

Microsoft Windows 10 Mail App

How to setup email on Windows 10 Mail

STEP 1

Open Windows 10 Mail

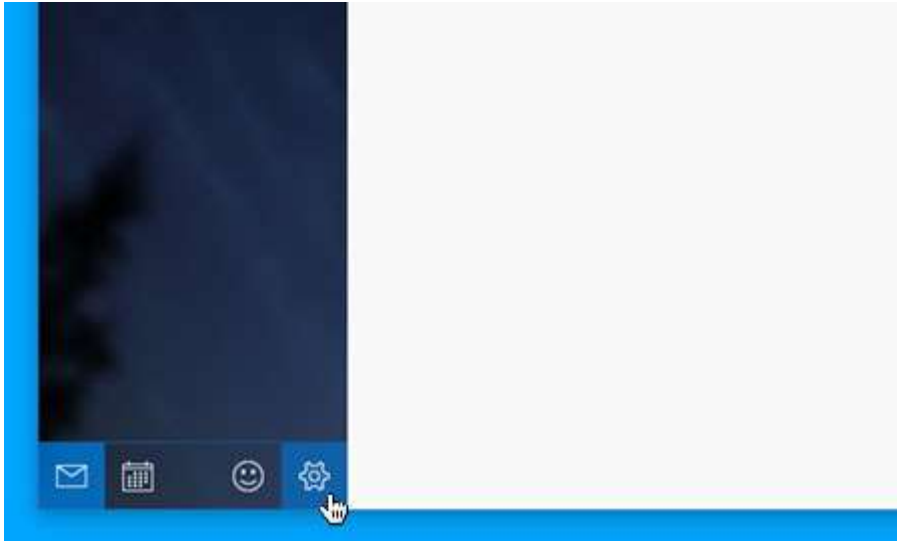
Firstly, you'll need to open **Windows 10 Mail** by clicking on the **Start** button, then clicking on **'Mail'**.



STEP 2

Choose 'Settings'

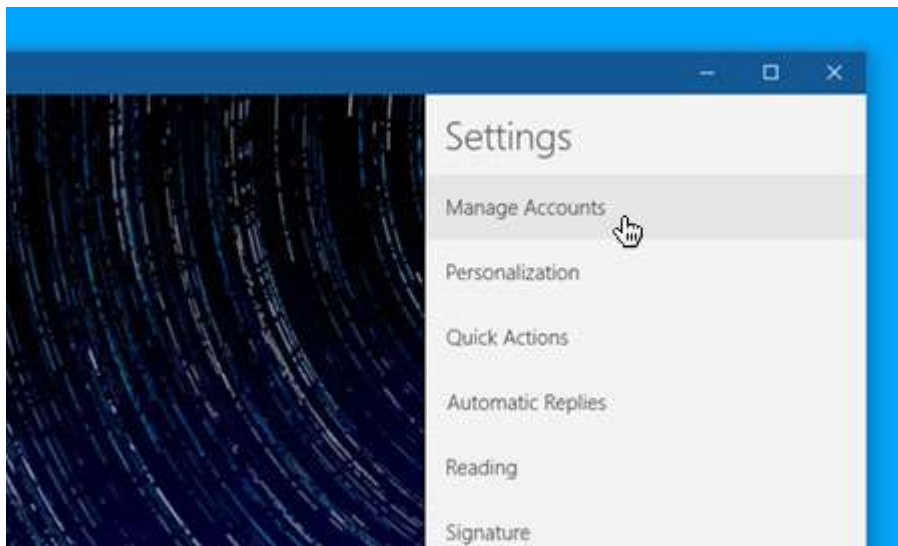
Once Windows 10 Mail has opened, choose the **'Settings'** icon (the cog) from the menu located at the bottom of the app.



STEP 3

Choose 'Manage Accounts'

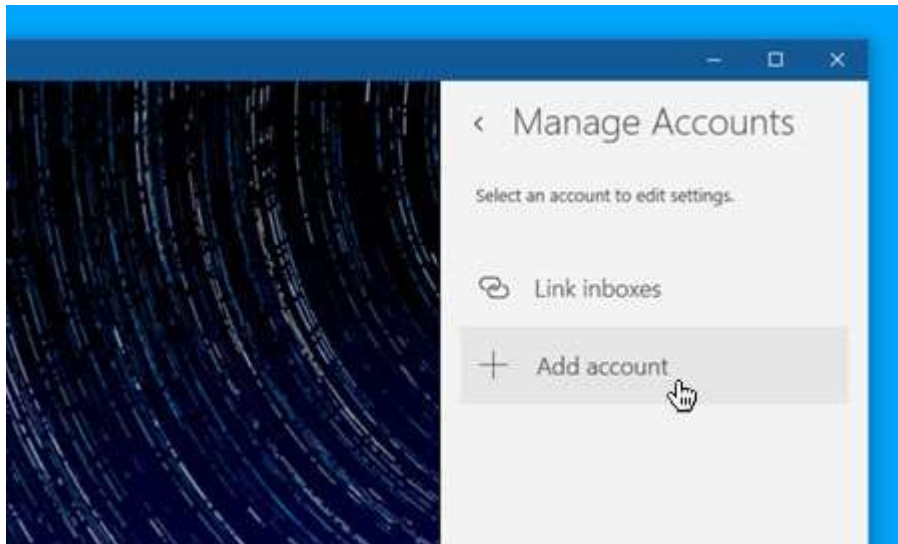
Then simply choose '**Manage Accounts**' from the settings menu that appears on the right hand side of the screen.



