

Windows Mail (Windows 10)

1. Open the Mail app
2. Click **“Accounts”** in the left pane
3. In the new menu to the right, click **“Add account”**

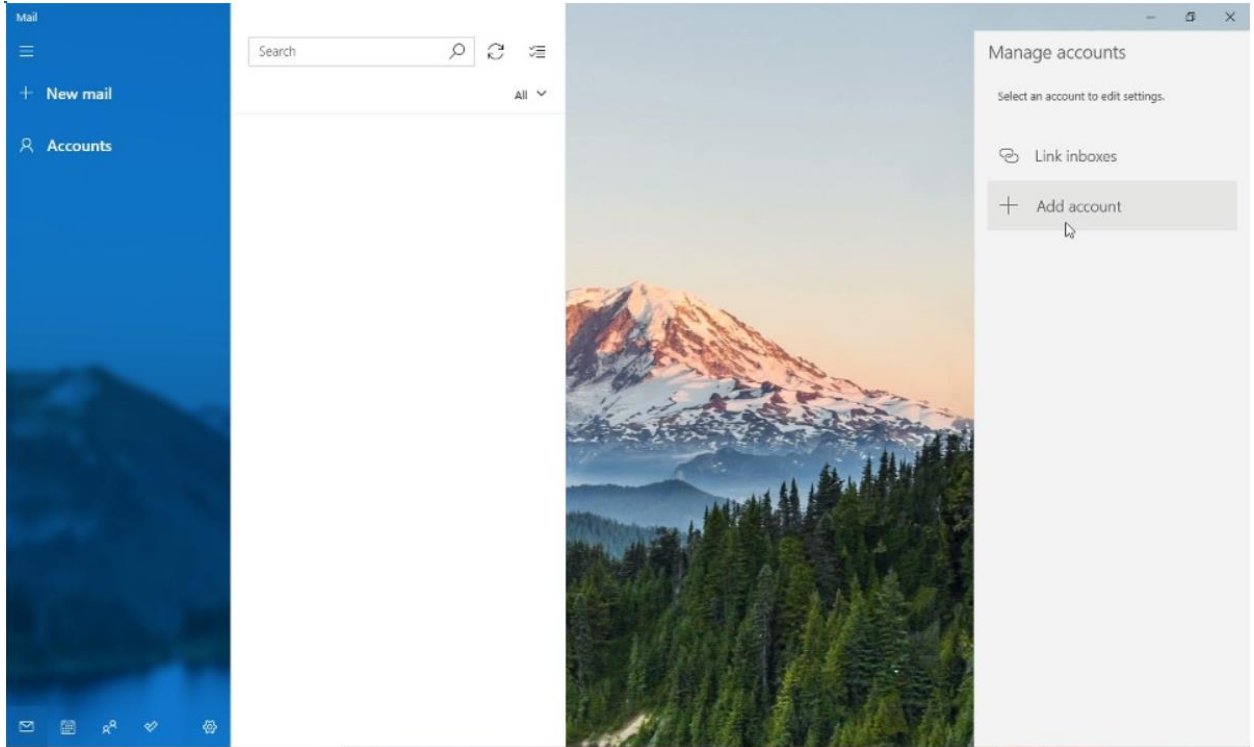


Fig. 5-1: Adding a New Account to Windows Mail

4. In the new window, select **“Other account”**
5. Enter the account information in the appropriate areas and click **“Sign in”**

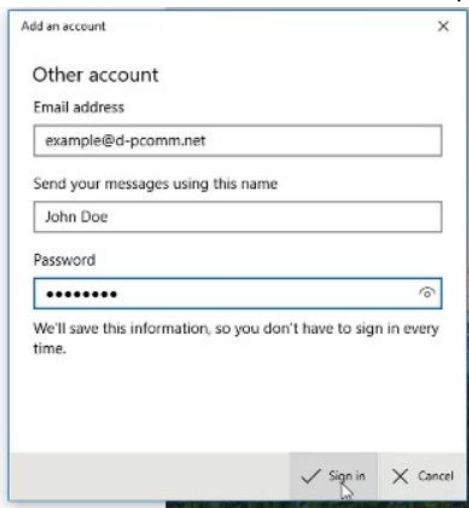
The image shows a dialog box titled 'Add an account' with a close button (X) in the top right corner. The dialog is for adding an 'Other account'. It contains three input fields: 'Email address' with the text 'example@d-pcomm.net', 'Send your messages using this name' with the text 'John Doe', and 'Password' with a masked password '••••••••' and a visibility toggle icon. Below the fields, there is a message: 'We'll save this information, so you don't have to sign in every time.' At the bottom, there are two buttons: 'Sign in' with a checkmark icon and 'Cancel' with an X icon.

