

Windows 10 Mail Configuration

This guide explains how to configure your Windows 10 Mail client to access your email account. This tutorial was created using version 17 of Windows 10 Mail. If you are using a different version, these instructions may differ.

How do I find my email cluster?

In order to setup your email client, you will need to know which email cluster your account is hosted on. If you don't know this information, you can check with your email service provider, or try logging into webmail at:

Cluster A:

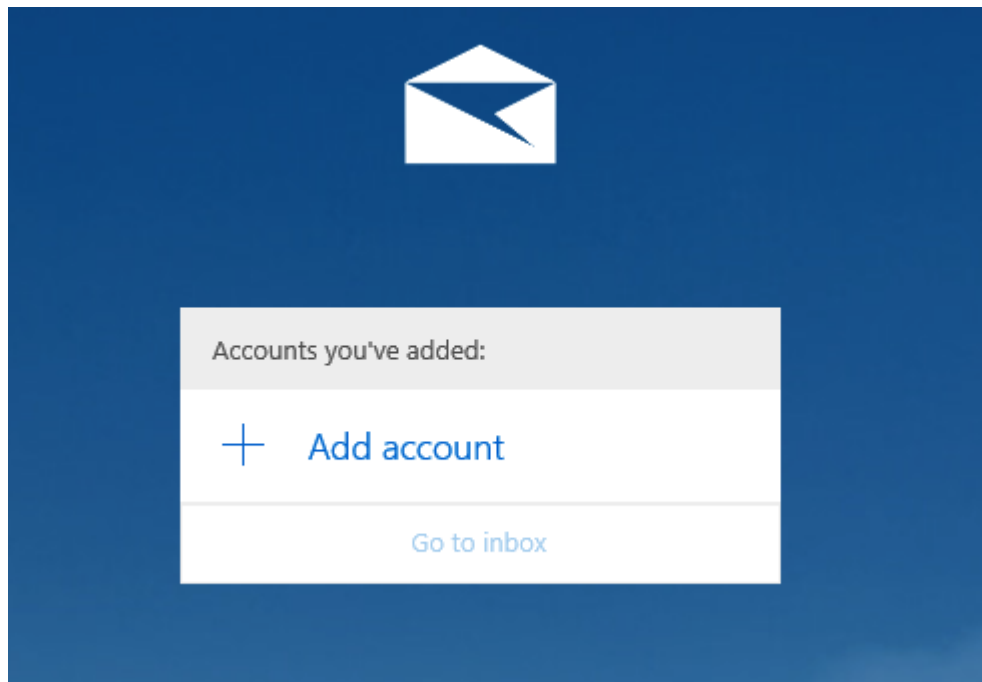
<http://mail.hostedemail.com>

Cluster B:

<http://mail.b.hostedemail.com>

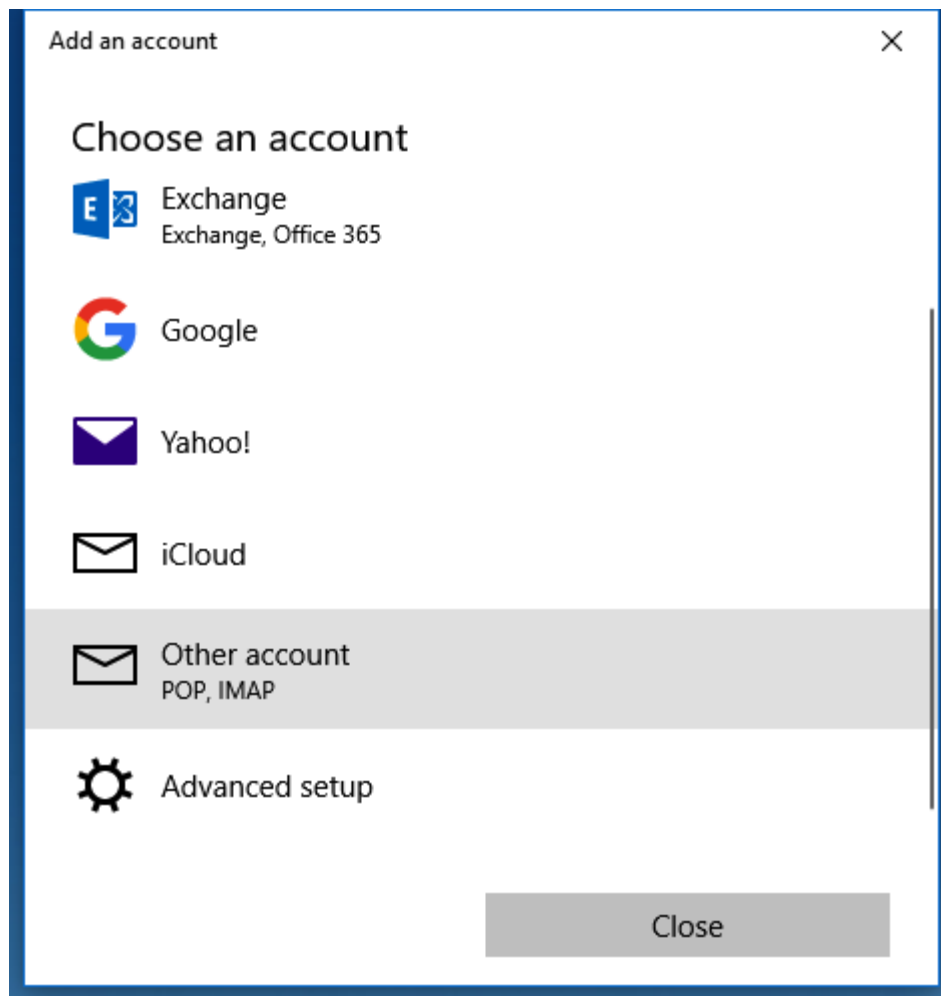
If you are able to successfully login to the webmail interface, then you have found your mail cluster. If you are not able to login to either cluster, please contact your email service provider for support.

