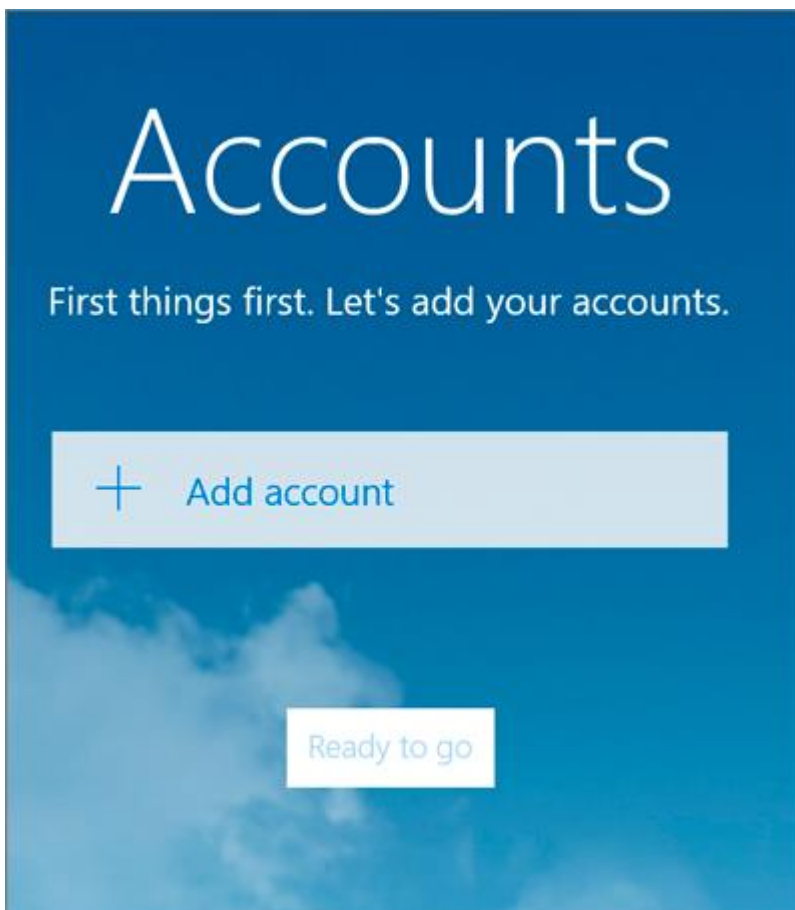


Your mailbox is also available online via [Webmail](#).

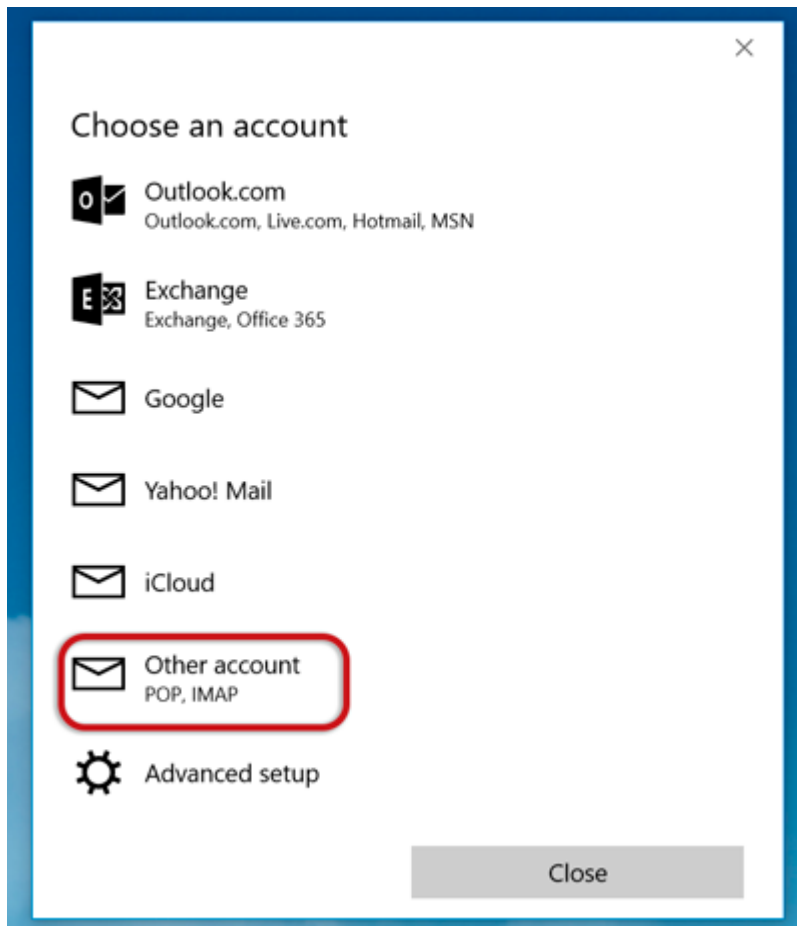


- *This guide applies to the Desktop & Mobile versions*
- *If the mail account is already set up but giving errors – then rather try our [Troubleshooting guide](#).*
- *This guide uses [IMAP](#) and No SSL as default*
- *Replace [example.com](#) with your domain name*

1. **Launch** Windows Mail
2. **Add Account**



3. Choose **Other account**



4. Insert your **Email address** and **Password** (*forgotten passwords can be [reset by Easy2Access.](#)*)

- Click **Sign-in**

Other account

Email address

name@example.com

Password

●●●●●●●●●●

We'll save this information, so you don't have to sign in every time.

Cancel Sign-in

5. Click **Sign-in** repeatedly until it changes to **Advanced**

Other account

Email address

name@example.com

Password

●●●●●●●●

We couldn't find info for that account. Make sure that the email address is correct and then try again.

To add account info manually, select Advanced.

Cancel Advanced

6. Provide the Account information

- **Incoming email server** starts with **mail.** and your domain name
- **Account type** is IMAP4
- **User name** is the full email address
- **Password** is your mailbox password
- **Outgoing (SMTP) mail server** starts with **smtp.** and your domain name
- **Tick** the first 2 blocks only
- > **Sign-in**

×

Internet email account

Account name

Your name

We'll send your messages using this name.

Incoming email server

Account type

User name

Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password

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

7. All done!



All done!

Your account was set up successfully.



name@example.com

Done