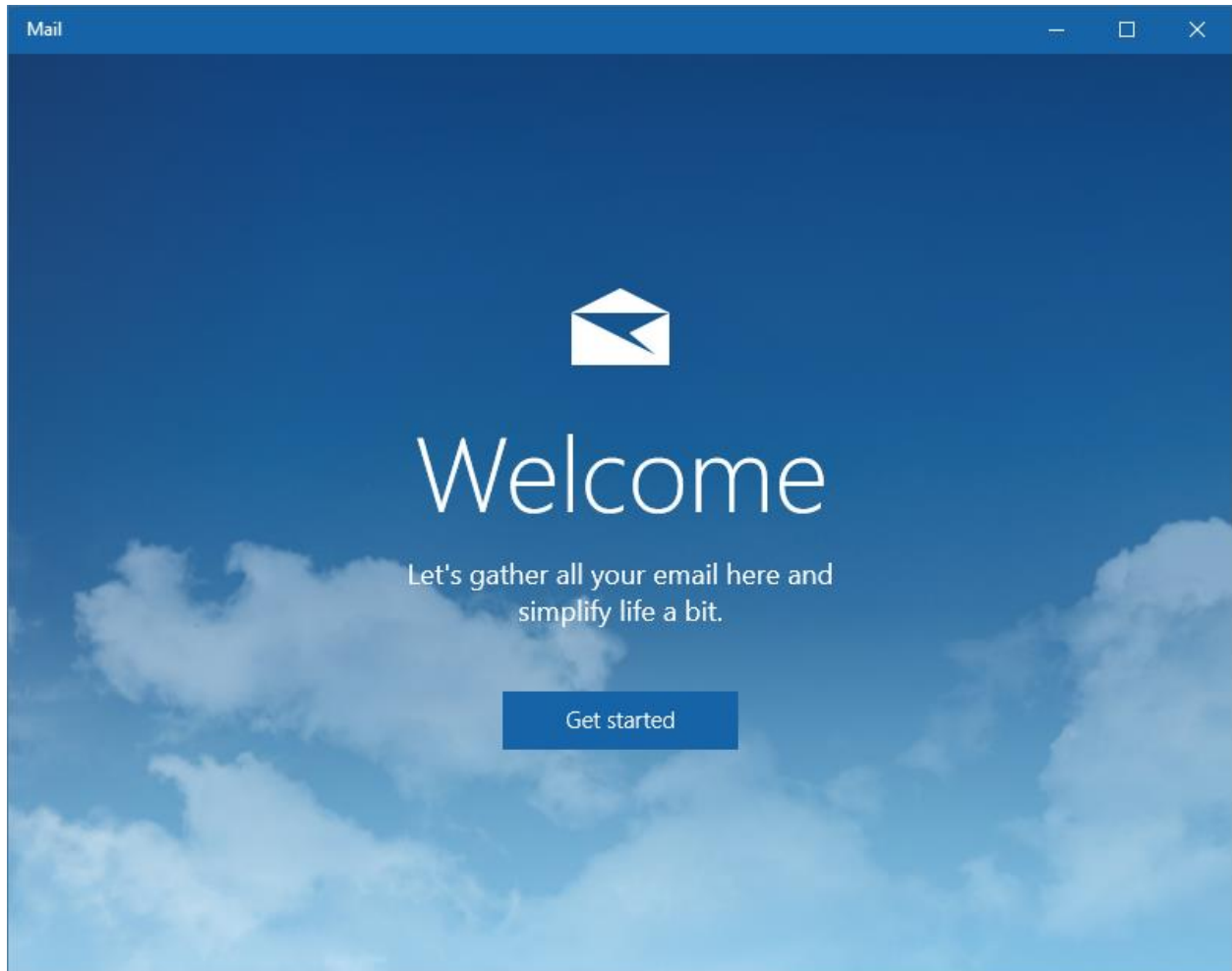
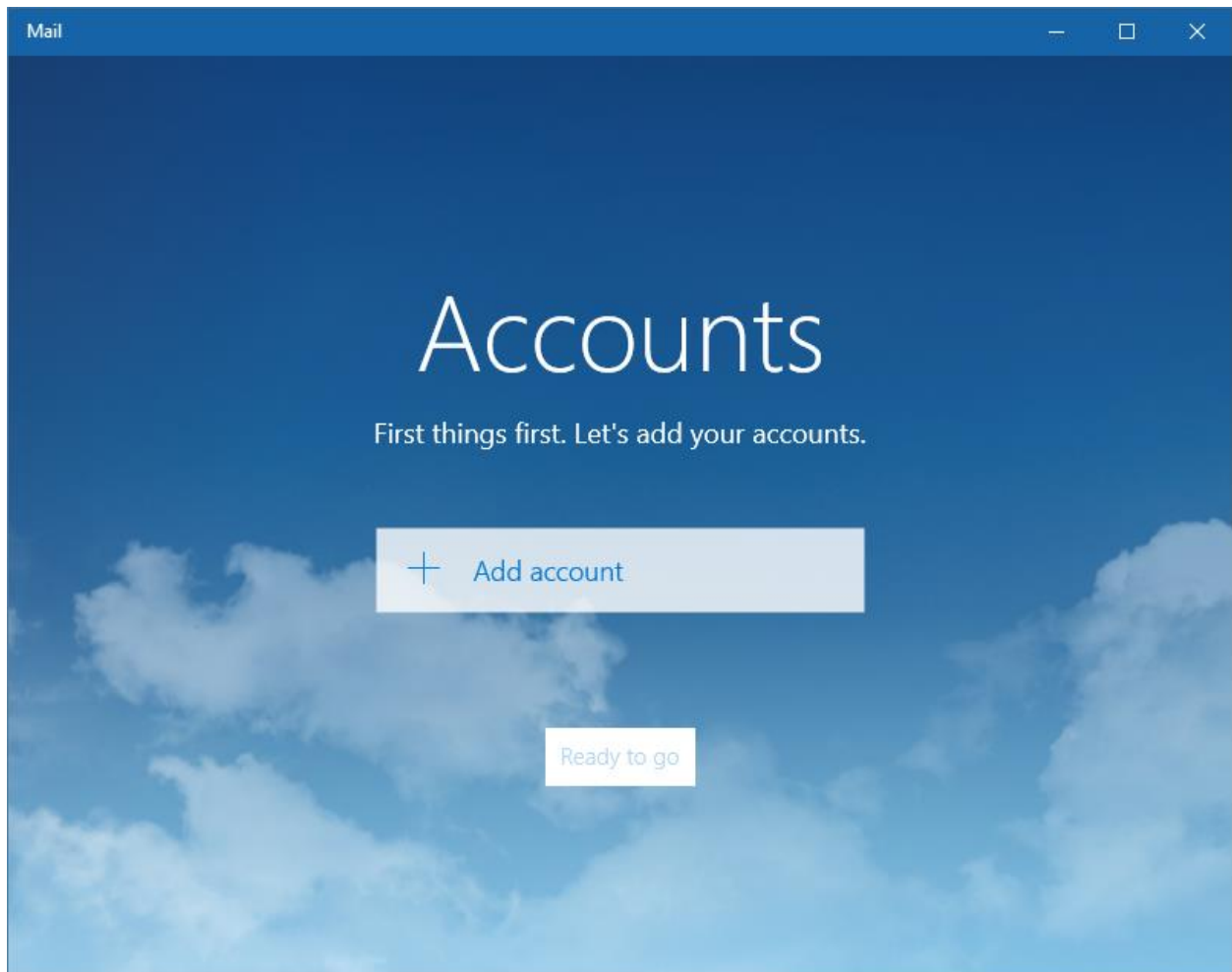


