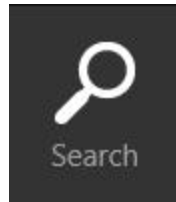


Email Setup for Windows 8 Mail

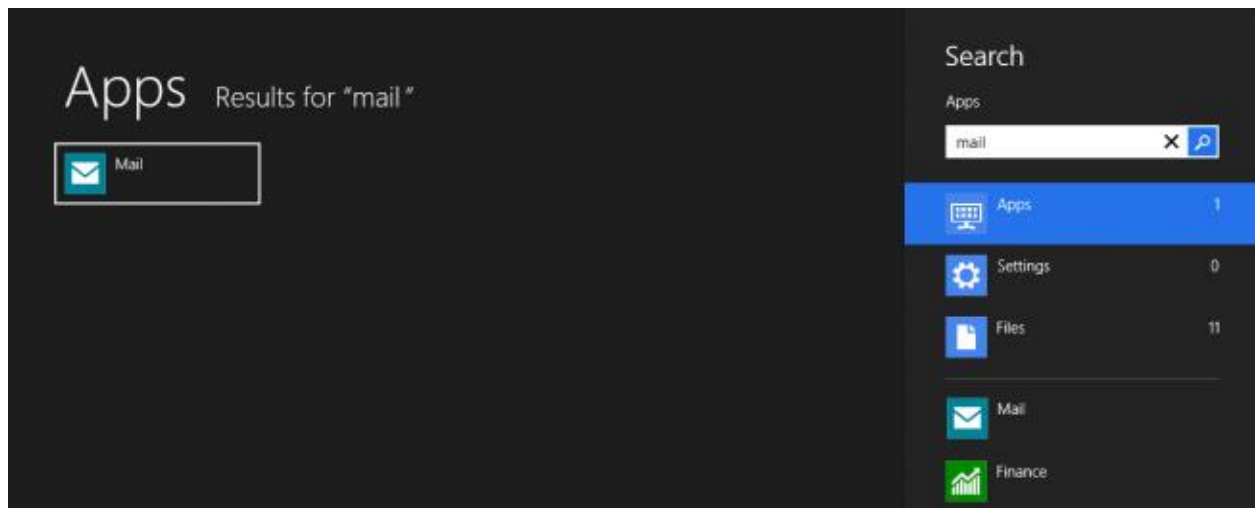
Launch Search

1. Select the search icon from the charm bar on the right hand side



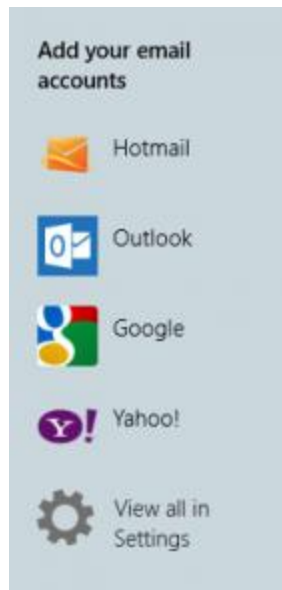
Search for Mail

2. Search for 'Mail' and launch the Mail application



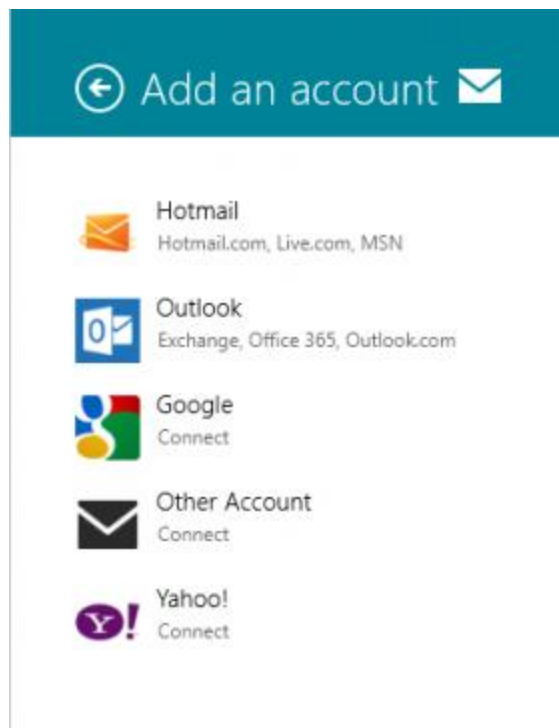
Select View all in Settings

3. Select "**View all in Settings**" from the bottom left of the screen




Select Other Account

4. Select "**Other Account**" from the "Add an account" menu on the top right of the screen



Select Show more details

5. Then select **“Show more details”** from the “Add your Other account” screen

Add your Other account 

Enter the information below to connect to your Other account.

Email address

Password

[Show more details](#)

Enter your relevant details

6. Ensure that you enter your relevant details as shown in the screen below, then select **“Connect”**

Add your Other account



Enter the information below to connect to your Other account.

Email address

Username

Password

Incoming (IMAP) email server

Port

Incoming server requires SSL

Outgoing (SMTP) email server

Port

Outgoing server requires SSL

Outgoing server requires authentication

Use the same username and password to send and receive email

[Show fewer details](#)

Connect

Cancel

You have completed your account setup

7. Your **Windows 8 Mail** program should now be set up to send and receive mail.