Microsoft Windows 8 Email App

Email Setup in Windows 8 Mail

This will show you to manually set up a mailbox for your Hamiltoncom or Futiva email address in Windows 8 Mail.

1. If you have another email account, send a test email to the email address you're setting up. Alternatively, ask a friend or family member to send you an email.

2. Open Windows 8 Mail by clicking on the **Mail tile** in the Start menu.

3. Hover the mouse cursor in the **bottom right-hand corner** of the screen. After a moment, this will bring up a menu bar on the right side of the screen.

4. Select **Settings**. The menu bar with disappear if the mouse cursor is moved away from it; repeat step 2 if this happens.

5. Select **Accounts**, and then click **Add an account**.

6. Select **Other account**.
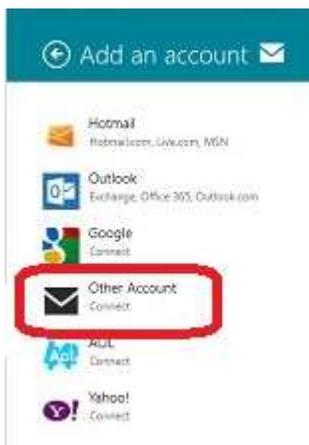
7. Click **Show more details**.
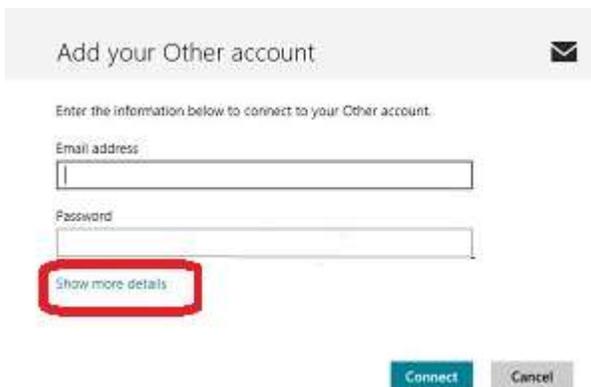
8. **Note:** If you're prompted to select an account/mail type, select **IMAP**.

9. Enter the following details.

    Email address: Your email address
    Username: Your full email address
    Password: Your email address password

    Incoming (IMAP) email server: mail.hamiltoncom.net or **mail.futiva.net**
    Incoming port: 993
    Incoming server requires SSL: Ticked

    Outgoing (SMTP) email server: mail.hamiltoncom.net or **mail.futiva.net**
    Outgoing port: 587

    Outgoing server requires SSL: Ticked

    Outgoing server requires authentication: Ticked

    Use the same username and password to send and receive email: Ticked

10. Click **Connect** to finish. If your test email arrives in your inbox, you know your email account is up and running!