Step 1: Open the Mail application



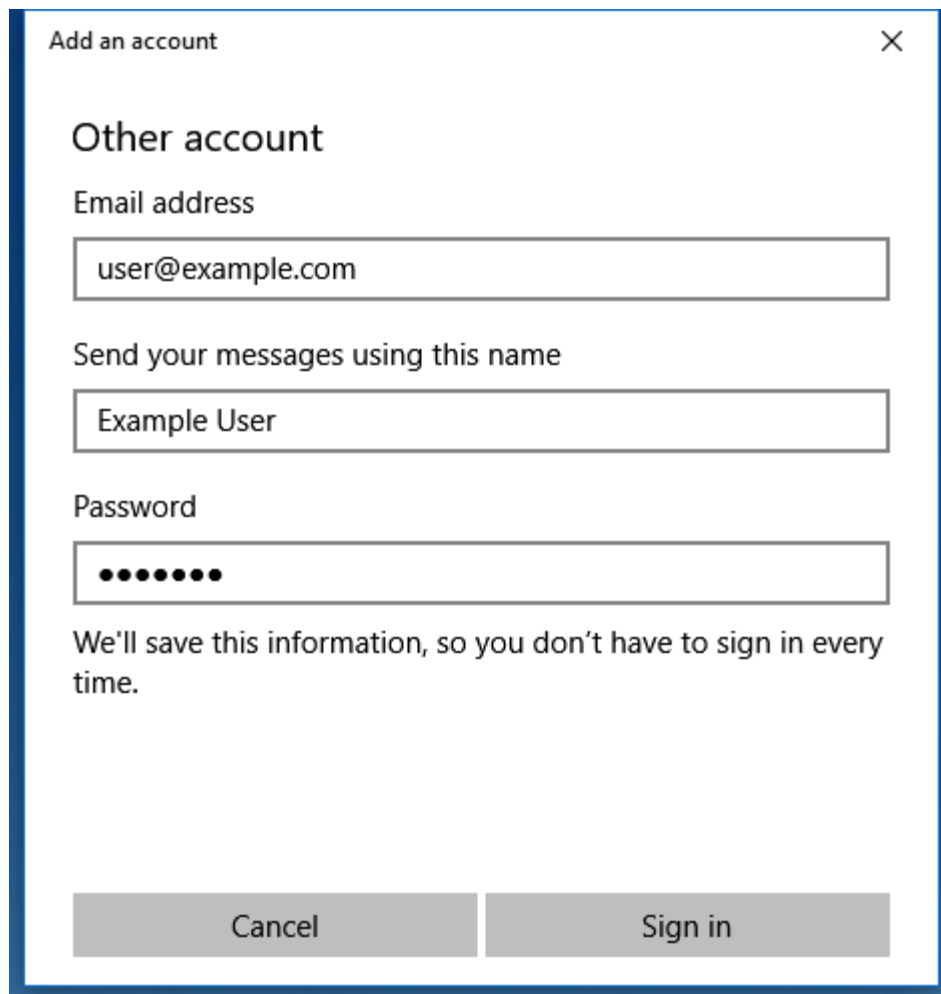
Click **Add Account**

Step 2: Select Account Type



Select **Other Account**

Step 3: Enter Account Details



The screenshot shows a dialog box titled "Add an account" with a close button (X) in the top right corner. The dialog is for adding an "Other account". It contains three input fields: "Email address" with the text "user@example.com", "Send your messages using this name" with the text "Example User", and "Password" with seven dots. Below the fields is a message: "We'll save this information, so you don't have to sign in every time." At the bottom are two buttons: "Cancel" and "Sign in".

Enter your mailbox username, display name, and password. Then click **Sign In**

Step 4: Enter Advanced Account Information

The screenshot shows a dialog box titled "Add an account" with a close button (X) in the top right corner. The dialog is for configuring an "Internet email account". It contains the following fields and options:

- Email address:** user@example.com
- User name:** Example User
Examples: kevinc, kevinc@contoso.com, domain\kevinc
- Password:** (masked with dots)
- Account name:** Example User
- Send your messages using this name:** Example User
- Incoming email server:** mail.hostedemail.com
- Account type:** IMAP4 (dropdown menu)
- Outgoing (SMTP) email server:** mail.hostedemail.com
- Outgoing server requires authentication
- Use the same user name and password for sending email
- Require SSL for incoming email
- Require SSL for outgoing email

At the bottom, there are two buttons: "Cancel" and "Sign in".

If Windows is unable to automatically detect the correct connection settings, you may be required to enter advanced account settings. You may enter the above information.

The mailbox is now configured for access in Windows 10 Mail.