

Windows 10 Email Application

IMAP Email Setup Guide

The following guide should help you make your way through setting up email on Windows 10. If you have any trouble, please don't hesitate to let us know and we'll be happy to walk you through it.

Username: Full email address (example: bob@drbob.com)

Hostname: secure.emailsrvr.com

SSL: Enabled

Update Your Temporary Password

The password we've provided is a TEMPORARY password only; it is NOT secure. PLEASE make sure that you update it immediately. To change your email password, first log into the account via webmail.

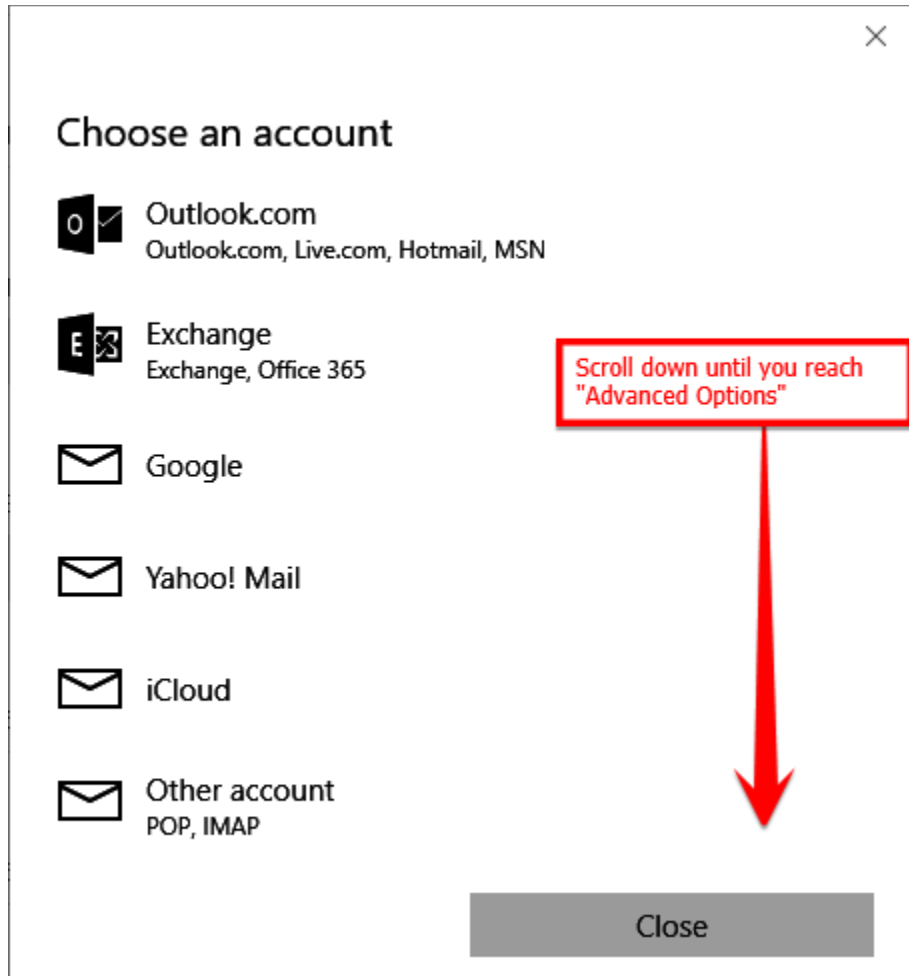
1. Select Settings in the upper right corner under your name
2. Select Change Password
3. Enter the Current Password (you were provided with this at the time of account creation)
4. Enter the New Password of your choice
5. Re-enter the New Password to confirm
6. Click Save

We recommend that you always change your password before adding your email account to Outlook or a phone, that way you do not have to go back in later to change it.

Please scroll to the next page to begin setup.

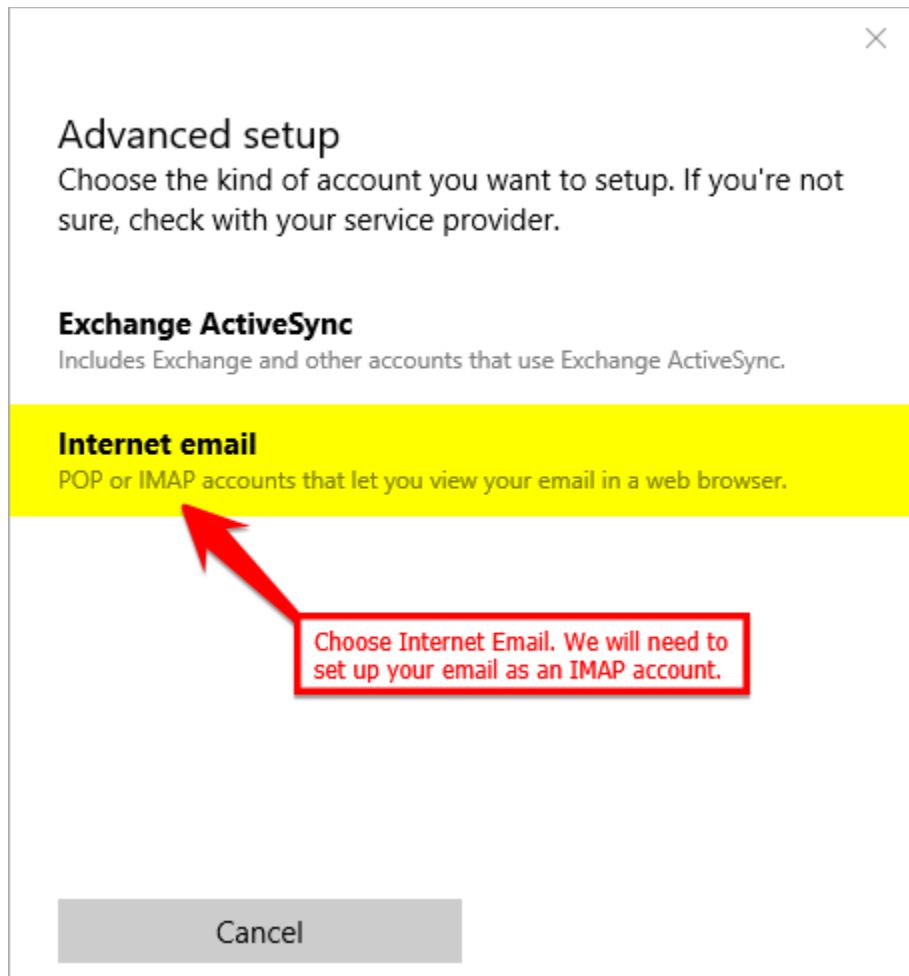
Step 1: Advanced Options

Scroll to the bottom of this popup and choose "Advanced Options."



Step 2: Internet email

Choose "Internet email," as we need to set this account up as an IMAP account.



Step 3: Add Account

You will need to enter your full email address and password.

✕

Other account

Email address

Password

Type in your full email address and your password.

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

***NOTE: The password that we've provided is a TEMPORARY password only; it is NOT secure. PLEASE make sure that you have changed your password in webmail before adding your email account to your Windows 10 email application, that way you do not have to go back in later to change it.**

CancelSign-in

Step 4: Setup Your Account Settings

Below you will find the information required in order to set up your email account. Windows 10 Email Application does not let you specify ports. It should automatically connect to them.

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

Finished!