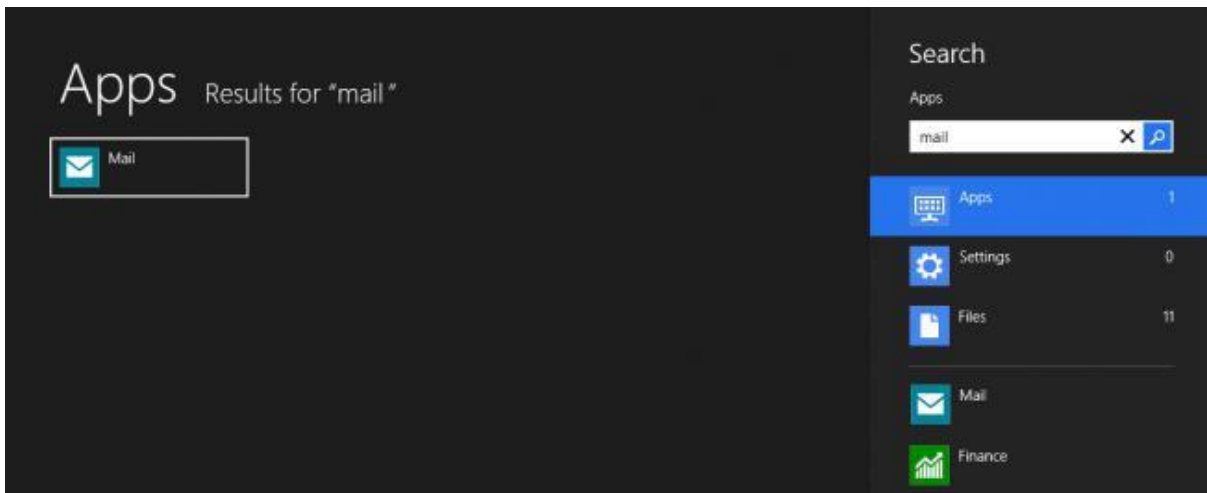


Your mailbox is also available online via [Webmail](#).



- *If the Mail account is already set up, but giving errors – then refer to our [Troubleshooting](#) guide.*
- *This guide uses [IMAP](#) and No SSL as default*
- *Replace [example.com](#) with your domain name*

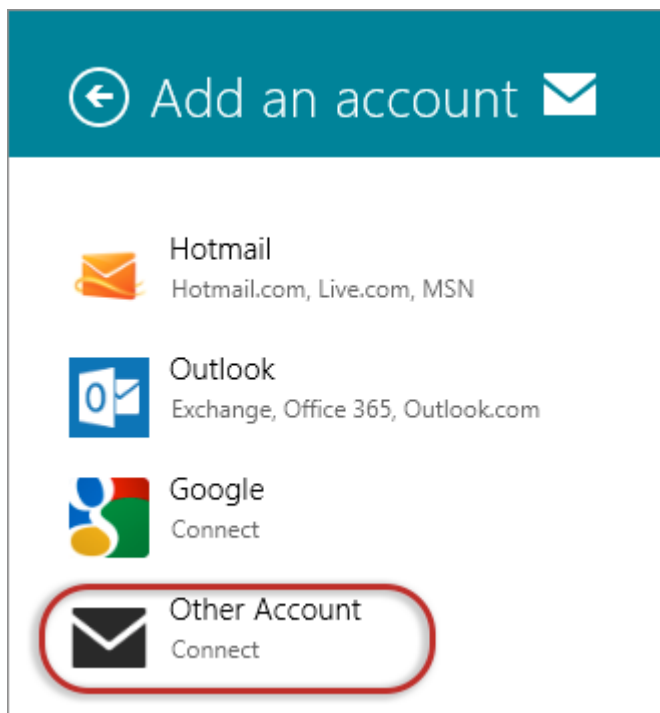
1. Search for **Mail** and launch the Mail app



2. Select **View all in Settings** from the bottom left of the screen



3. Select **Other Account**



4. Then select **Show more details**

## Add your Other account

Enter the information below to connect to your Other account.

Email address

Password

[Show more details](#)

### 5. Add your information

- **Username** is the full email address
- **Password** – *forgotten passwords can be [reset by Easy2Access](#)*
- **Incoming (IMAP) email server** starts with **mail.** and your domain name
  - **Port** is 143
  - SSL Checkbox is **not** ticked
- **Outgoing (SMTP) email server** starts with **smtp.** and your domain name
  - **Port** is 587
  - SSL Checkbox is **not** ticked
- The last 2 checkboxes **are** ticked
- > **Connect**

## Add your Other account



Enter the information below to connect to your Other account.

Email address

Username

Password

Incoming (IMAP) email server



Port

Incoming server requires SSL

Outgoing (SMTP) email server

Port

Outgoing server requires SSL

Outgoing server requires authentication

Use the same username and password to send and receive email

[Show fewer details](#)

Connect

Cancel

**You have completed your account setup**

6. Your **Windows 8 Mail** program should now be set up to send and receive mail.