Setup Email in the Windows 10 Mail App

Add a new email account

1. Open the Mail app by clicking the Windows Start menu and choosing Mail.

🔀 Mail

- a. If you've used the Mail app before, at the bottom of the left navigation pane, select **Settings** 2 (gear icon) \boxtimes 2 \swarrow \bigotimes
- b. Choose Manage Accounts.

c. Select + Add account.

Settings	
Manage accounts	
< Manage accounts	
Select an account to edit settings	

② Link inboxes

+

Add account

2. Choose Advanced setup

dd an a	ccount	×
0	Outlook.com Outlook.com, Live.com, Hotmail, MSN	
0	Office 365 Office 365, Exchange	
G	Google	
	Yahoo!	
\simeq	iCloud	
	Other account POP, IMAP	
¢	Advanced setup	

3. Select Internet email

Add an account X
Advanced setup Choose the kind of account you want to setup. If you're not sure, check with your service provider.
Exchange ActiveSync Includes Exchange and other accounts that use Exchange ActiveSync
Internet email PDP or IMAP accounts that let you view your email in a web browser.
X Cancel

- 4. Enter the following:
 - a. Email address: your full Email address
 - b. User name: your full Email address
 - c. Password: your email **Password**
 - d. Account name: give it a name
 - e. Send your messages using this name: your name
 - f. Incoming email server: imap.xplore.net
 - g. Account type: IMAP4
 - h. Outgoing (SMTP) email server: smtp.xplore.net
 - i. Leave the four boxes **checked**

Add an account X Internet email account Email address terry.mckee@xplore.net User name terry.mckee@xplore.net
Internet email account Email address terry.mckee@xplore.net User name
Email address terry.mckee@xplore.net User name
terry.mckee@xplore.net User name terry.mckee@xplore.net
User name
User name
terry.mckee@xplore.net
13.1, J.1.1.1.2 (J.1.1.1.1.2)
Examples: kevinc, kevinc@contoso.com, domain\kevinc
Password
•••••
Account name
Xplore
Send your messages using this name
Terry McKee
Incoming email server
imap.xplore.net
Account type
IMAP4
Outgoing (SMTP) email server
smtp.xpiore.net
Outgoing server requires authentication
Use the same user name and password for sending email
Require SSL for incoming email
Require SSL for outgoing email
\checkmark Sign in χ Cancel

j. Click Sign in

5. Click Done



Changing your Email Password

If you **changed your email password** in <u>webmail</u> or <u>MyXplore</u>, you will need to change it in the Mail app to match the new password.

You might see a **Sync Error** (a triangle with an exclamation mark within a circle of arrows) and a message that says "We couldn't access this account. You might need to update your password...".

- 1. Click on the Sync Error icon (a triangle with an exclamation mark within a circle of arrows)
- 2. Enter your new **Password**
- 3. Click Save

If you don't see the Sync Error, follow these steps instead:

1. Open the Mail app by clicking the Windows **Start** menu and choosing **Mail**.

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2.	At the bottom of the left navigation pane, select	ct S	Sett	ings	Ö (gear	icon)	
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3.	Choose Manage Accounts							
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4	Salact your amail addrace							

4. Select your email address

5	Entor	vourn		mail D	assword	bnc	click	Savo
5.	Enter	your n	ew er	nali P	assword	and	CIICK	Save

Account settings	>	<				
Xplore account settings						
terry.mckee@xplore.net						
User name						
terry.mckee@xplore.net						
Password						
•••••						
Account name						
Xplore						
Change mailbox sync settings Options for syncing your content. Syncing your content						
Delete account						
Remove this account from your device						
Save	Cancel					
Jave	Curicer					

< Manage accounts Select an account to edit settings

Xplore terry.mckee@xplore.net