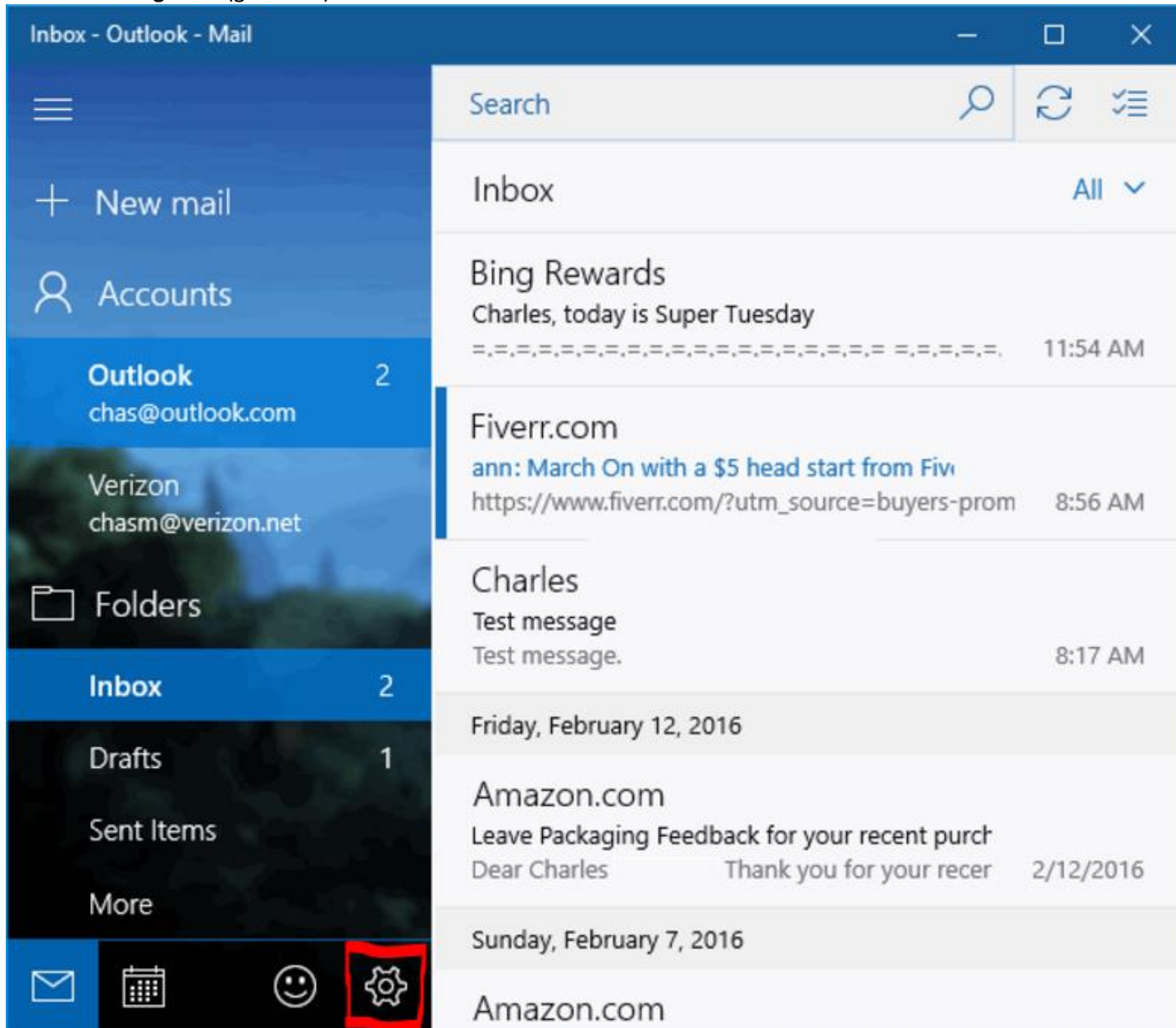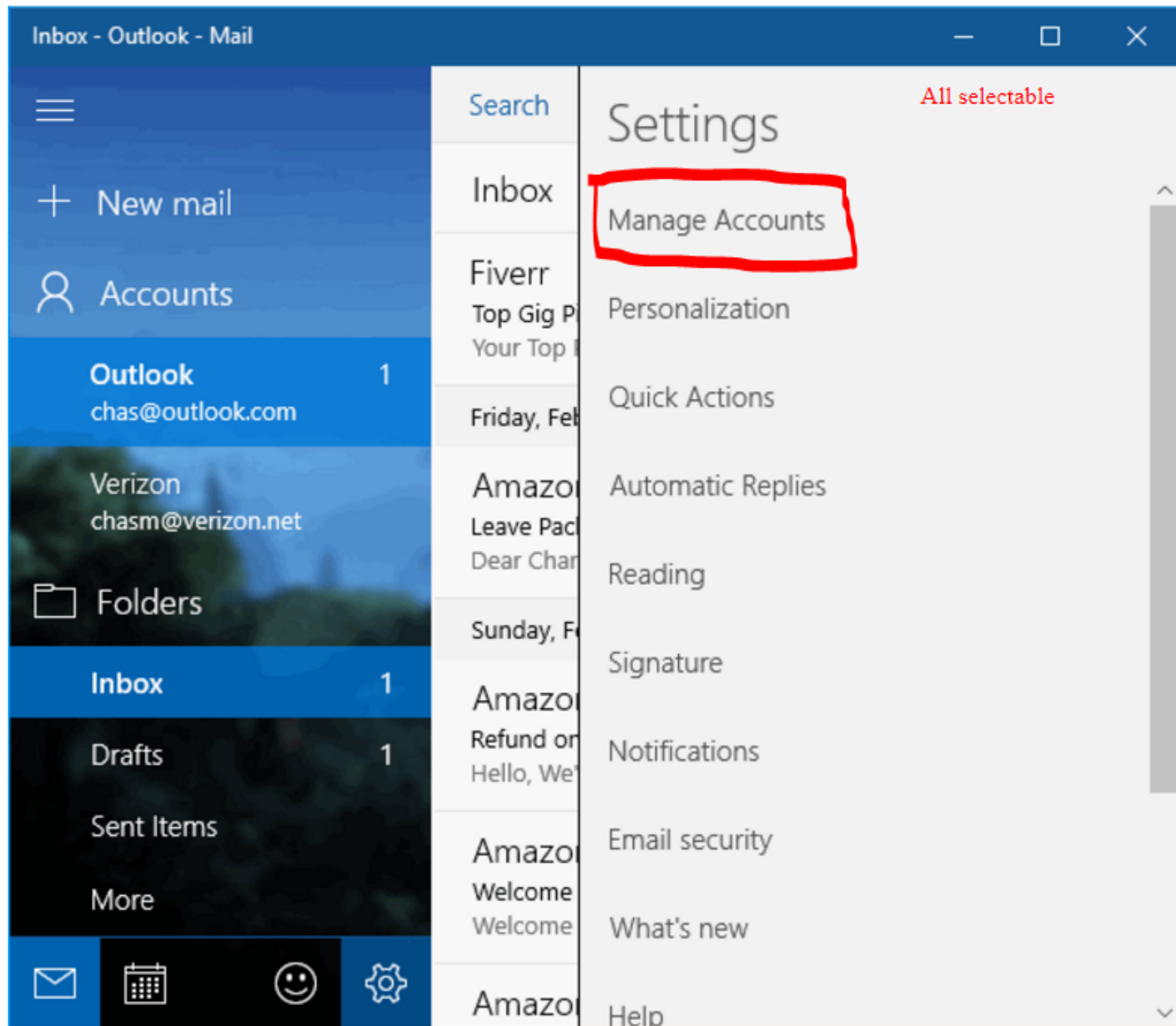# How to setup an email account in Windows 10 Mail

