

# Windows 10 Mail Configuration

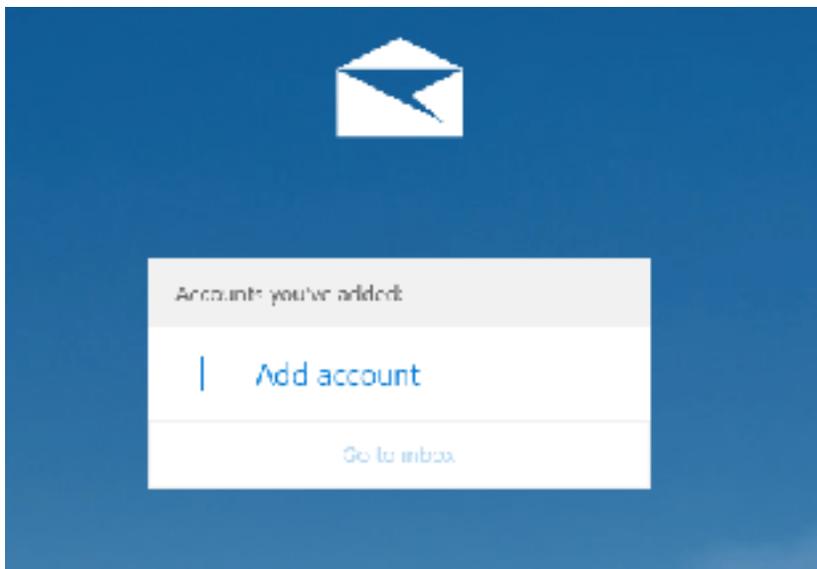
---

*This guide explains how to configure your Windows 10 Mail client to access your email account. This tutorial was created using version 17 of Windows 10 Mail. If you are using a different version, these instructions may differ.*

