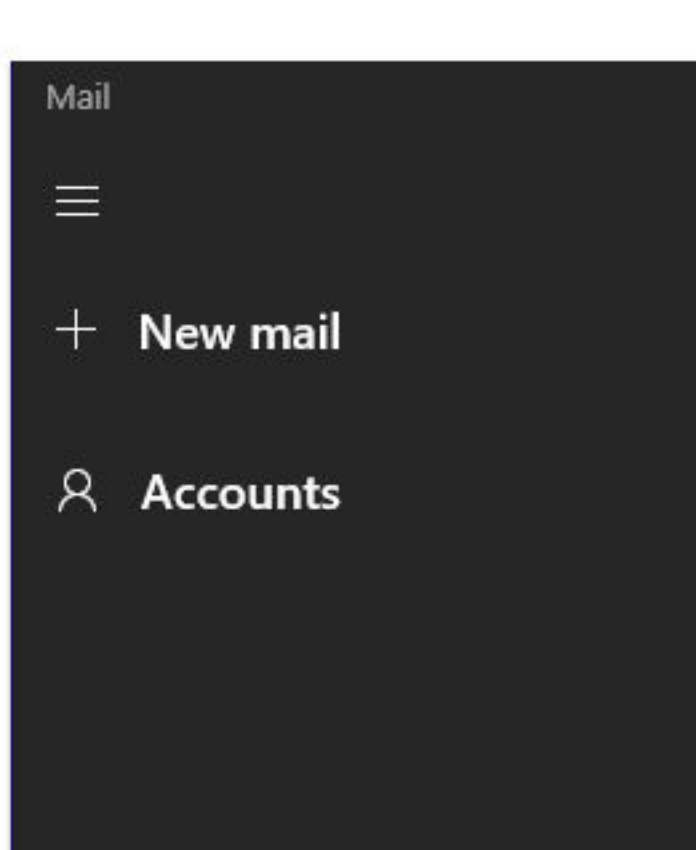


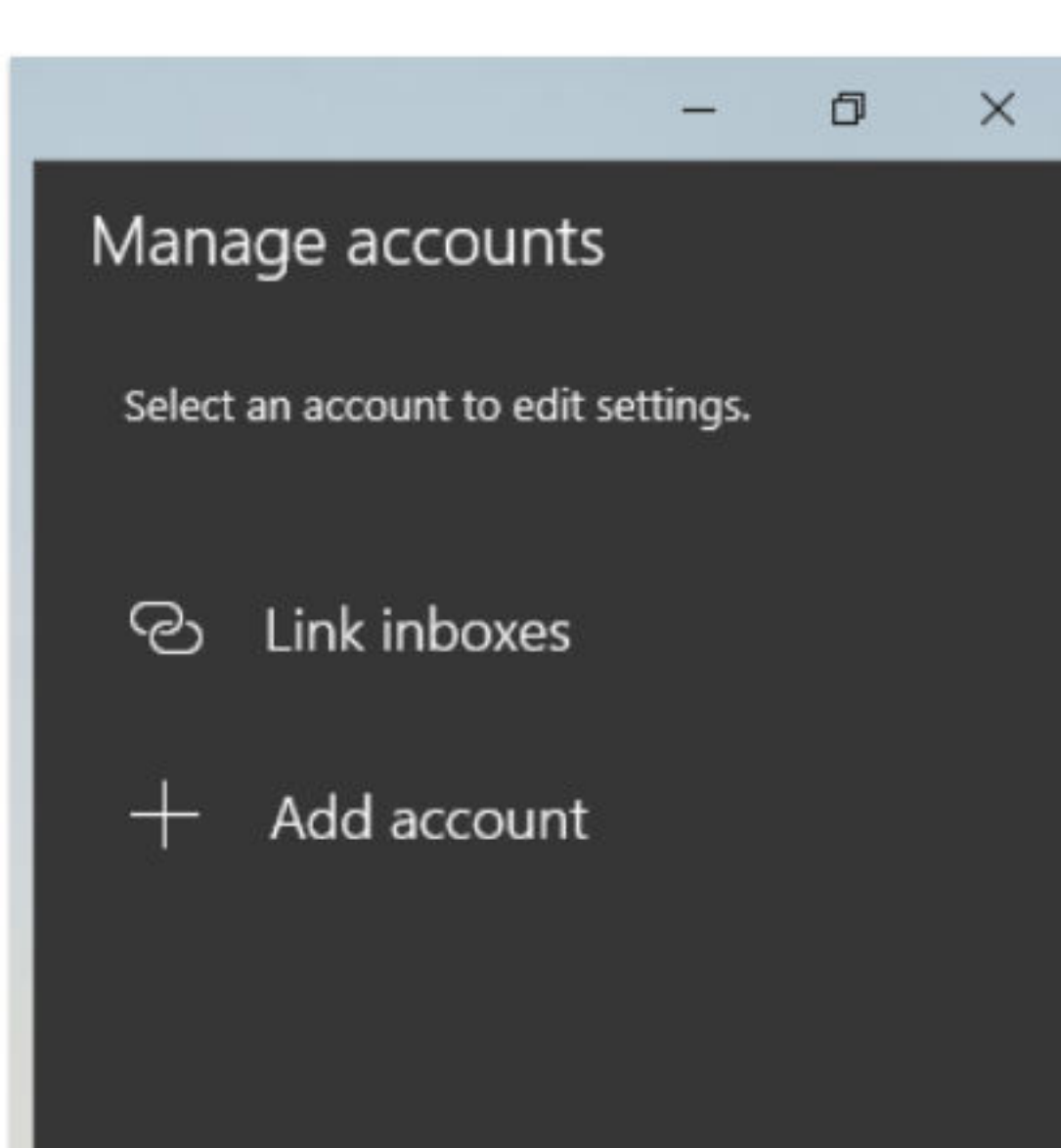
# Windows 10: Mail - Generic Setup(Exchange)

