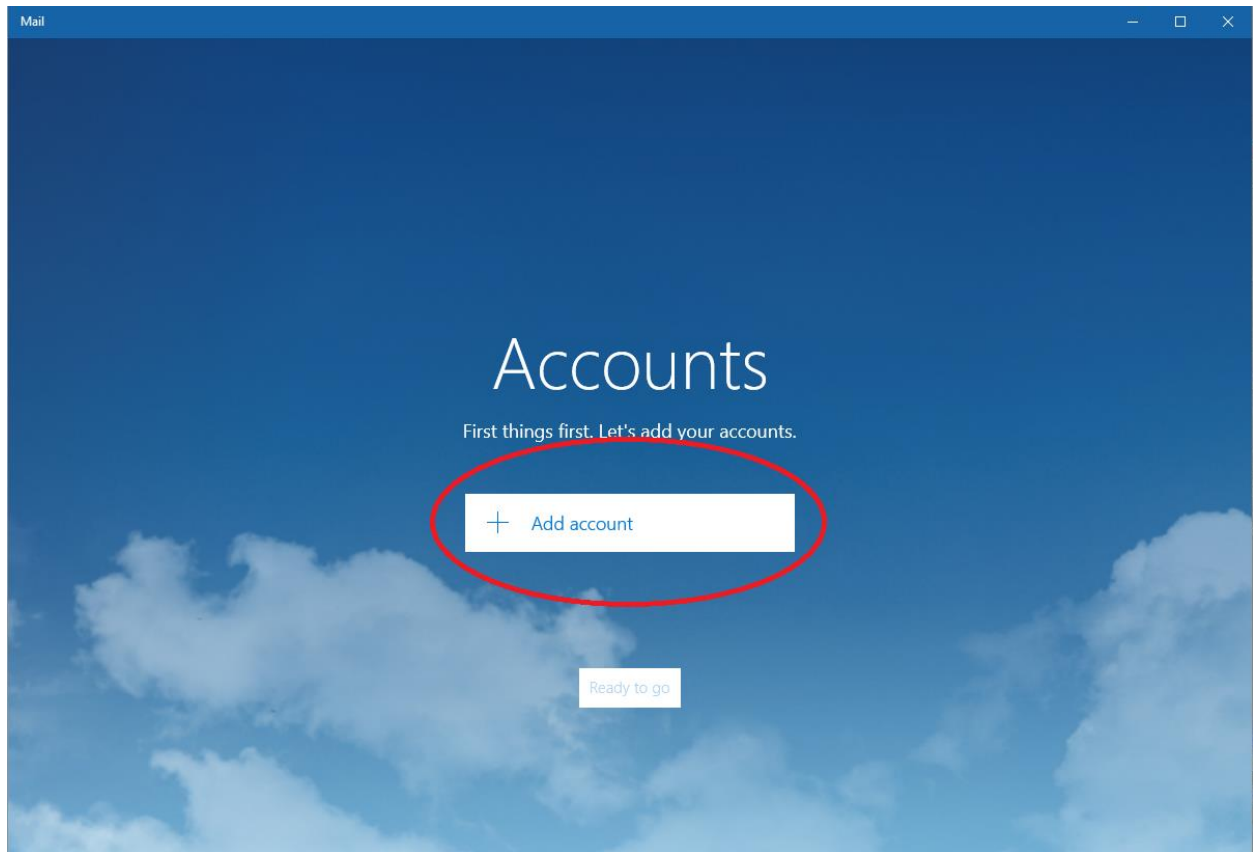


Configure the Account in the Windows 10 Email App

Open the Windows 10 Email app either from the Start menu or your list of apps.



From here the menu will show you a list of all the accounts you currently have linked to the Windows 10 app. Select the option to “Add account” with the plus sign attached, and you’ll be greeted by the prompt below.




You will need to fill in the following information to proceed (You might have to click sign in several times and it might change to try again click it anyway to get to the next screen).

Other account

Email address

Password

 Cancel Sign-in

In order to add a IMAP or POP3 based account, in the list of available providers you'll want to choose "Advanced Setup", highlighted below. You might have to click sign in several times.

×

Other account

Email address

Password

We couldn't find info for that account. Make sure that the email address is correct and then try again.

To add account info manually, select Advanced.

CancelAdvanced

Next, fill out your username and password combo, which gets you into the server and retrieves any mail, calendar appointments, or notifications that might be stored in the internal inbox.

After that, plug in the incoming IMAP or POP server information (once you've chose POP3 from the drop-down menu), and the outgoing SMTP address.

WARNING: use IMAP if you check email with a smartphone AND a computer. After settings changes there may be a delay while your emails synch. To access emails before synch completion, log in [here](#)

Internet email account

Account name

Sccoast

Your name

yourname

We'll send your messages using this name.

Incoming email server

pop.sccoast.net

Account type

POP3

Click to select POP3 or Imap

Cancel Sign-in



Internet email account

User name

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

Password

Outgoing (SMTP) email server



Outgoing server requires authentication

Use the same user name and password for sending email

Cancel

Sign-in

It's in this window you'll also have the opportunity to alter settings such as whether or not the outgoing server will require authentication when you send an email, if SSL is required for incoming or outgoing messages, as well as if the same username and password combination will be attached to any messages stored in your outbox.

Internet email account

Password

.....

Outgoing (SMTP) email server

smtp.sccoast.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

Once these are all checked, click Sign-in, and you're good to go.



All done!

Your account was set up successfully.



yourname@scoast.net

Done