## Windows 10 Mail setup

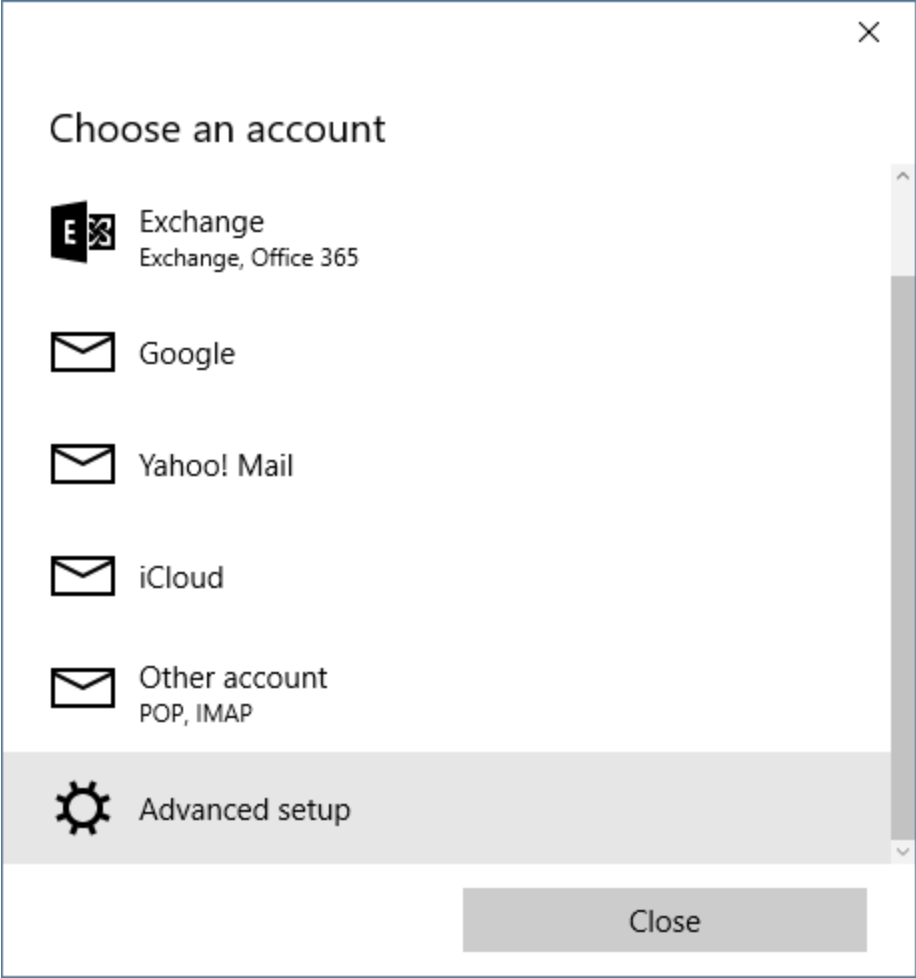
Click the Windows 10 Mail icon, you should see this screen