This article will assist you with setting up Mail on Windows with your Hosted Exchange mailbox.

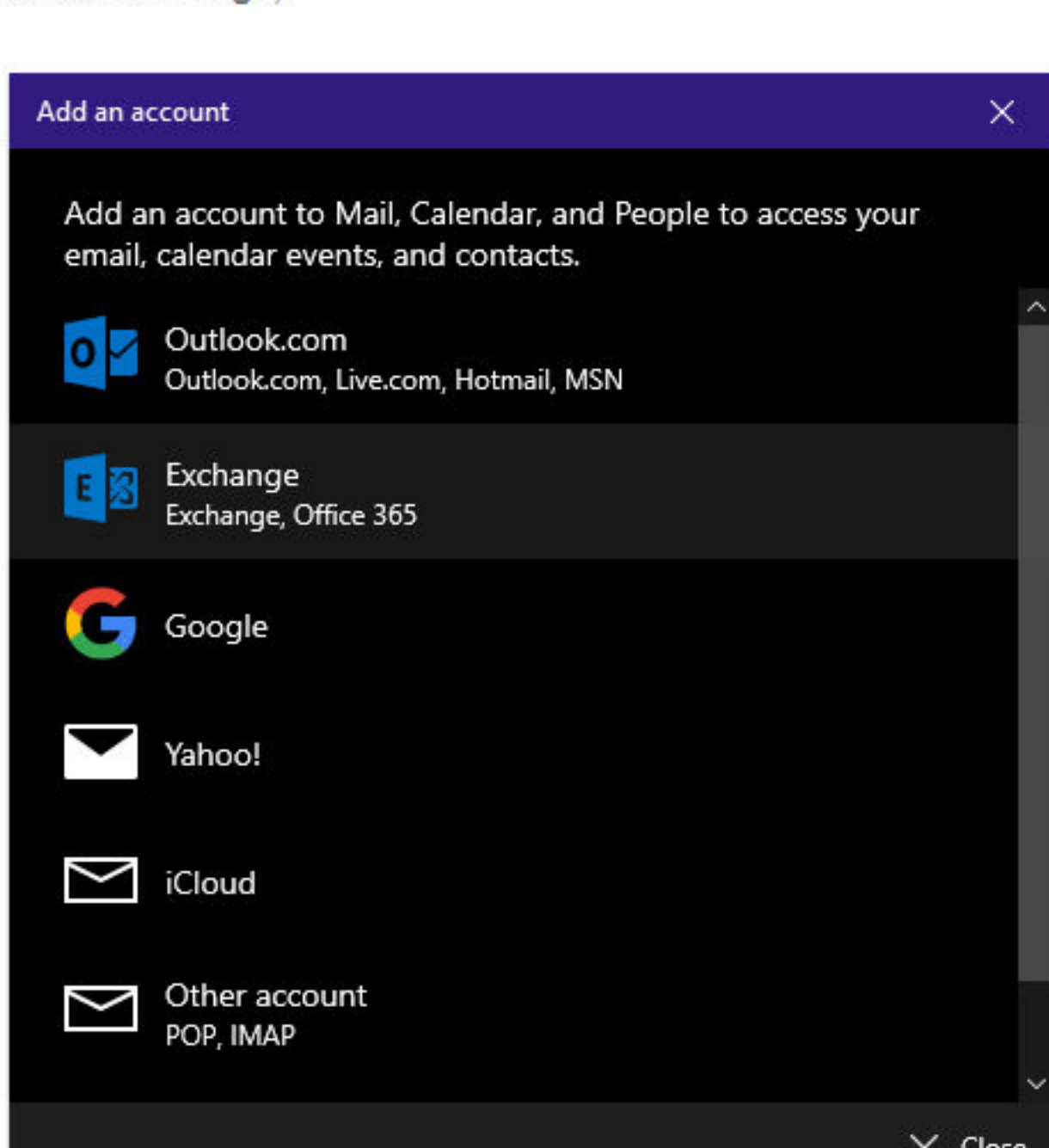
1. Click on the Start Menu (or press the Windows key) and then search for **Mail**.
2. When Mail opens, select on **Accounts** in the top left.



