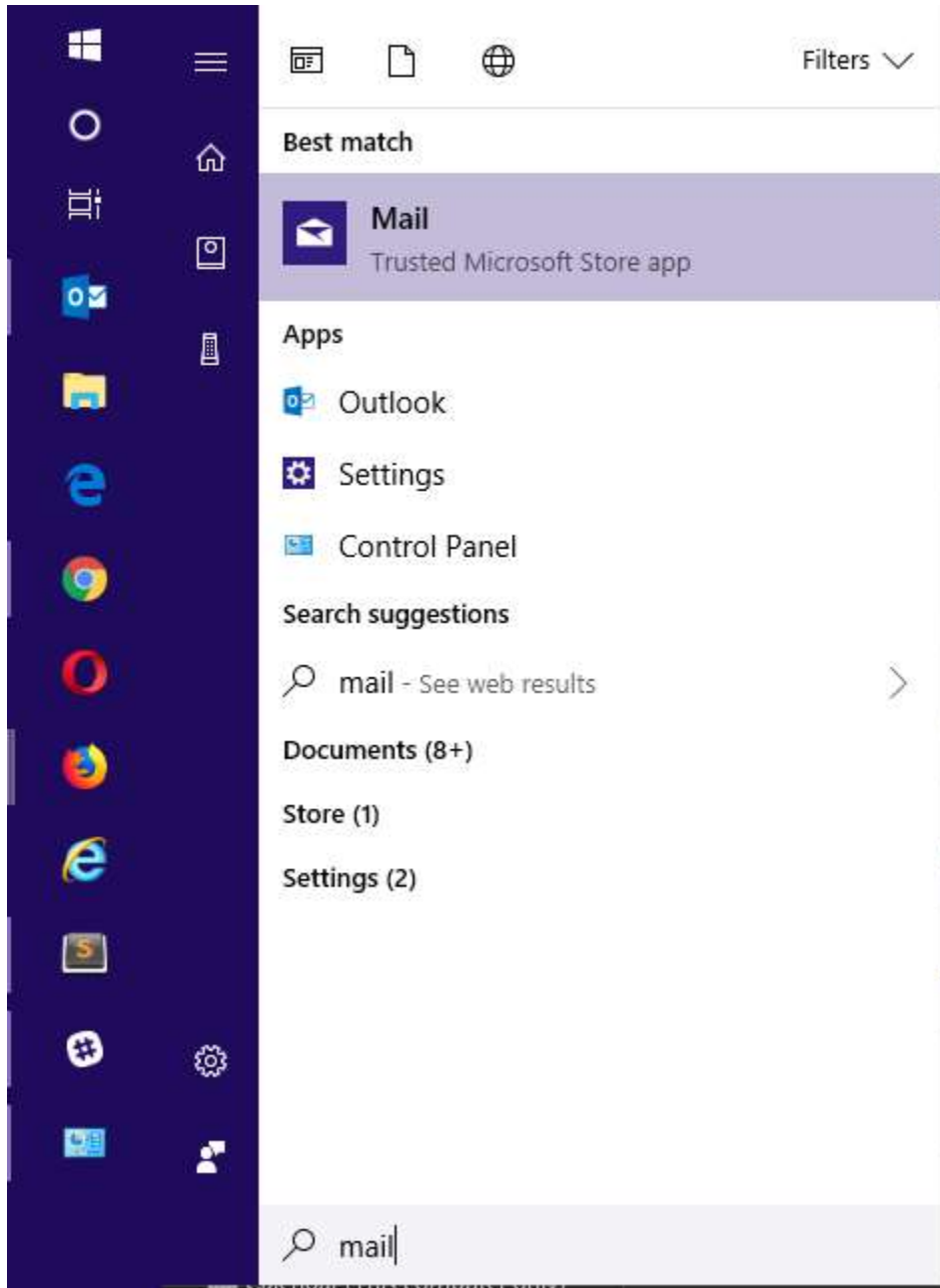
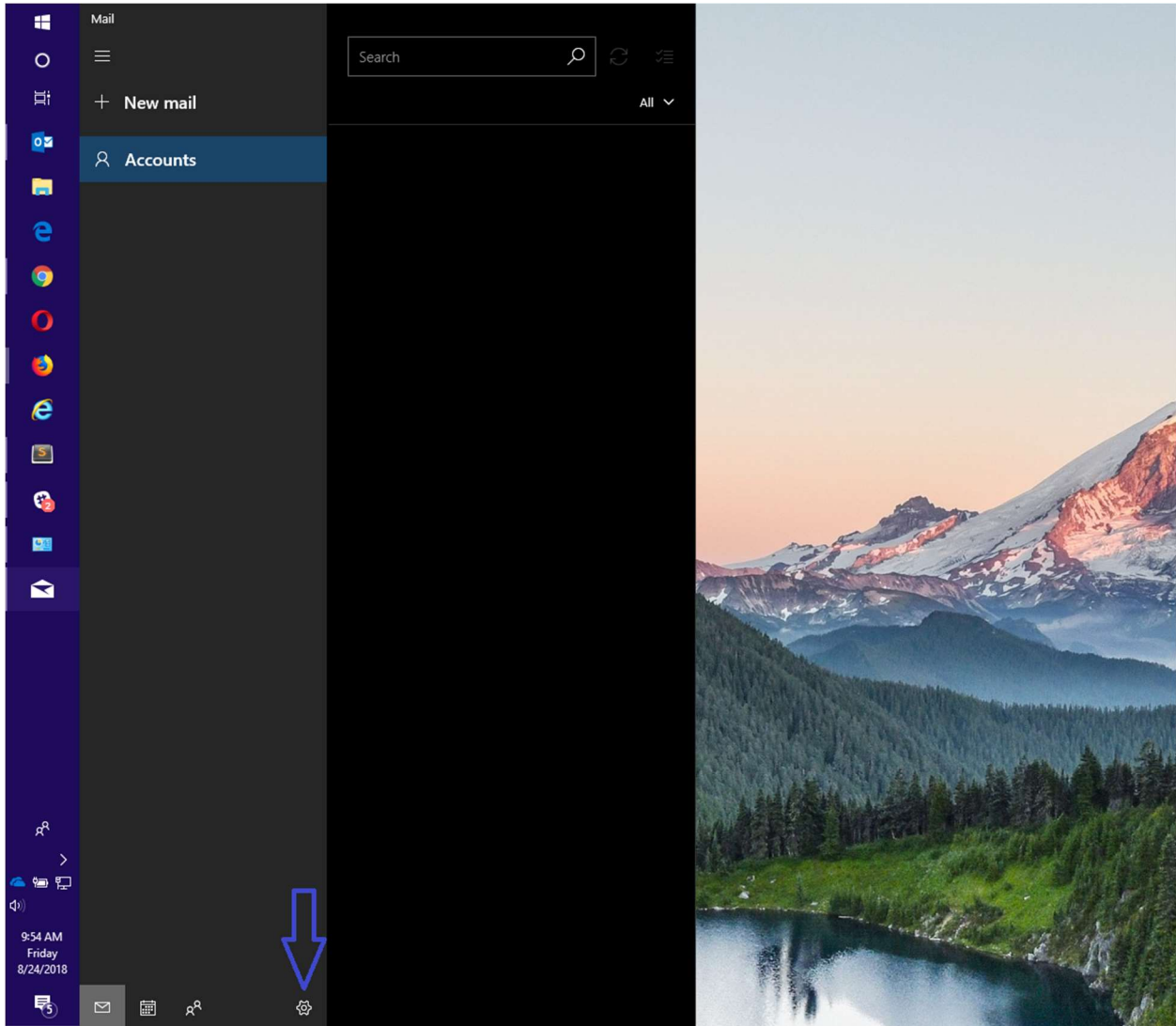