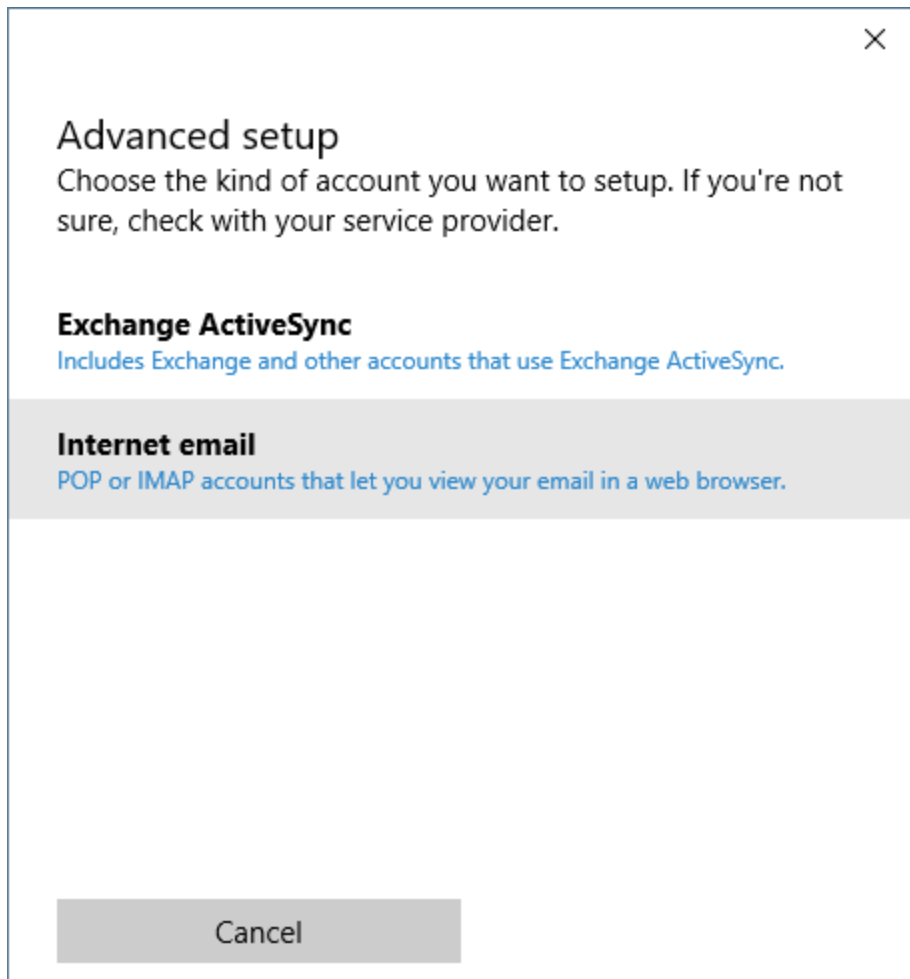
Click Get started



Click Add account



Click Advanced setup



Click Internet email

Internet email account

Account name

testcube@gcmuni.net

Your name

John Doe

We'll send your messages using this name.

Incoming email server

mailserver.gcmuni.net

Account type

IMAP4

Cancel Sign-in

Enter your Account name, your full email address.

Enter your name

Enter **mailserver.gcmuni.net** for Incoming email server

Select IMAP4 for Account type.

Scroll down.

Internet email account

User name

testcube@gcmuni.net

Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password

.....

Outgoing (SMTP) email server

mailserver.gcmuni.net

Outgoing server requires authentication

Use the same user name and password for sending email

Cancel Sign-in

Enter your full email address for the User name

Enter your email password

Enter **mailserver.gcmuni.net** for the Outgoing SMTP email server

Check both boxes for outgoing server and use the same user name.