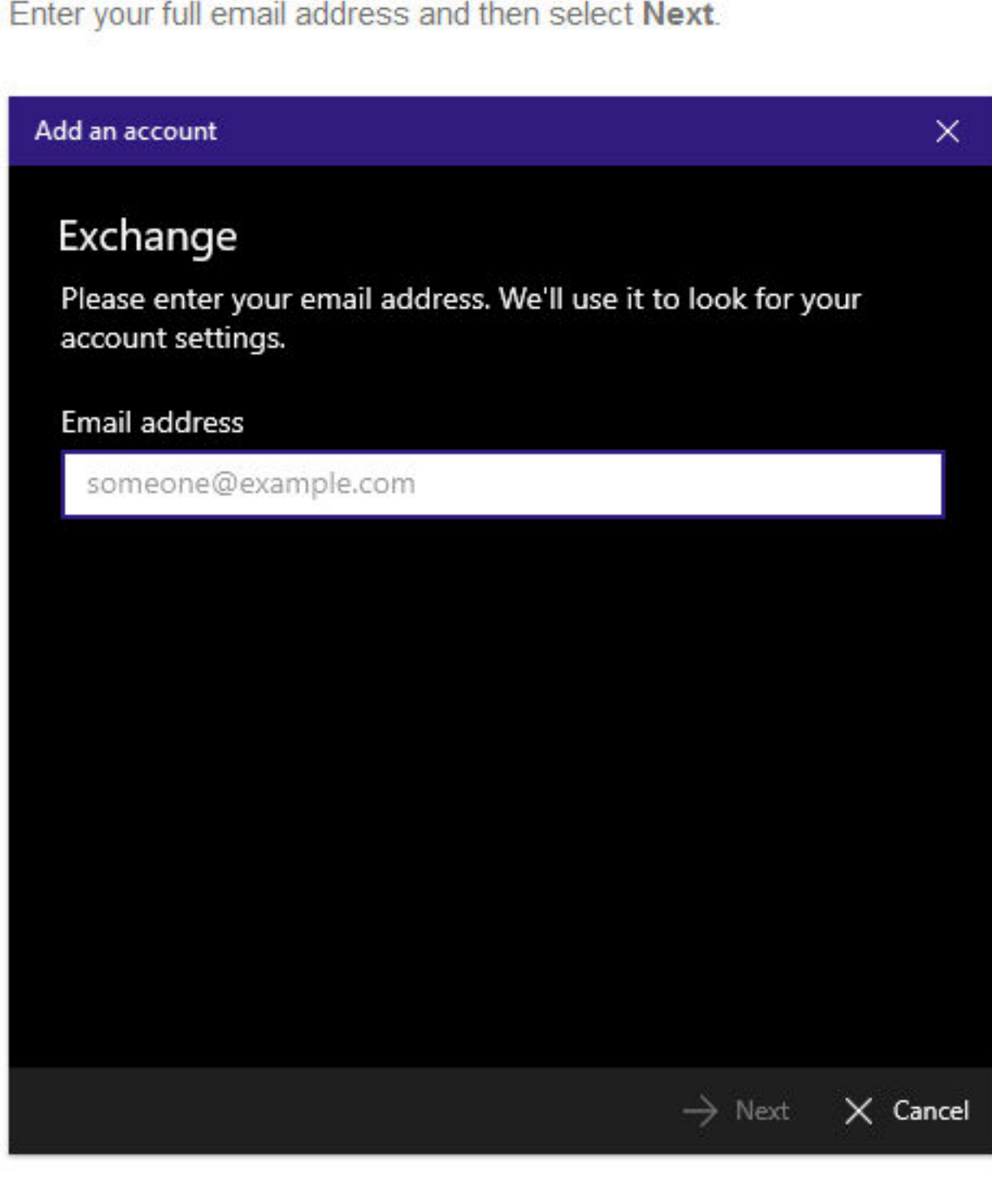
3. Select **Add account** in the top right to add a mailbox.