1. Open Windows 10 Mail on your computer.
2. Click the **Settings** icon (gear icon) at the bottom of the screen.
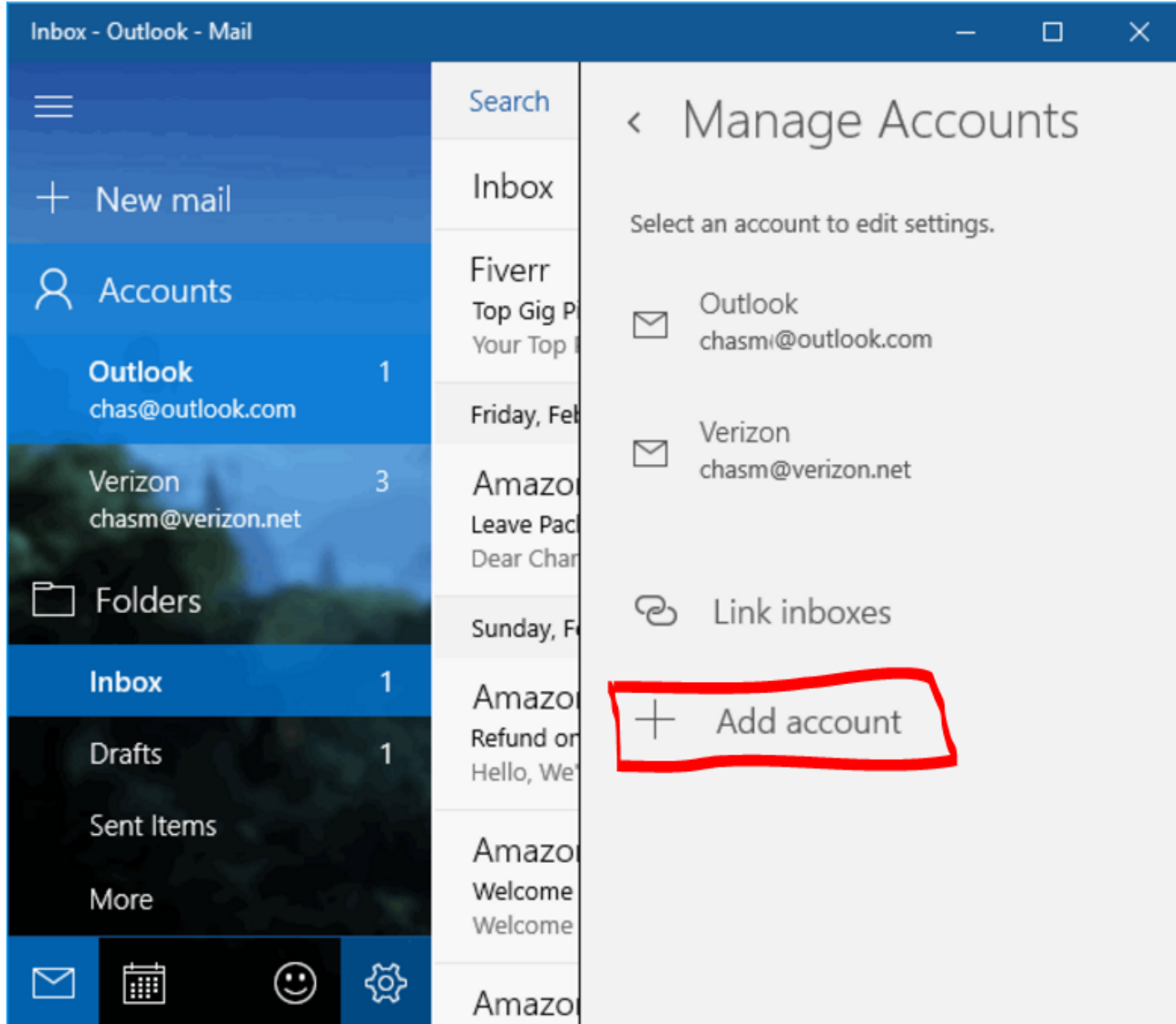
How to setup an email account in Windows 10 Mail