Internet email account

Password

Outgoing (SMTP) email server

mailserver.gcmuni.net

Outgoing server requires authentication

Use the same user name and password for sending email

Require SSL for incoming email

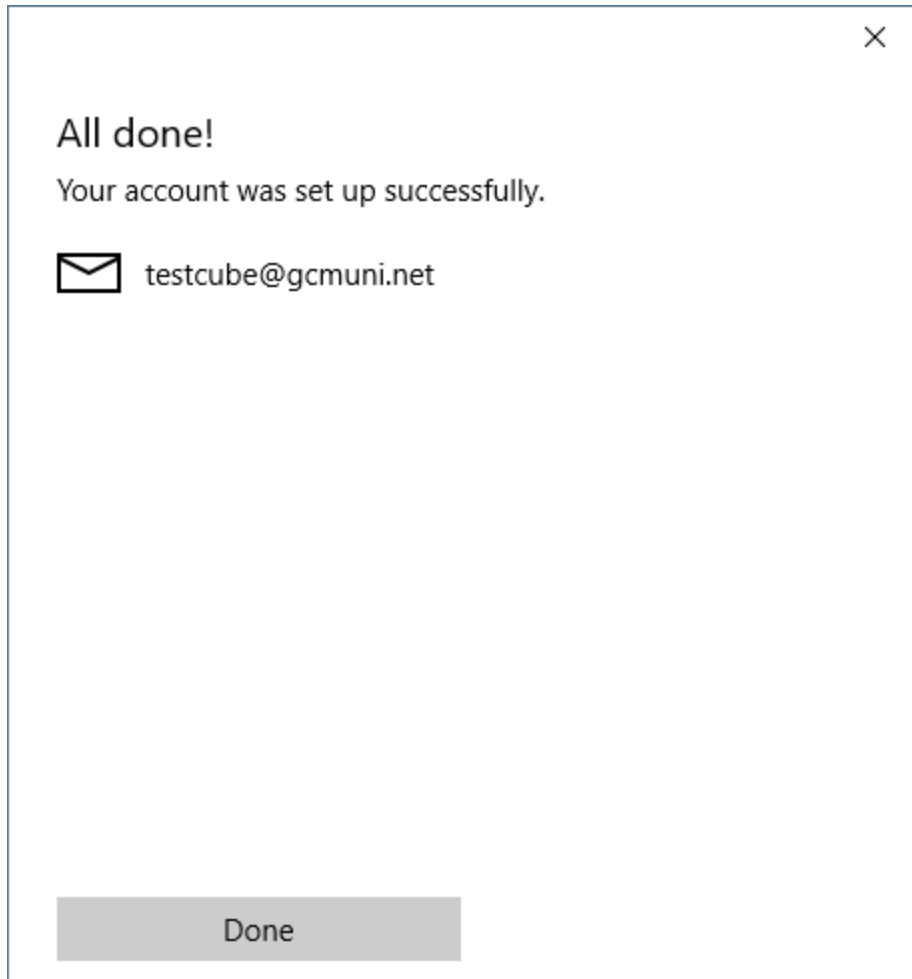
Require SSL for outgoing email

Cancel Sign-in

Scroll down

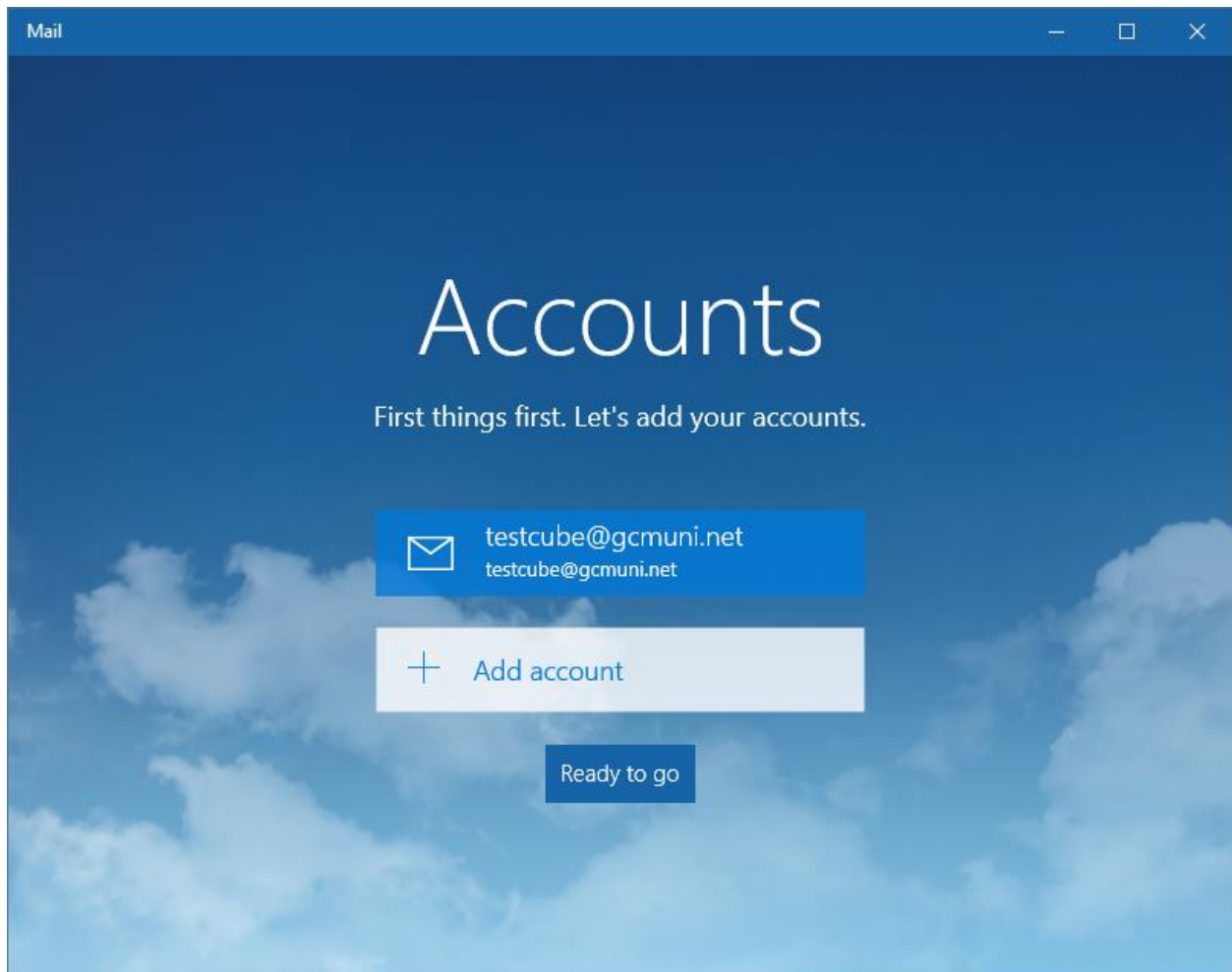
Check both boxes for Requires SSL for incoming and outgoing email

