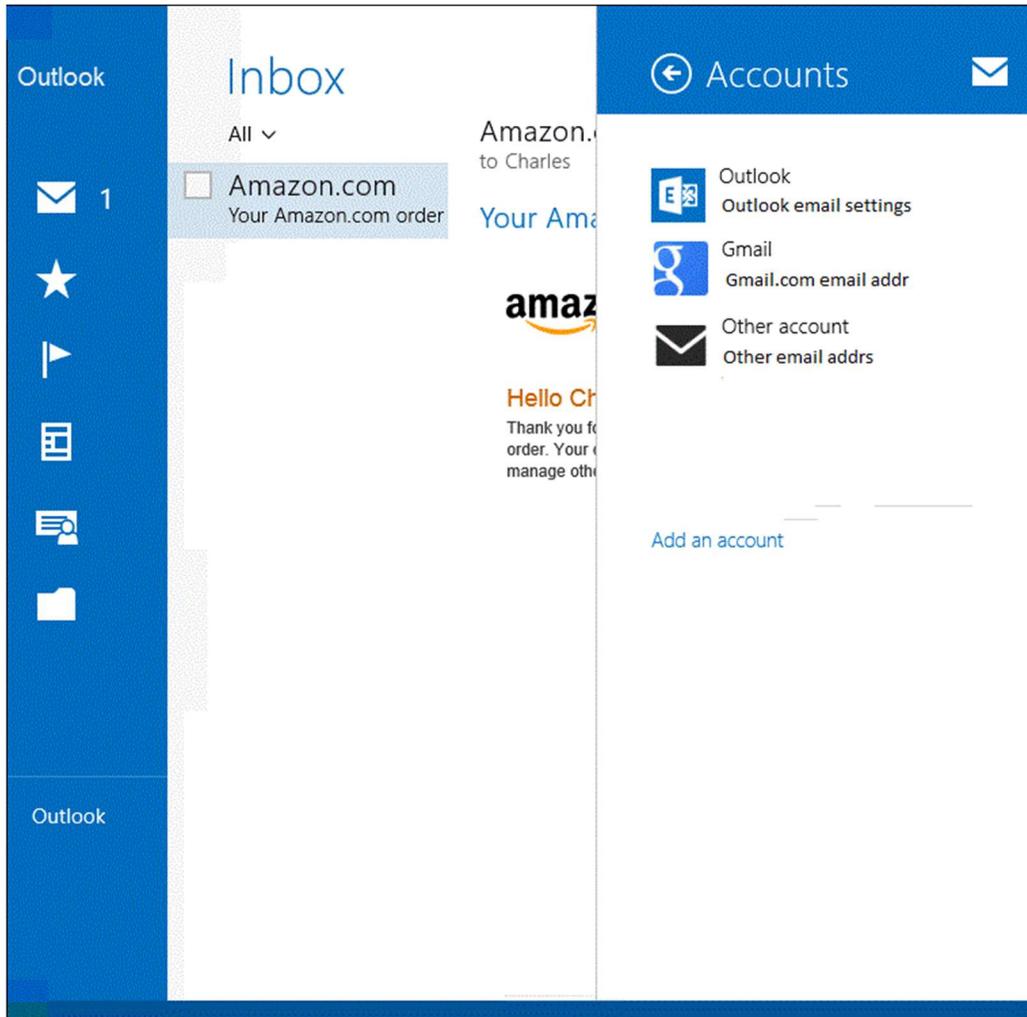


- Select **Settings** on the right slide out tab.
- Select **Accounts** on the Settings slide out menu.