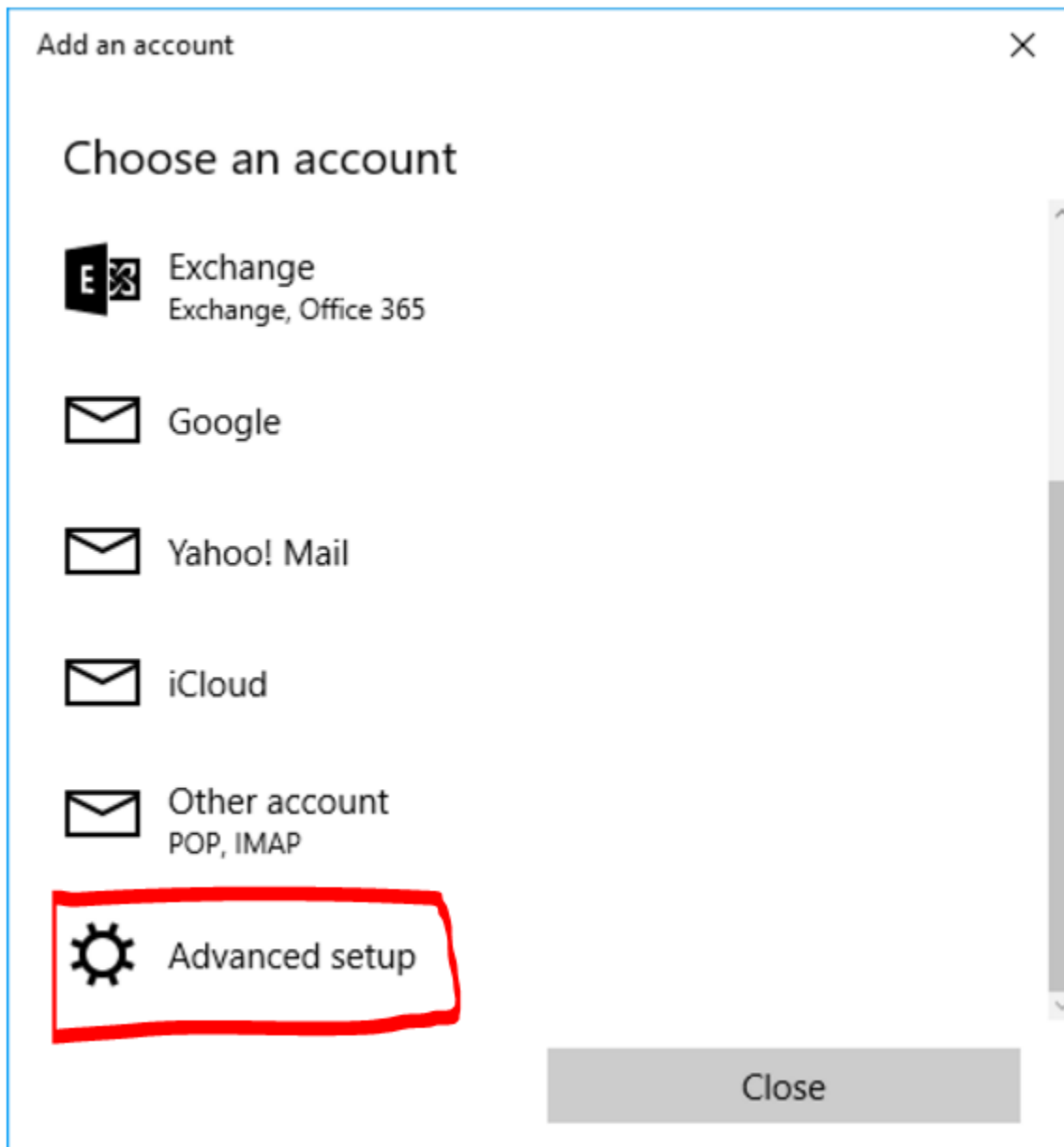3. Click **Manage Accounts** on the **Settings** menu.

