

How to setup email on Windows 10 Mail

- STEP 1**
Open Windows 10 Mail
Firstly, you'll need to open Windows 10 Mail by clicking on the Start button, then clicking on 'Mail'.
- STEP 2**
Choose 'Settings'
Once Windows 10 Mail has opened, choose the 'Settings' icon (the cog) from the menu located at the bottom of the app.
- STEP 3**
Choose 'Manage Accounts'
Then simply choose 'Manage Accounts' from the settings menu that appears on the right hand side of the screen.
- STEP 4**
Choose 'Add account'
Then simply click on the option labelled 'Add Account'.
- STEP 5**
Choose 'Advanced setup'
After you have entered your e-mail address and password, choose 'Advanced setup' from the list of different account types.
- STEP 6**
Choose 'Internet email'
Then choose 'Internet email' to set up your account details.
- STEP 7**
Enter your account details
You will be presented with some new form fields to fill in.
Firstly, enter your e-mail address in the field labelled 'Account name'.
Next, enter your full name in the field labelled 'Your name'.
This will appear in the 'from' field, when you send e-mail from this address.
In the field labelled 'Incoming email server' please enter 'mail.34sp.com'.
Then choose your protocol via the 'Account type' dropdown menu (we strongly recommend IMAP).
Enter your e-mail address in the field labelled 'Email address', then enter your e-mail address again for the field labelled 'Username'.
In the 'Password' field, enter the password associated with your e-mail address.
For 'Outgoing (SMTP) email server' please enter 'smtp.34sp.com'.
Finally, ensure the 4 checkboxes at the end of the form are all checked.
When you have entered the relevant details, click 'Sign-in' to proceed to the next stage.
- STEP 8**
Windows 10 Mail Setup is complete
If you have entered your account details correctly, you'll see a message reading 'All done! - Your account is setup'. Simply click the button labelled 'Done' to complete the setup process.
You are now ready to send and receive email using Windows 10 Mail.