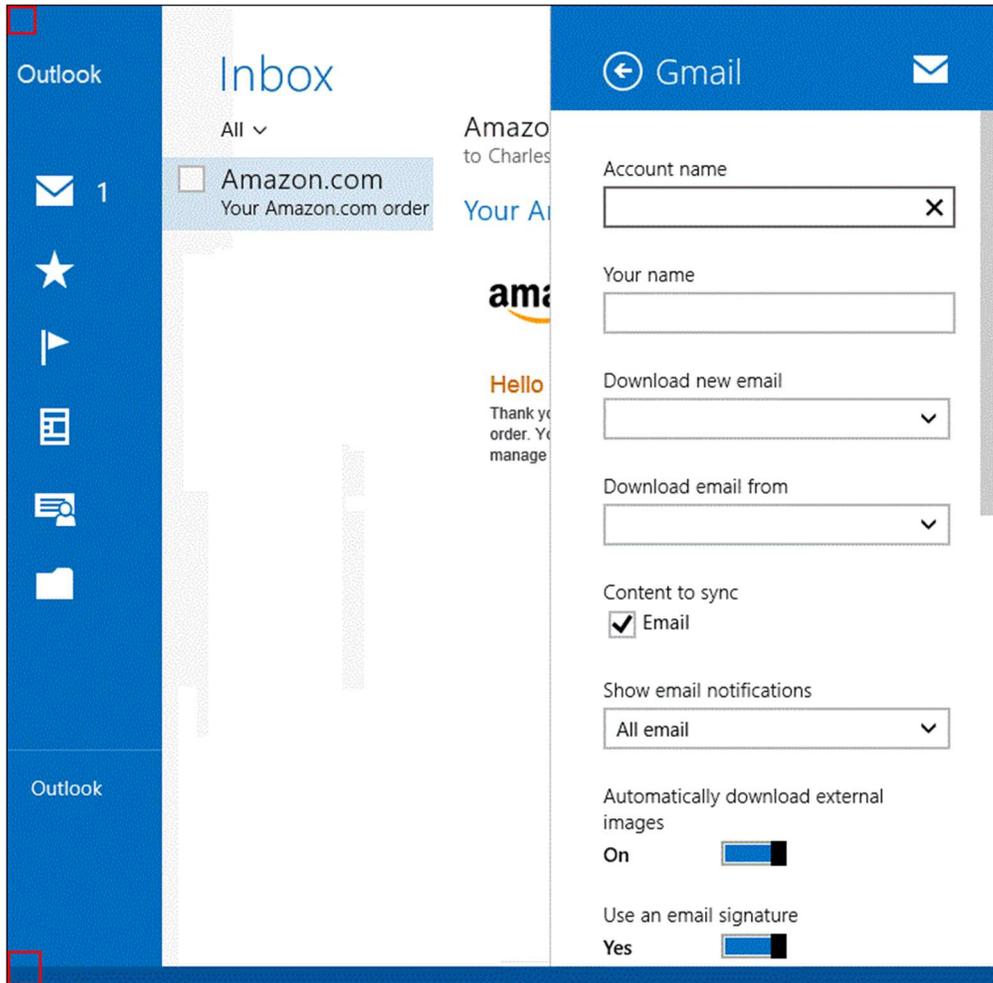
Selecting the Account:

- Choose the appropriate profile for the email account that you want to verify.



Verify / Change Settings:

- Verify / Change the **Account Name** if they want to edit the profile name.
- Verify / Change the **Your Name** field if they want to change what email's say when they leave.
- The **Download New Email** fields should show how often the program will check for new email and how far back to download email.



- Scroll down to verify / change the actual email server settings.
 - Verify the preferred email address is correct. Change if needed.
 - If the Password is changing, adjust that field here.
 - Verify / change the **Email Username** is the full email address.
 - Verify / change the **Incoming Mail Server** is **mail.hamiltoncom.net**
 - Verify / change the **Incoming Mail Server Port** as well. Use port 995 for POP3, and 993 for IMAP
 - **Change the Outgoing Mail Server to mail.hamiltoncom.net**

Verify / change the **Outgoing Mail Server Port** as well. Port should be 587.

Test the email client to verify all settings are correct.