How to setup an email account in Windows 10 Mail

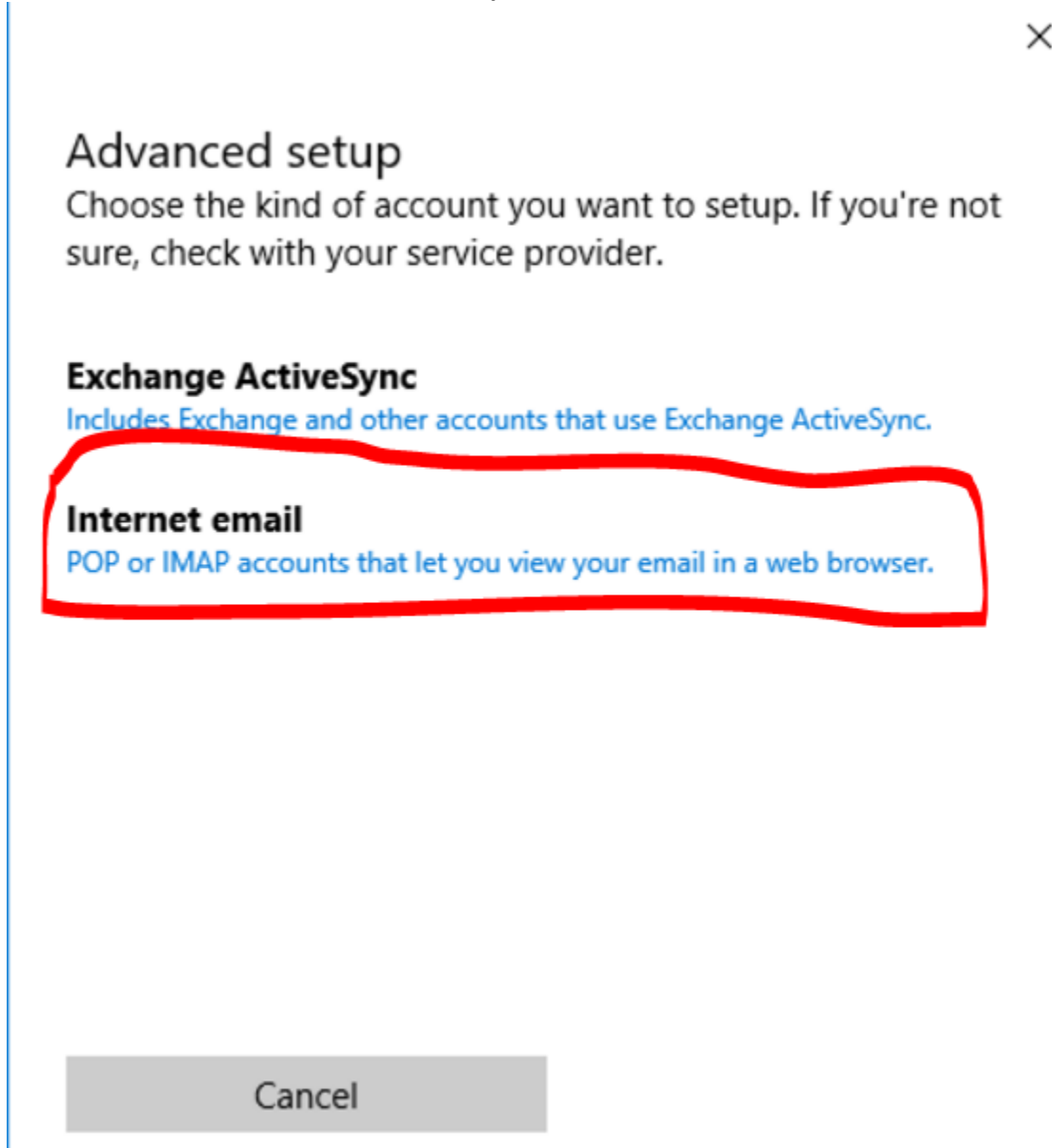4. Click **Add Account** on the **Manage Account** window.

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5. Scroll down on the **Add an Account** popup window and click **Advanced Setup**.

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6. Click **Internet Email** on the **Advanced Setup Screen**.

×

Advanced setup

Choose the kind of account you want to setup. If you're not sure, check with your service provider.

Exchange ActiveSync

Includes Exchange and other accounts that use Exchange ActiveSync.

Internet email

POP or IMAP accounts that let you view your email in a web browser.

Cancel

7. Under Internet Email Account enter the following Settings:
   a. Enter the name you would like the account to be displayed as under **Account Name** (most clients list their business name).
   b. Enter your name (as you want it to appear on your outbound email messages) in the **Your Name** field.
   c. Enter **securemail.dewebworks.com** in the **Incoming email Server** field – pay close attention to spelling as a mistake can cause it not to validate.
   d. Select **IMAP** in the **Account Type** drop down menu.
   e. Enter your full email address in the **Email Address** field.
   f. Enter your full email address in the **User Name** field.
   g. Enter your email password in the **Password** field – pay close attention to spelling as a mistake can cause it not to validate
   h. Enter **securemail.dewebworks.com** in the **Outgoing (SMTP) email Server** field – pay close attention to spelling as a mistake can cause it not to validate.
   i. Make sure the following settings have been checked:
      i. **Outgoing server requires authentication**
      ii. **Use same user name and password for sending email**

How to setup an email account in Windows 10 Mail

        iii.   **Require SSL for incoming email**

        iv.   **Require SSL for outgoing email**

  j.   Click **Sign in** when all field are filled out.

✕

Internet email account

Account name

D.E. Web Works Test Account

Your name

Test Name

We'll send your messages using this name.

Incoming email server

securemail.dewebworks.com

Account type

IMAP

How to setup an email account in Windows 10 Mail

X

Internet email account

Email address

```
username@domainname.com
```

User name

```
username@domainname.com
```

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

Password

```
••••••••••
```

Outgoing (SMTP) email server

```
securemail.dewebworks.com                    X
```

✓ Outgoing server requires authentication

✓ Use the same user name and password for sending email

✓ Require SSL for incoming email

✓ Require SSL for outgoing email

| Cancel | Sign in |

How to setup an email account in Windows 10 Mail

8. You're all set! Click **Done.**

All done!

Your account was set up successfully.

✉ username@domainname.com

Done