Click Sign-in

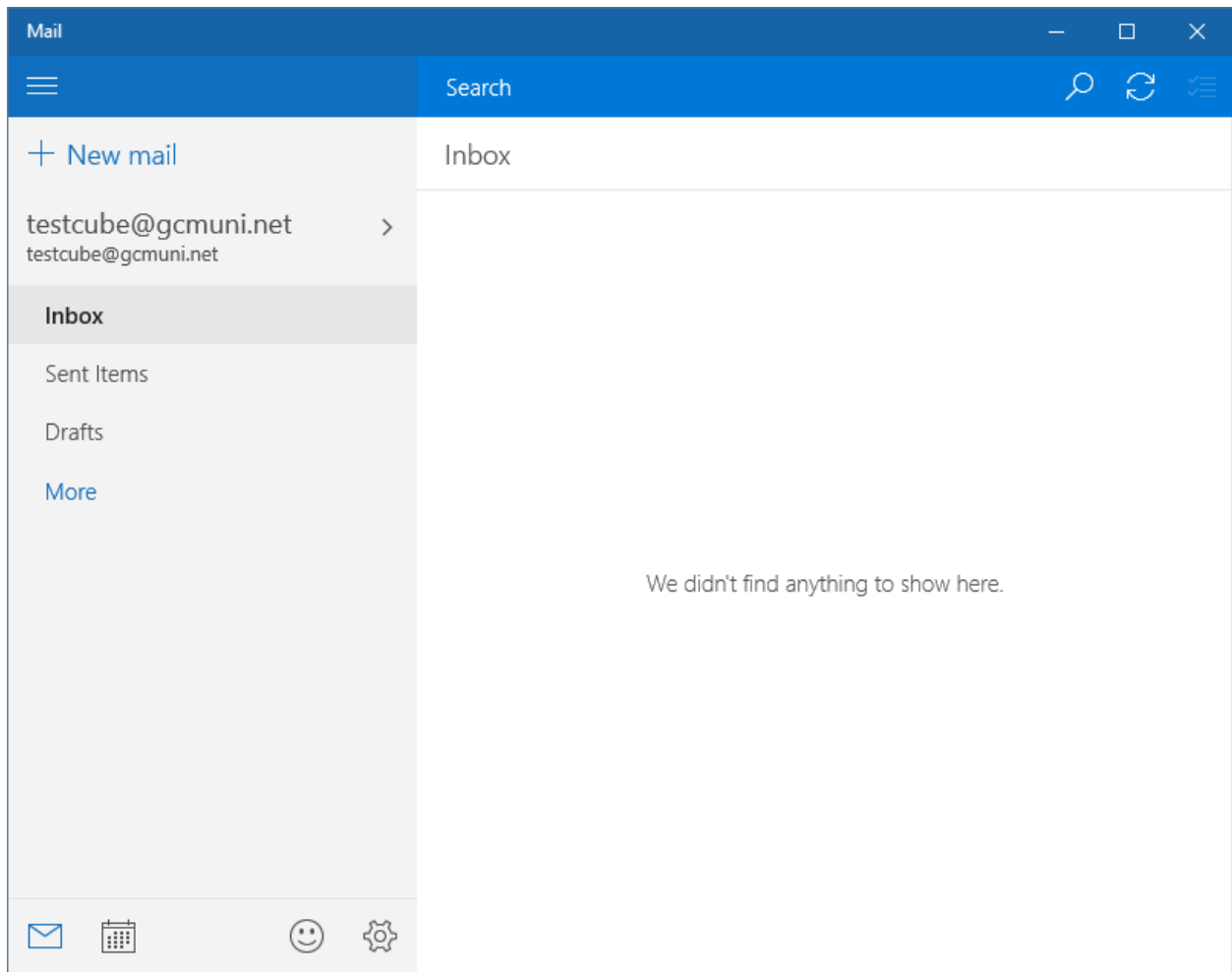


You should see this message. Click Done



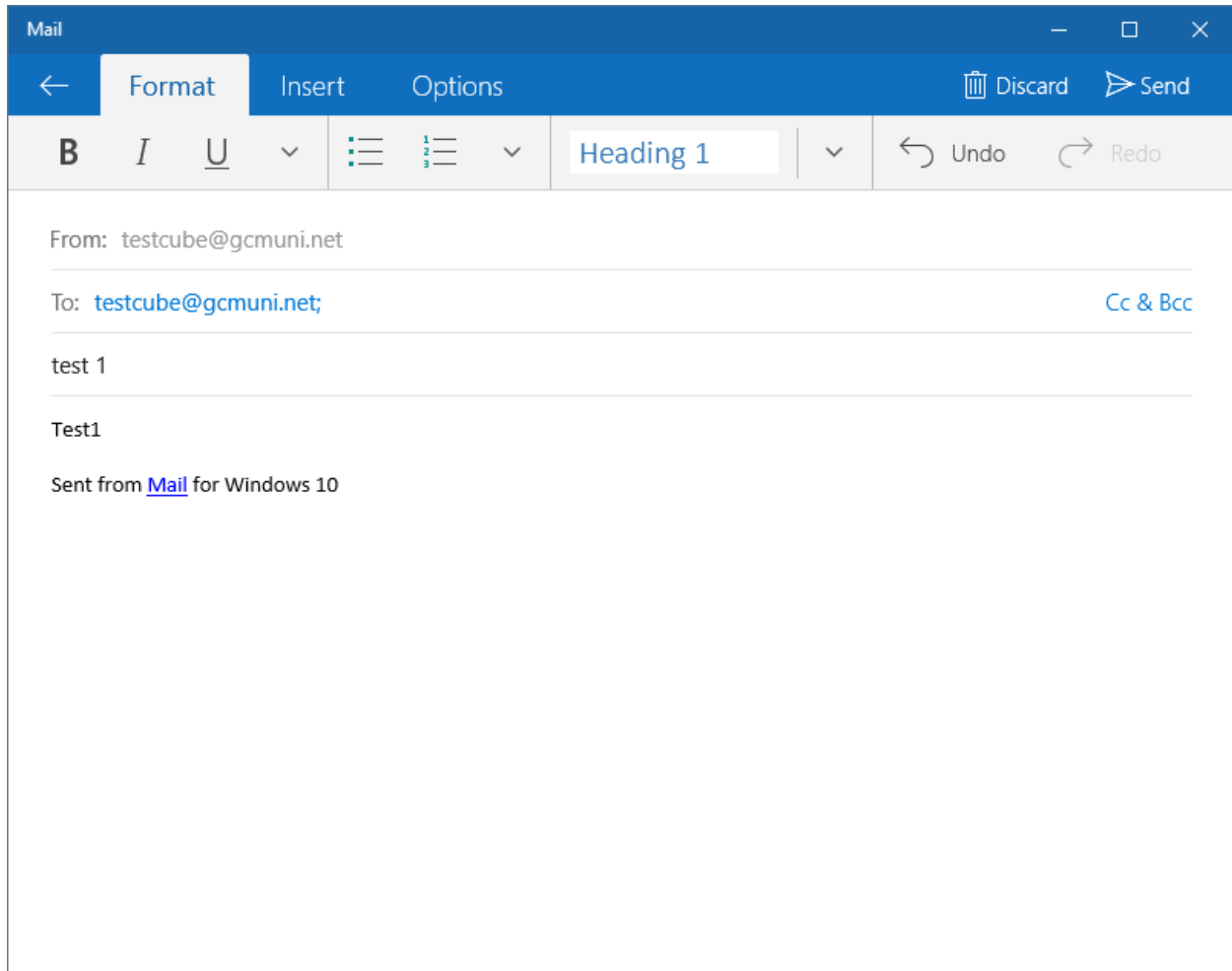


Click Ready to go