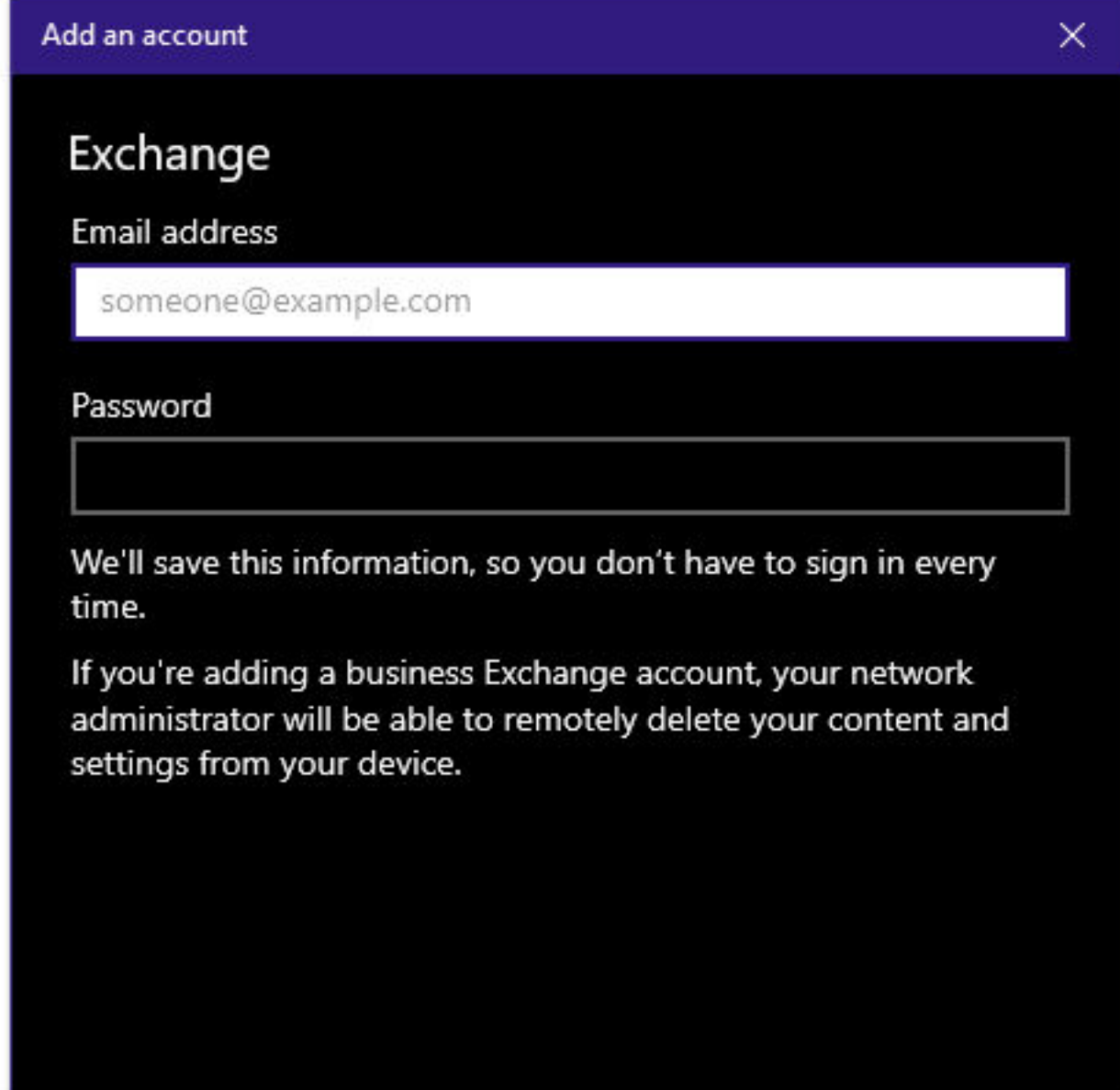
4. Select **Exchange**.



