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.

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<mark>⊻</mark> 1	Amazon.com Your Amazon.com order	to Charles Your Ai	Account name
★ ►		ama	Your name
		Hello Thank ye order. Ye manage	Download new email
			Content to sync
			Email Show email notifications
Outlook			All email Automatically download external images On
			Use an email signature Yes

- 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.