Fig. 5-2: Completing General Account Information

6. Click **“Done”** if the account creation was a success. Otherwise, verify the e-mail and password and retry
7. The account may say **“Attention required”** on the right. Click the account and then select **“Change settings”**

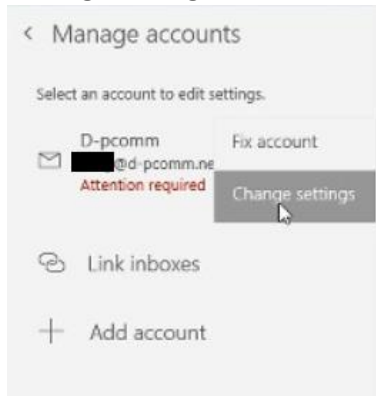


Fig. 5-3: Changing Settings after Primary Creation

8. In the account settings, click **“Options for syncing your content”** under **“Change mailbox sync settings”**

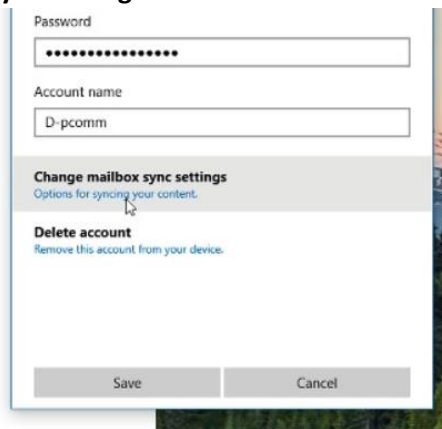


Fig. 5-4: Navigating to Account Sync Settings

9. Scroll to the bottom of the sync settings and click **“Incoming and outgoing mail server info”** under **“Advanced mailbox settings”**

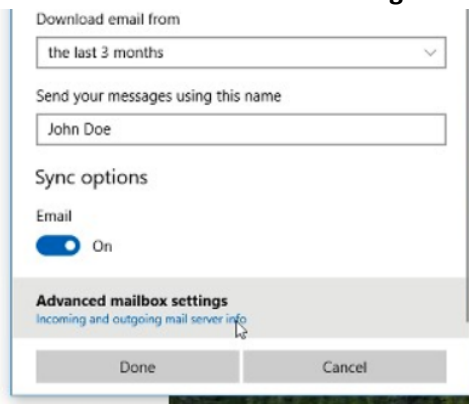


Fig. 5-5: Navigating to Additional Server Settings

10. Incoming and outgoing mail servers should both be “mail.(your e-mail’s domain)”
 ex: an e-mail of “example@d-pcomm.net” would have a mail server of “mail.d-pcomm.net”
 an e-mail of “example@cass.net” would have a mail server of “mail.cass.net”
 an e-mail of “example@tc3net.com” would have a mail server of “mail.tc3net.com”
11. Uncheck the boxes for “**Require SSL for incoming email**” and “**Require SSL for outgoing email**”
12. Click “**Done**”

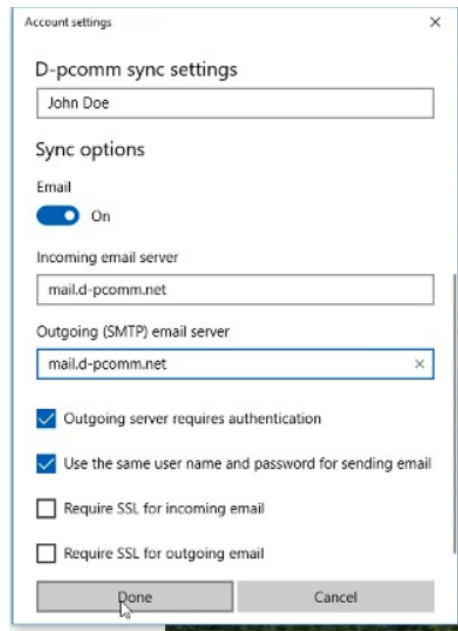


Fig. 5-6: Submitting Changes Made to Server Settings

13. The account will still say further attention is required. Since changes were made to the server info, you will need to verify your password.
14. Click the account on the right again, but this time select “**Fix account**”
15. Retype your password and click “**Save**”
16. Within a few moment, your messages should begin to sync and the process is complete