You should see this screen, but with your email address

Click New mail



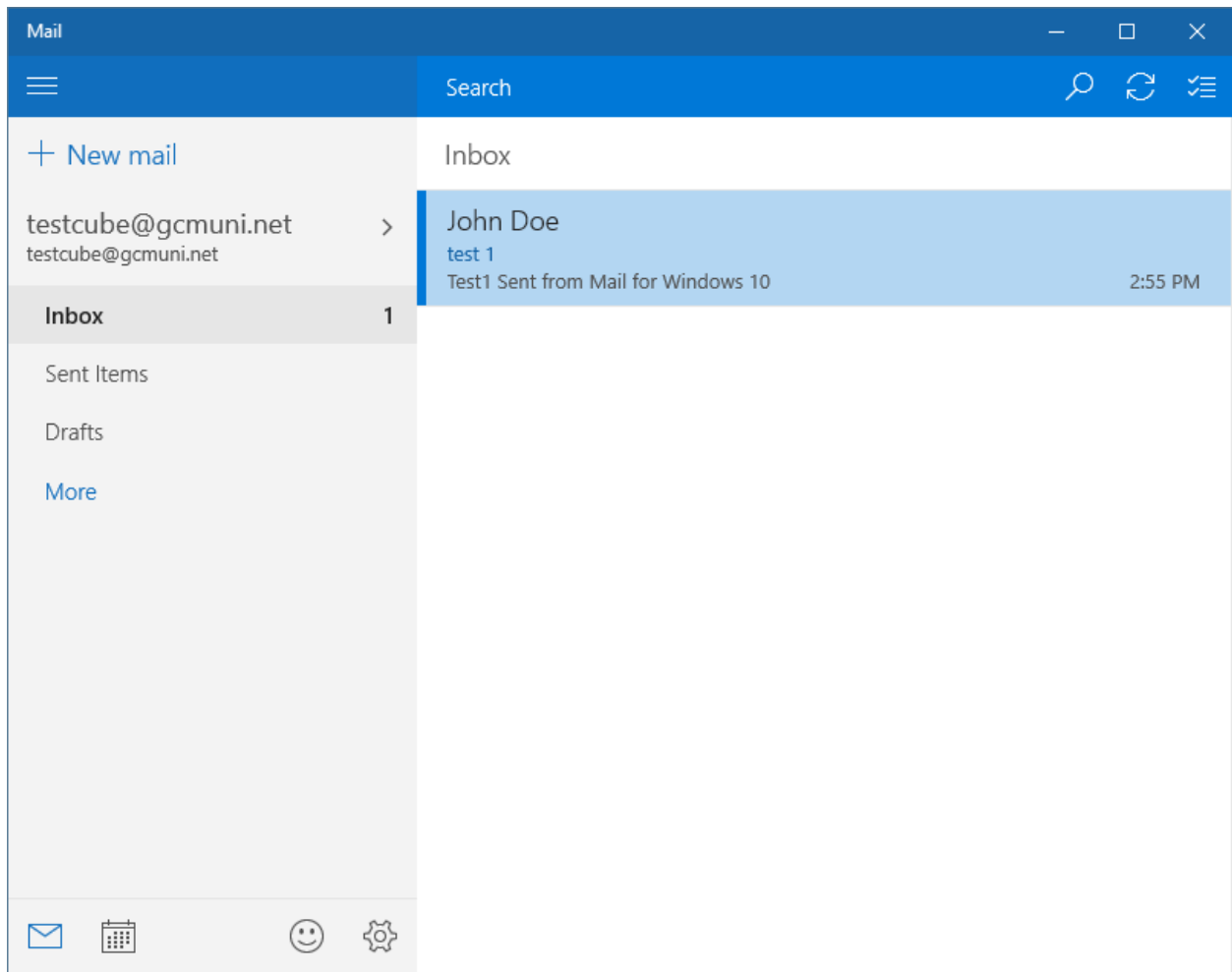
Send a test email to your email account.

Enter your email address in the To: field.