## **Cluster A:**

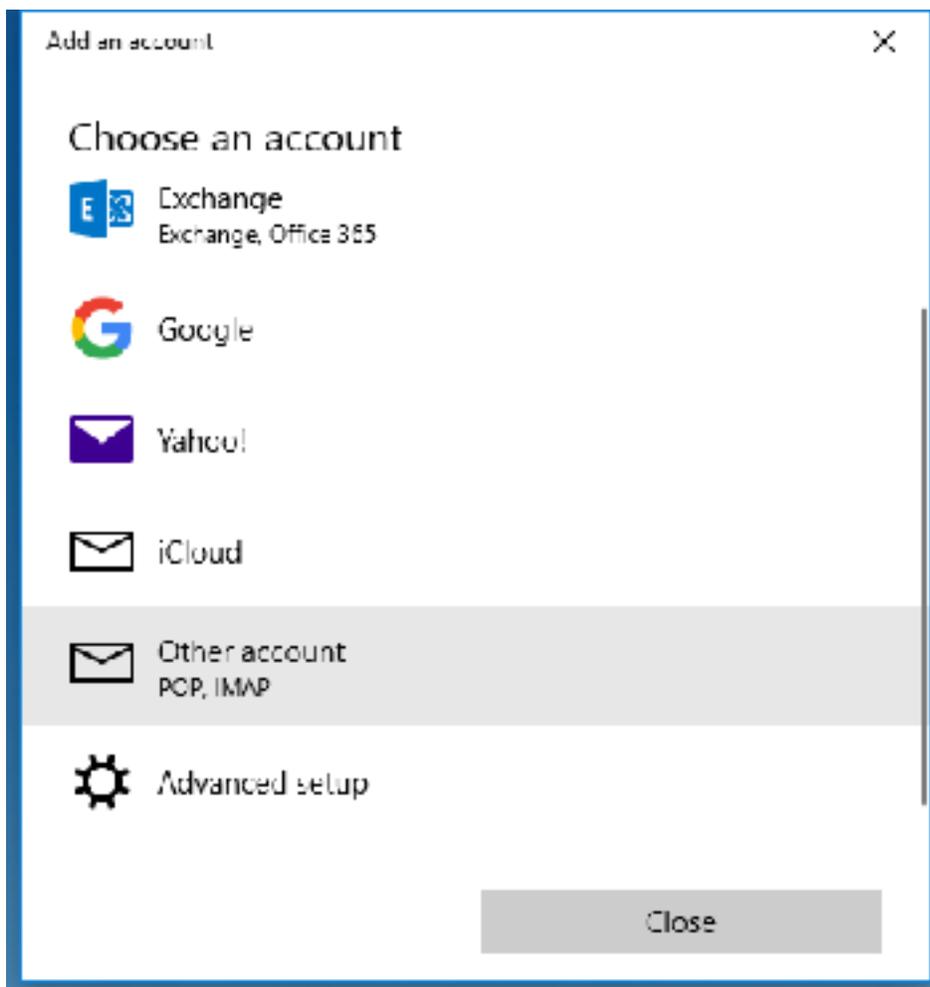
<http://mail.hostedemail.com>

## Step 1: Open the Mail application



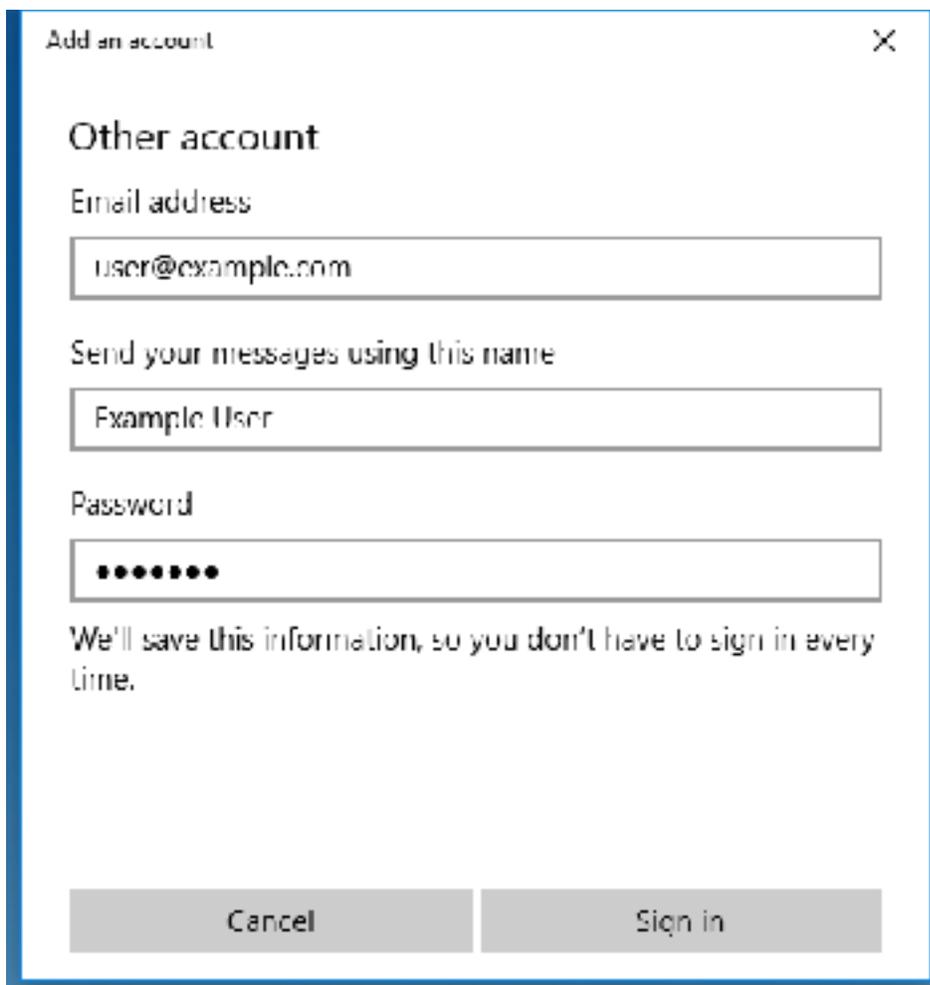
Click **Add Account**

## Step 2: Select Account Type



Select **Other Account**

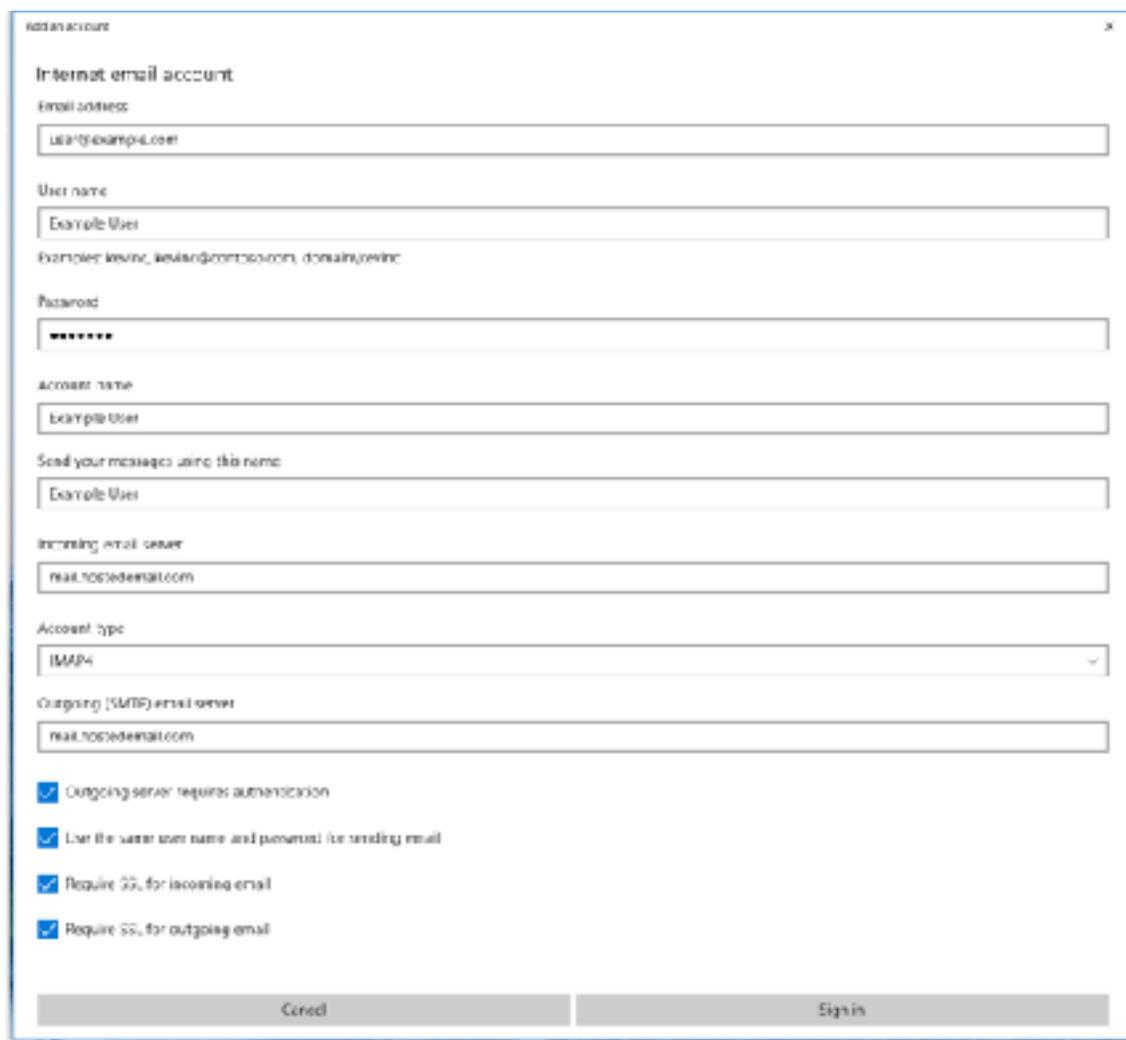
### Step 3: Enter Account Details



The screenshot shows a dialog box titled "Add an account" with a close button (X) in the top right corner. The dialog is for adding an "Other account". It contains three input fields: "Email address" with the value "user@example.com", "Send your messages using this name" with the value "Example User", and "Password" which is masked with eight dots. Below the input fields is a message: "We'll save this information, so you don't have to sign in every time." At the bottom of the dialog are two buttons: "Cancel" and "Sign in".

Enter your mailbox username, display name, and password. Then click **Sign In**

## Step 4: Enter Advanced Account Information



The screenshot shows the 'Add an account' dialog box with the following fields and options:

- Internet email account**
- Email address:**
- User name:**   
Examples: kevin, kevin@contoso.com, domain\kevin
- Password:**
- Account name:**
- Send your messages using this name:**
- Incoming email server:**
- Account type:**
- Outgoing (SMTP) email server:**
- Outgoing server requires authentication
- Use the same user name and password for sending email
- Require SSL for incoming email
- Require SSL for outgoing email

Buttons:

If Windows is unable to automatically detect the correct connection settings, you may be required to enter advanced account settings. You may enter the above information.

The mailbox is now configured for access in Windows 10 Mail.