STEP 4

Choose 'Add account'

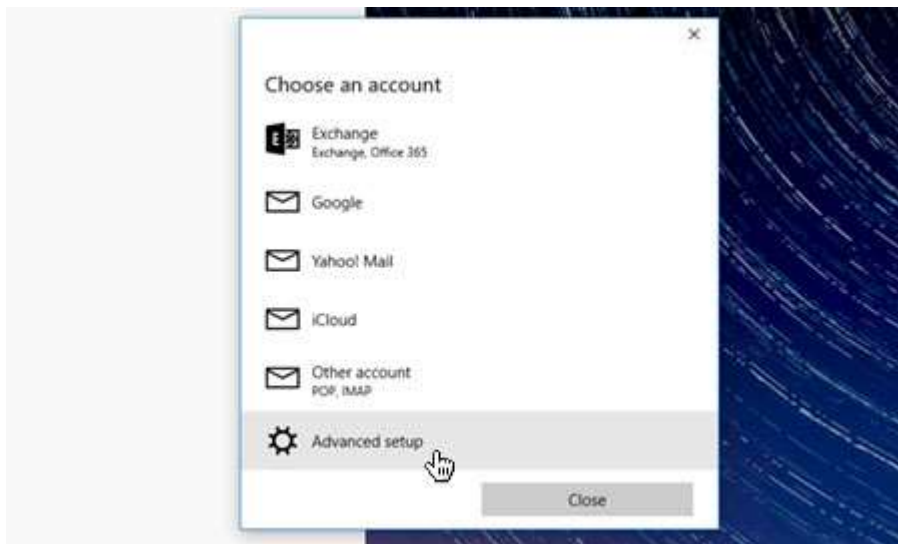
Then simply click on the option labelled '**Add Account**'.



STEP 5

Choose 'Advanced setup'

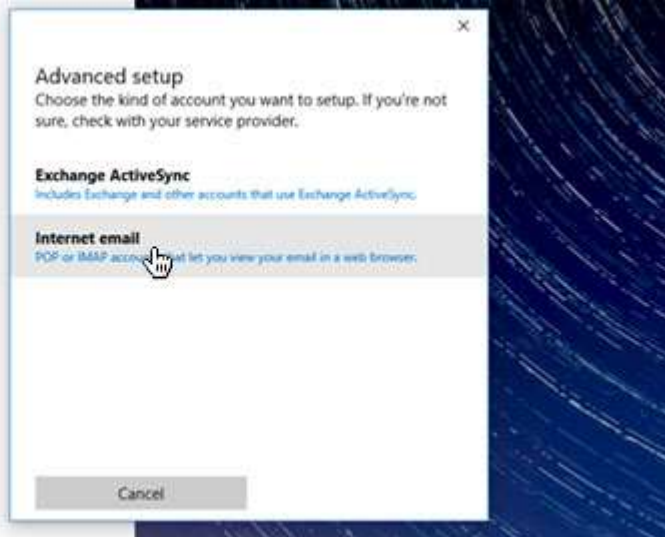
After you have entered your e-mail address and password, choose '**Advanced setup**' from the list of different account types.



STEP 6

Choose 'Internet email'

Then choose '**Internet email**' to set up your account details.



STEP 7

Enter your account details

You will be presented with some new form fields to fill in.

Firstly, enter your e-mail address in the field labelled '**Account name**'.

Next, enter your full name in the field labelled '**Your name**'. This will appear in the 'from' field, when you send e-mail from this address.

In the field labelled '**Incoming email server**' please enter **mail.hamiltoncom.net** or **mail.futiva.net** depending on your email address.

Then choose your protocol via the '**Account type**' dropdown menu (we strongly recommend IMAP).

Enter your e-mail address in the field labelled '**Email address**', then enter your e-mail address again for the field labelled '**Username**'.

In the '**Password**' field, enter the password associated with your e-mail address.

For '**Outgoing (SMTP) email server**' please enter '**mail.hamiltoncom.net**' or **mail.futiva.net** depending on your email address.

Finally, ensure the 4 checkboxes at the end of the form are all checked.

When you have entered the relevant details, click '**Sign-in**' to proceed to the next stage.

Internet email account

Password
••••••••

Outgoing (SMTP) email server
smtp.34sp.com

Outgoing server requires authentication

Use the same user name and password for sending email

Require SSL for incoming email

Require SSL for outgoing email

Cancel Sign-in


STEP 8

Windows 10 Mail Setup is complete

If you have entered your account details correctly, you'll see a message reading **'All done! - Your account is setup'**. Simply click the button labelled **'Done'** to complete the setup process. You are now ready to send and receive email using Windows 10 Mail.

All done!

Your account was set up successfully.

 john@34sp-kb.com

Done