Enter test 1 in the subject field

Enter test 1 in the message body

Click Send

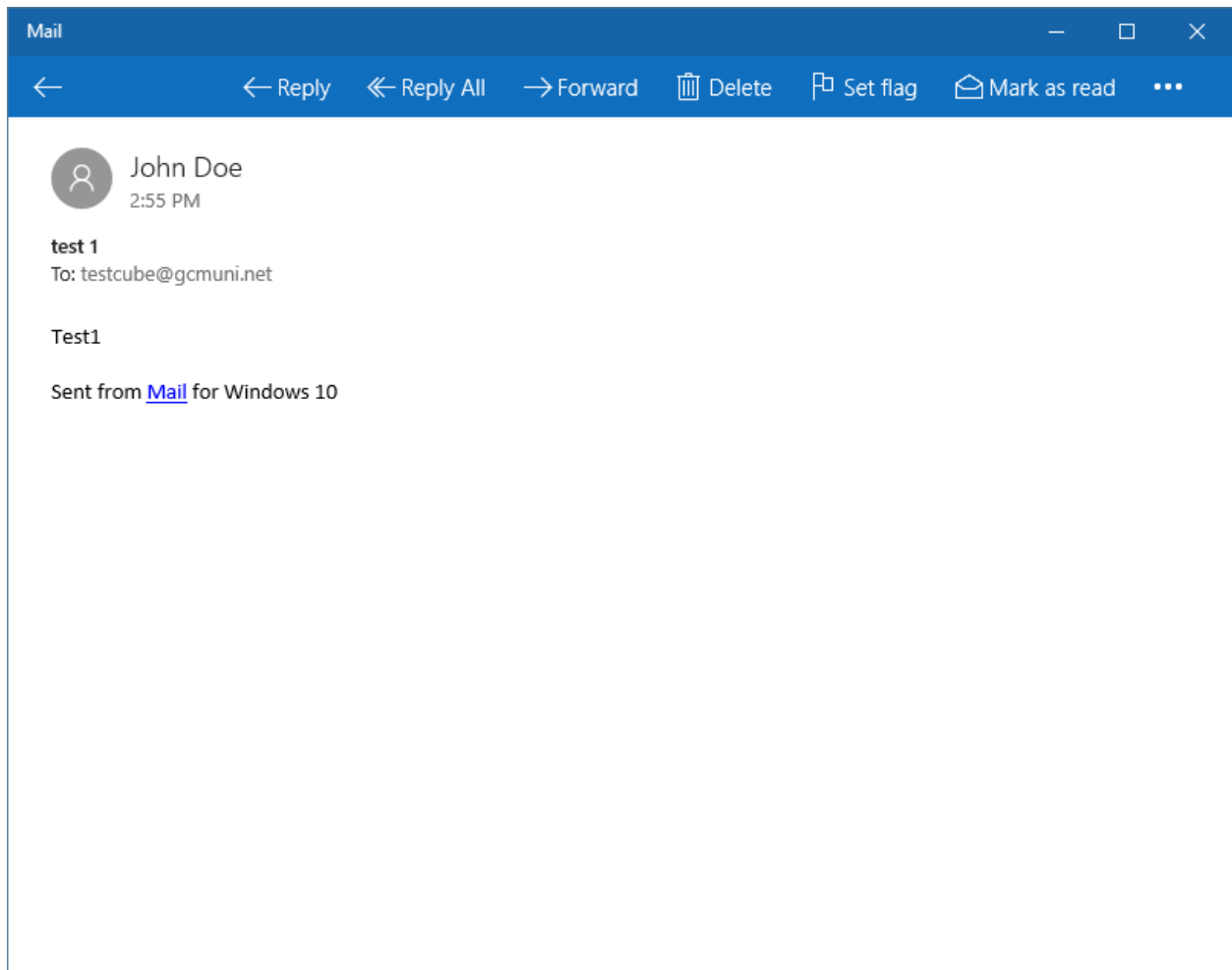


Click the refresh icon

It looks like two arrows pointing in a circle in the upper right corner

You see a new email from yourself to yourself.

Click this new message



You should see something similar to this