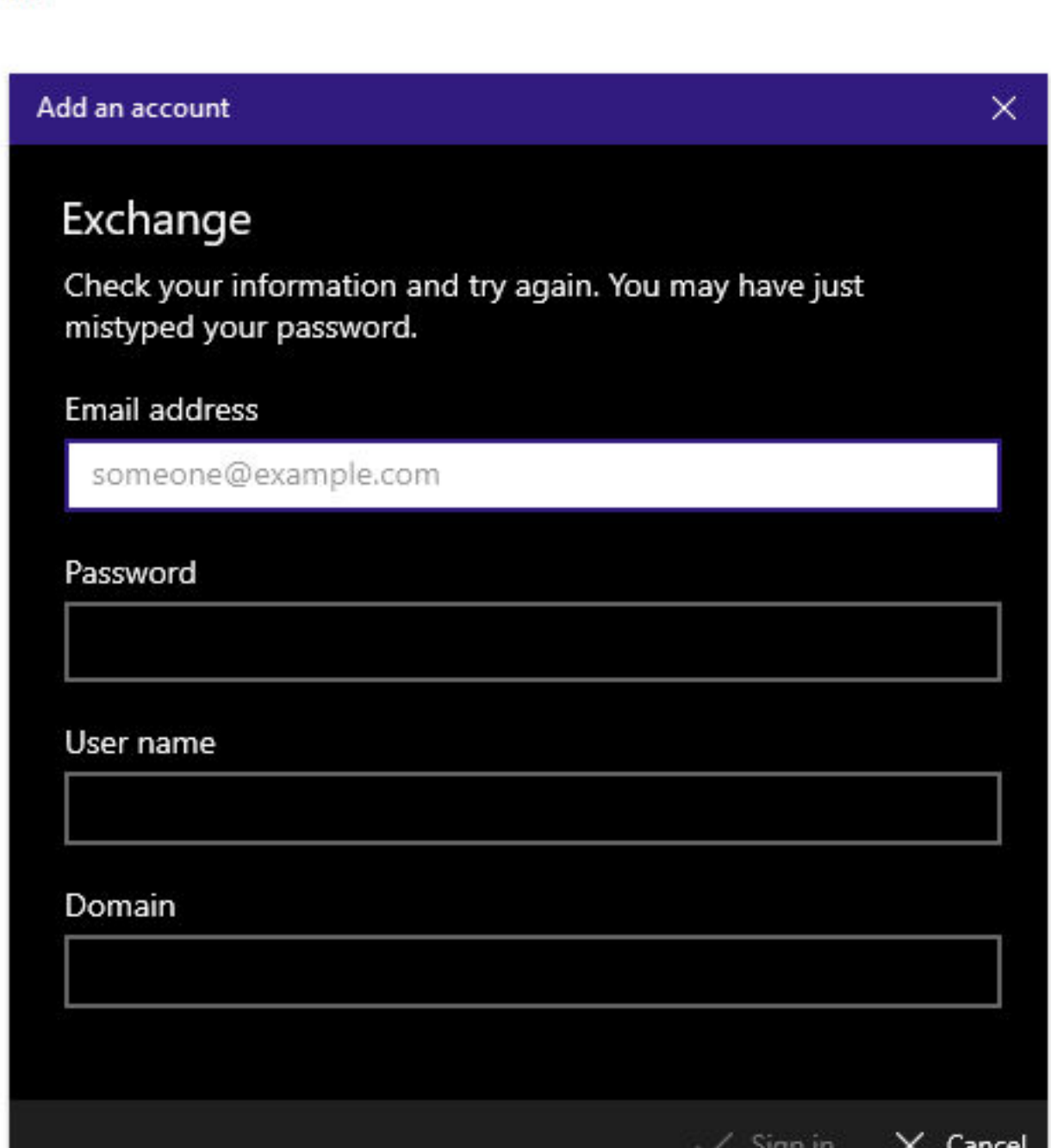
5. Enter your full email address and then select **Next**.