Windows 10 Mail App Instructions

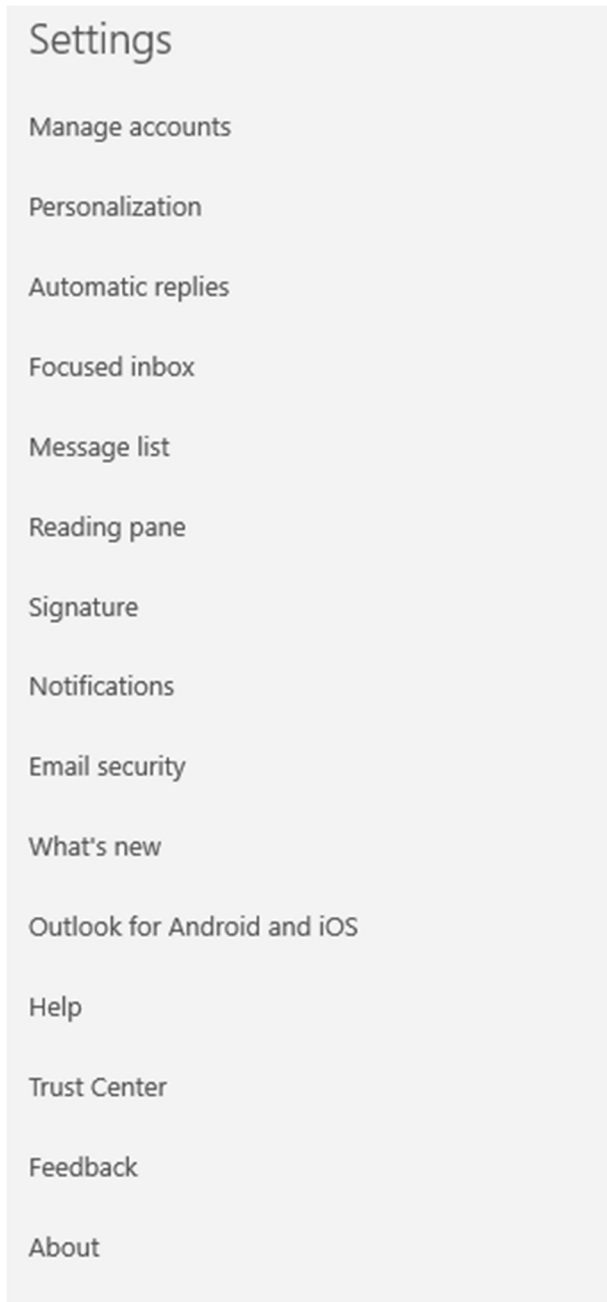
- 1) Click on the start menu on the lower right corner, and search for **Mail**.