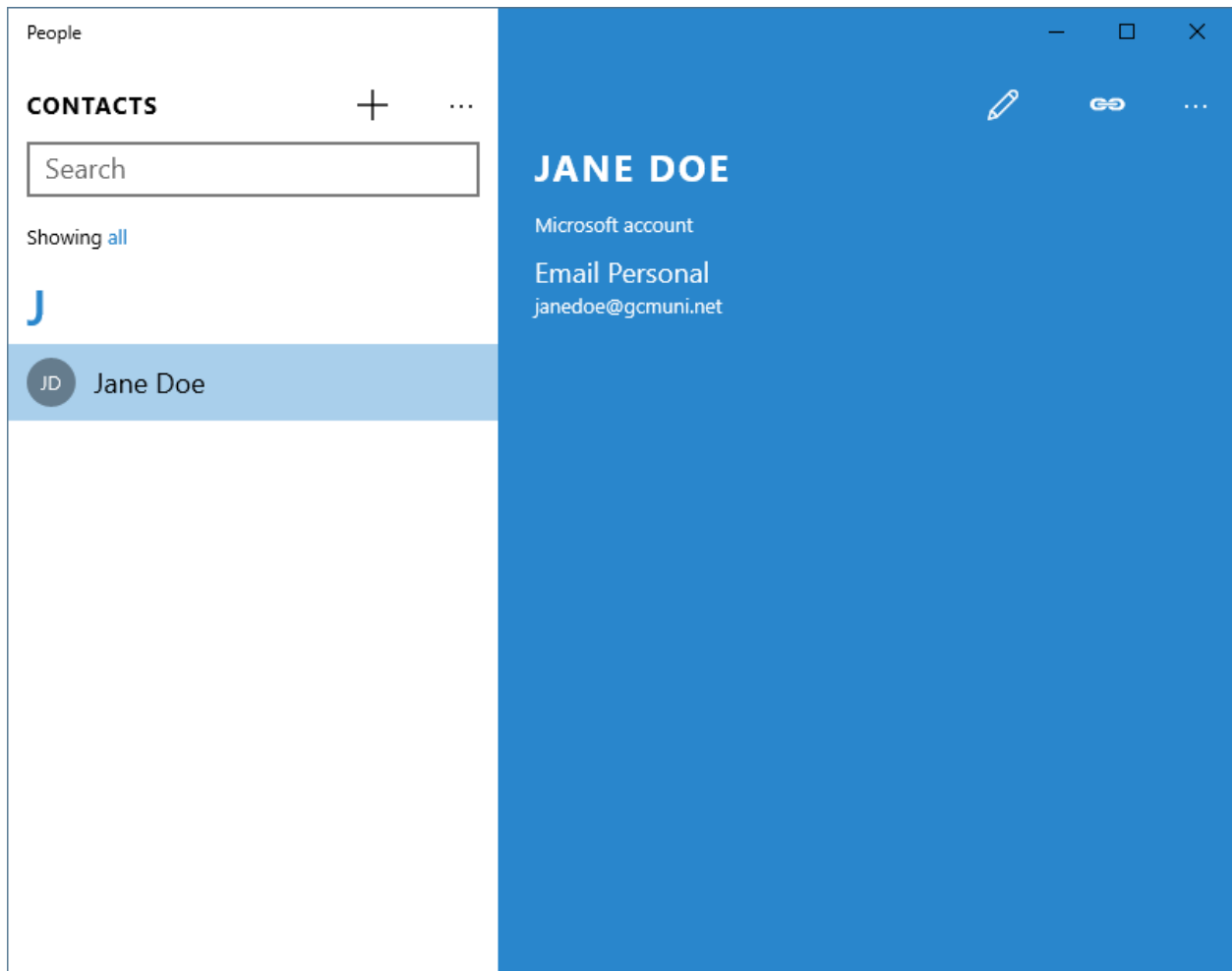
Your test email message was sent and received

Click Delete.

Your Email is now tested and ready

Your contacts program is now called People and can be found on the start menu.

You may need to add your contacts in manually



You can add new contacts by clicking the + symbol.