6. Enter your password and select **Sign in**.

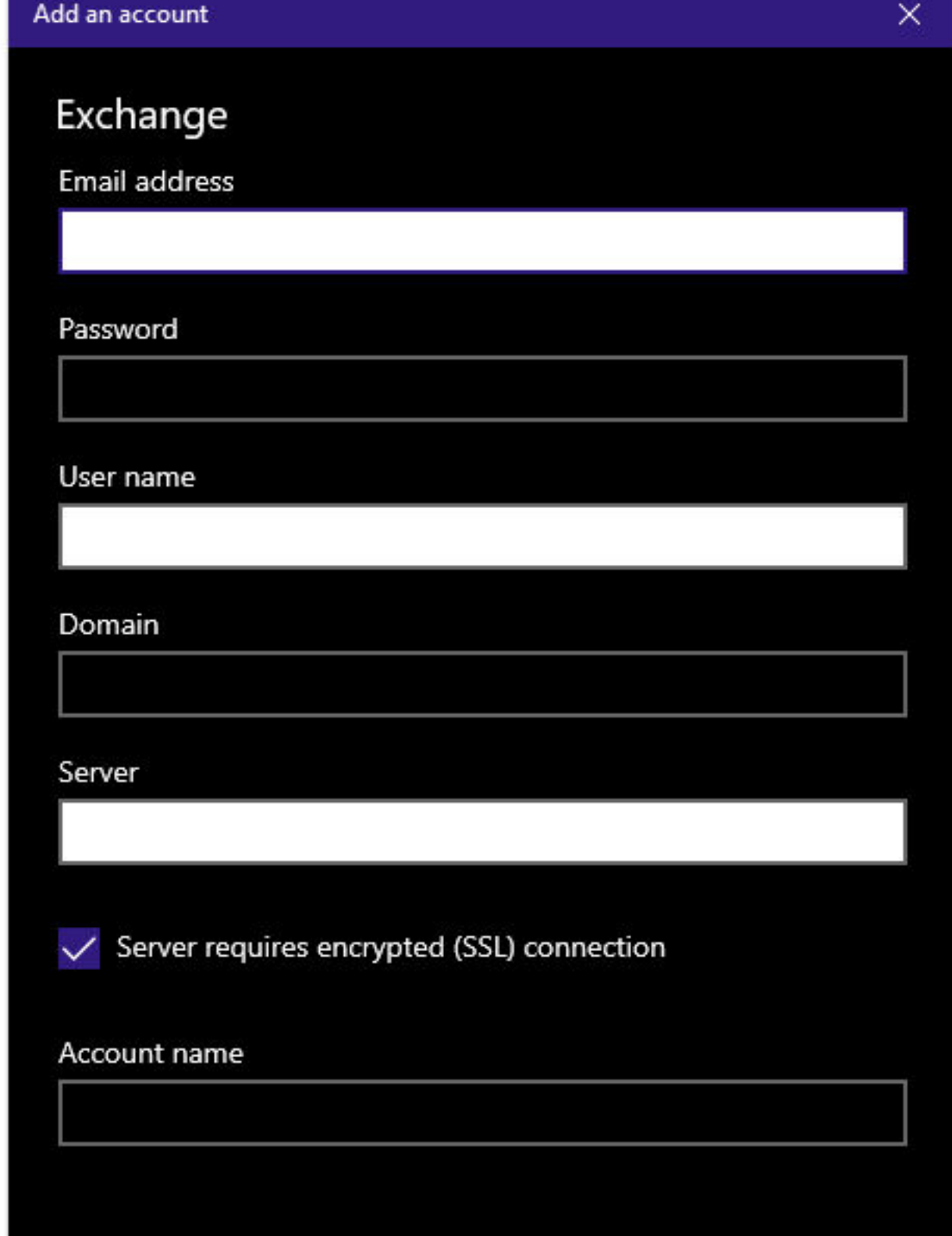


7. Leave **Domain** blank. Enter your full email address in the **User name** field. Finally, select **Sign in**.

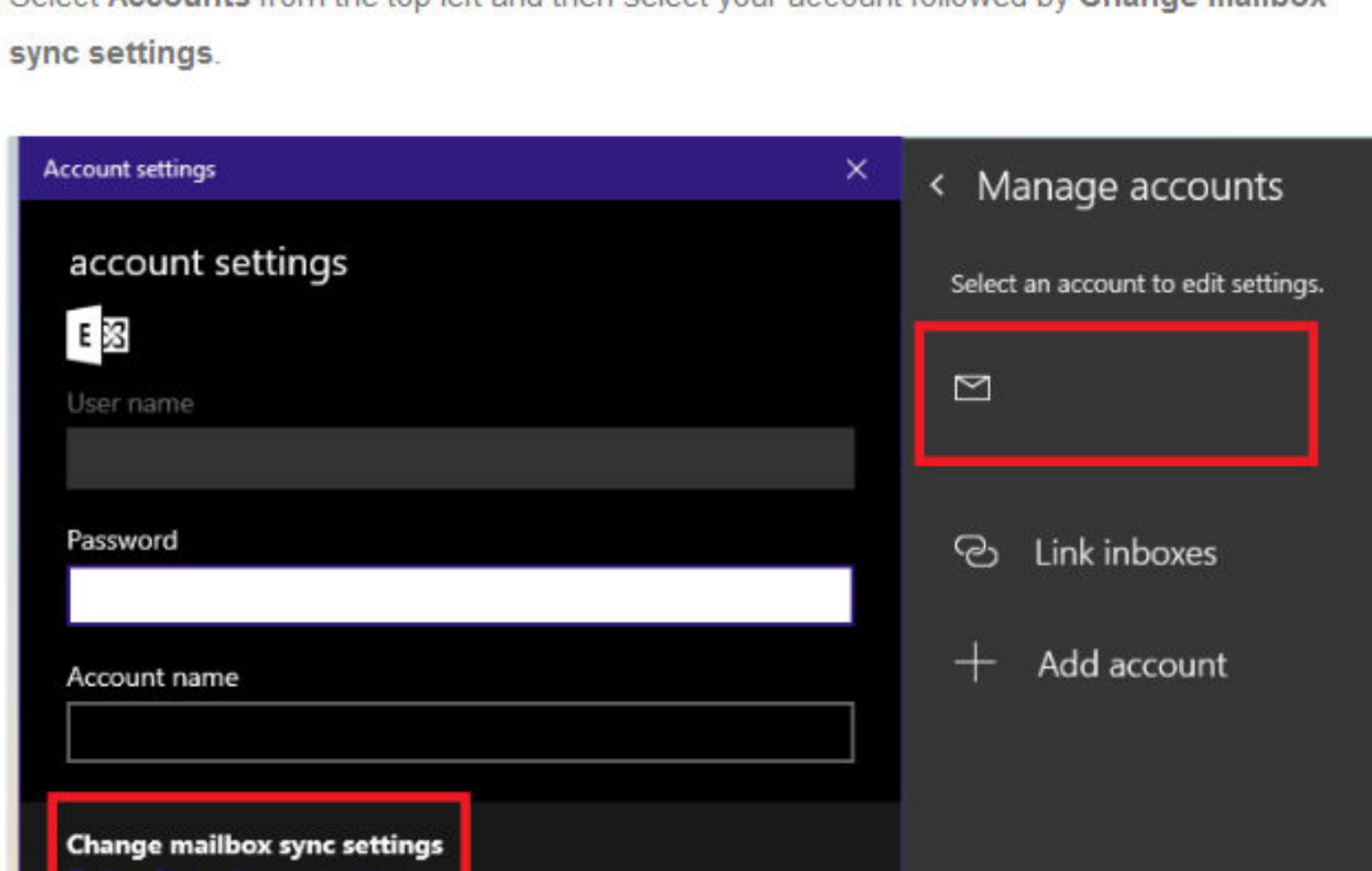


8. In the **Exchange** window, input the following information before hitting Sign in:

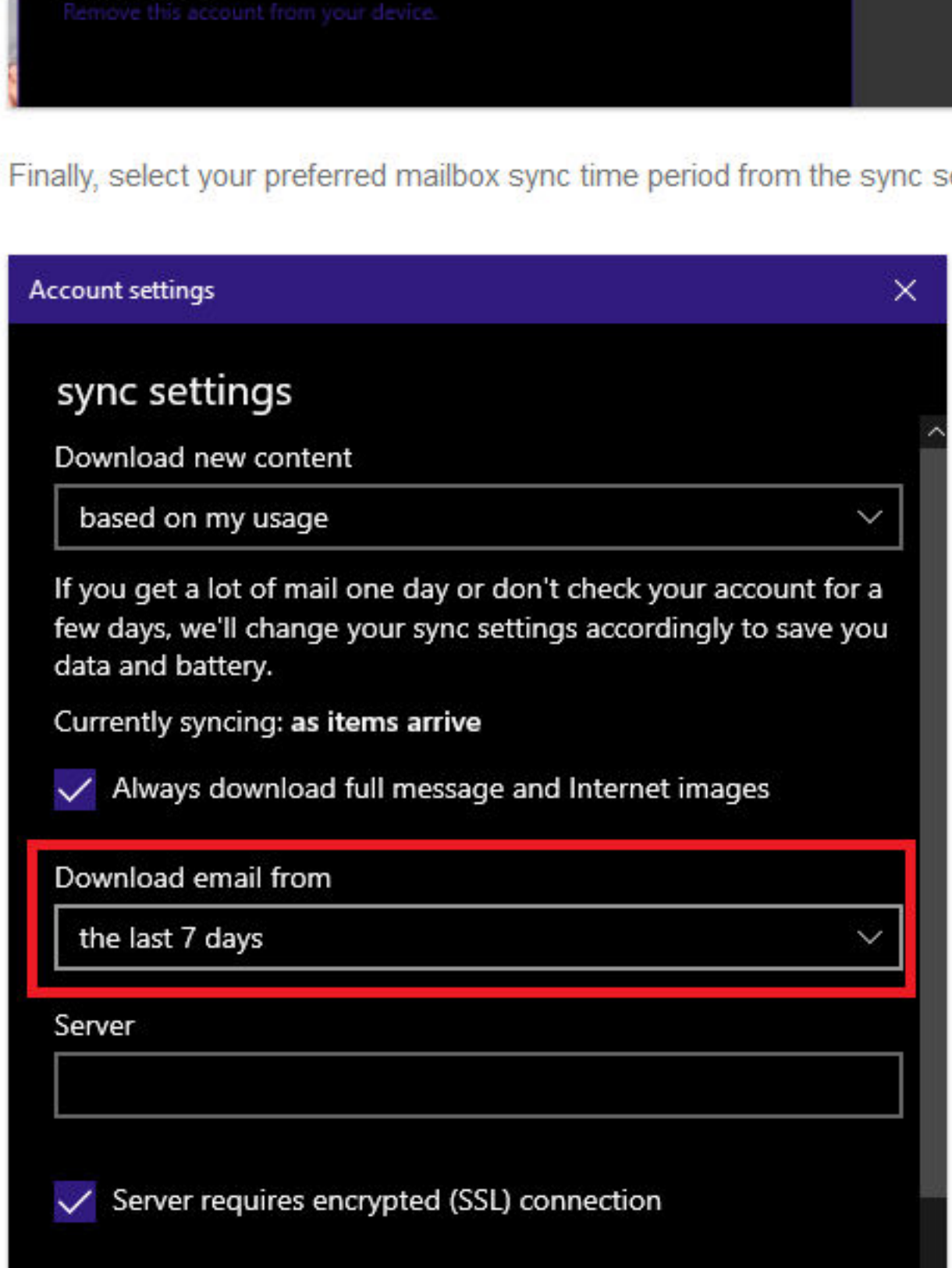
- Account Name:** Whatever label you would like
  - User Name:** Email Address
  - Server:** Your Exchange server
  - Domain:** Leave blank
  - Password:** Your mailbox password
  - Send your messages using this name:** Your Name
- After this, **setup is not complete**. The default sync period is the past month only.



9. Select **Accounts** from the top left and then select your account followed by **Change mailbox sync settings**.



10. Finally, select your preferred mailbox sync time period from the sync settings menu.



11. **Congratulations!** You have now set up Mail to work with your Mailbox. Please wait 15 minutes before troubleshooting to allow for mail to download.