2) Click on the 'gear cog' Settings icon on the bottom



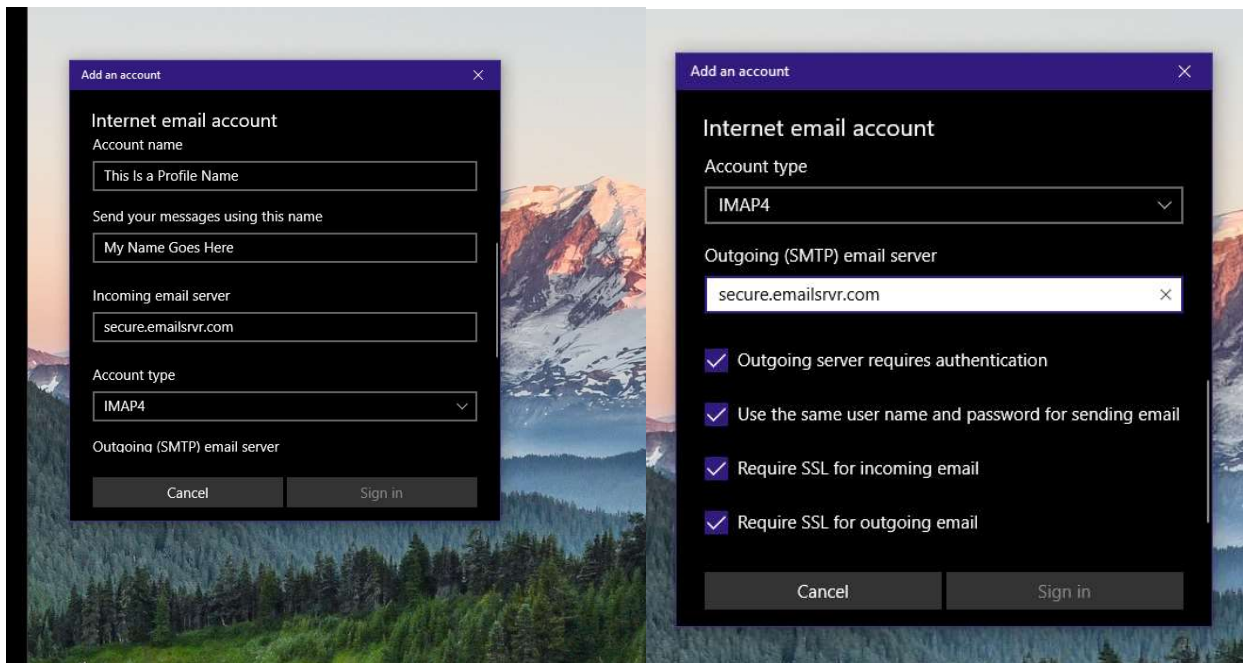
3) Click on **Manage accounts** on the right side bar



4) Click on **Add Account**

- 5) Select **Other account : POP/IMAP**
- 6) Enter your username and password and click **Sign in**

- 7) **Setup should be automatic and you should be good to go**, however, if prompted enter the following details:
 - a. Enter your email address as both the username and email address
 - b. Enter your password
 - c. Enter an account name (so you can find it easier in the account list)
 - d. Enter the following server settings
 - i. **Incoming:** secure.emailsrvr.com
 - ii. **Account Type:** IMAP4
 - iii. **Outgoing SMTP:** secure.emailsrvr.com
 - iv. **Check all four checkboxes**



- 8) Click **Sign in**