

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.

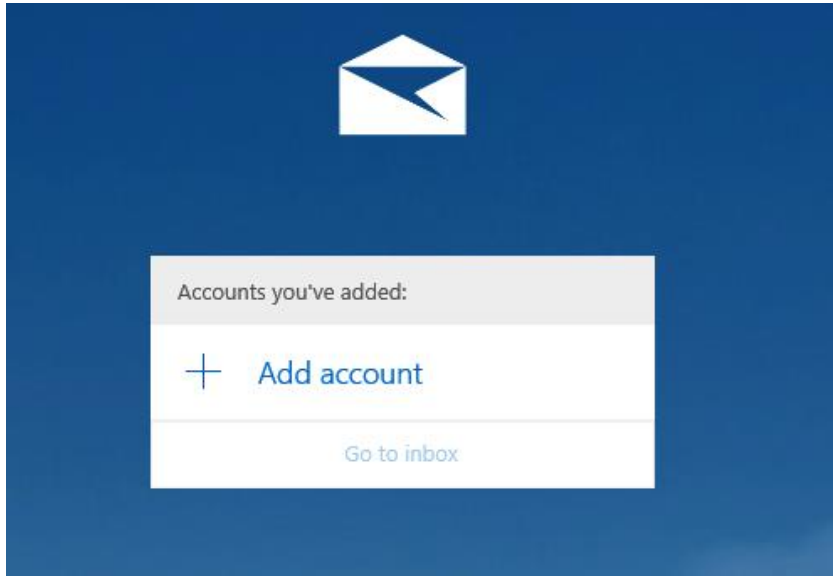
Webmail:

<https://mail.hostedemail.com>

Mail Sever (IMAP/SMTP):

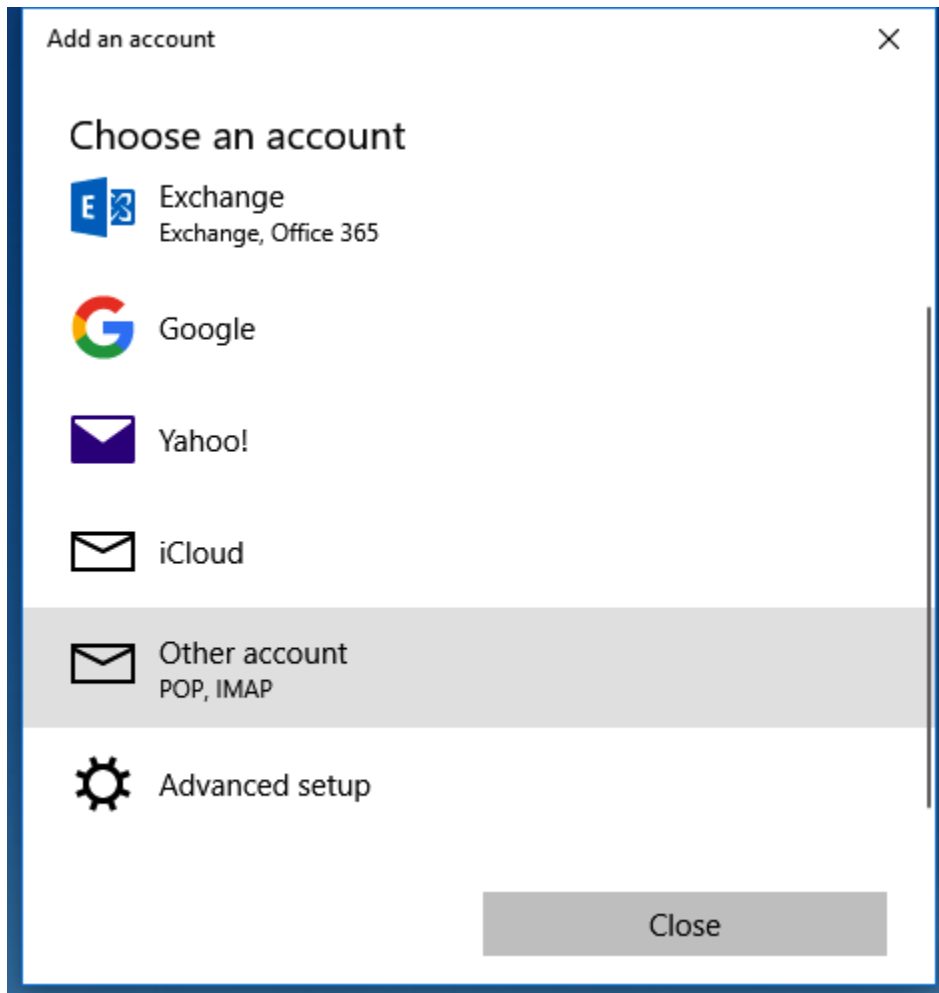
mail.hostedemail.com

Step 1: Open the Mail application



Click **Add Account**

Step 2: Select Account Type



Select **Other Account**

Step 3: Enter Account Details

Add an account ×

Other account

Email address

Send your messages using this name

Password

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

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

Step 4: Enter Advanced Account Information

Add an account ×

Internet email account

Email address

User name

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

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

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.