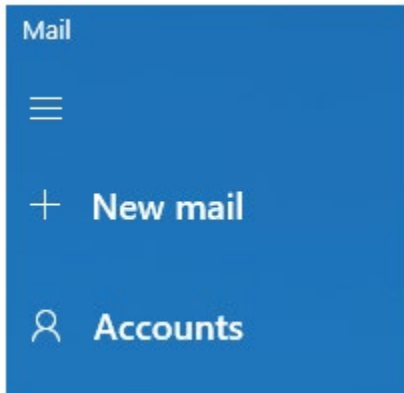

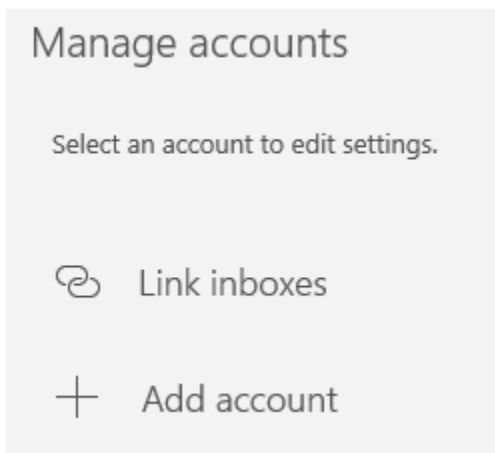

Windows 10 Mail Configuration

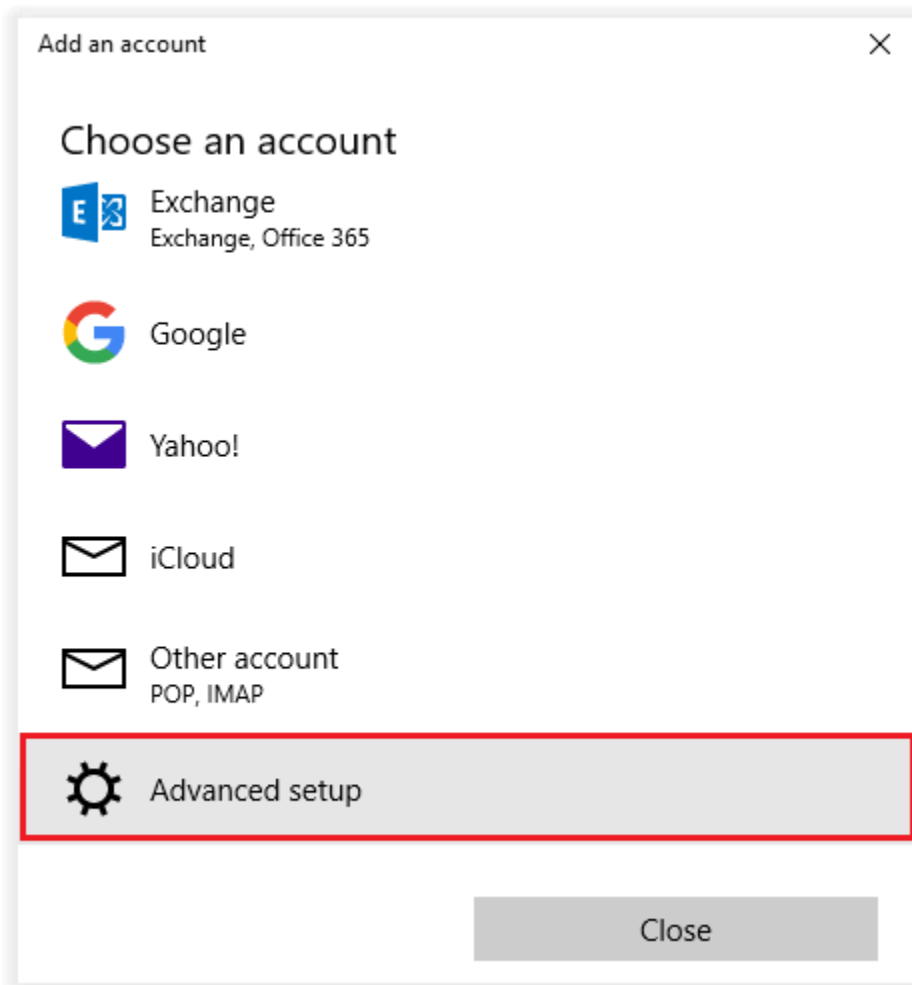
1. Click the **Start** menu and search for the **Mail** app.



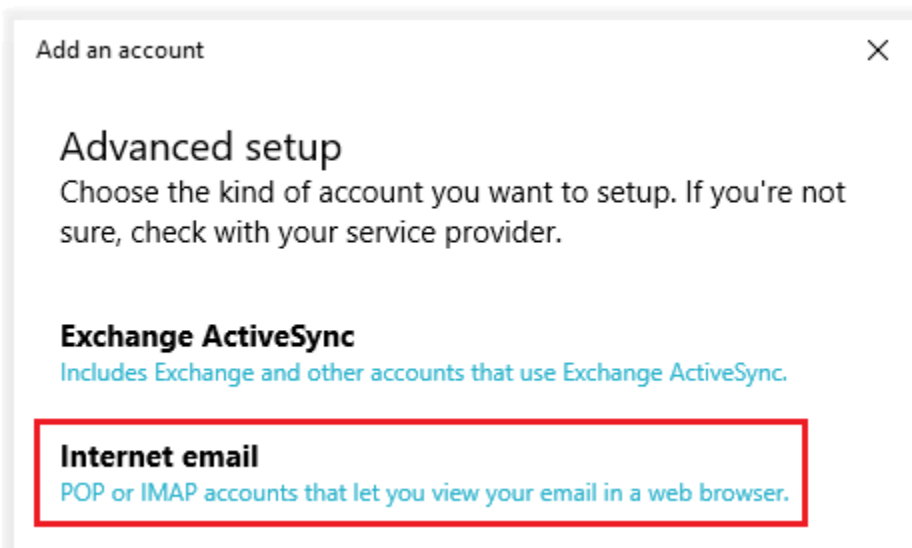
2. On the top left click **Accounts**. You may need to click the hamburger icon  in the top left to get to **Accounts**.



3. On the top right, click + **Add account**.



4. Scroll down and click **Advanced setup**.



5. Click **Internet email**.

Add an account



Internet email account

Email address

admin@sccoast.net

User name

admin@sccoast.net

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

Password

••••••••

Account name

HTC

Send your messages using this name

admin

Incoming email server

imap.sccoast.net

Account type

IMAP4



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

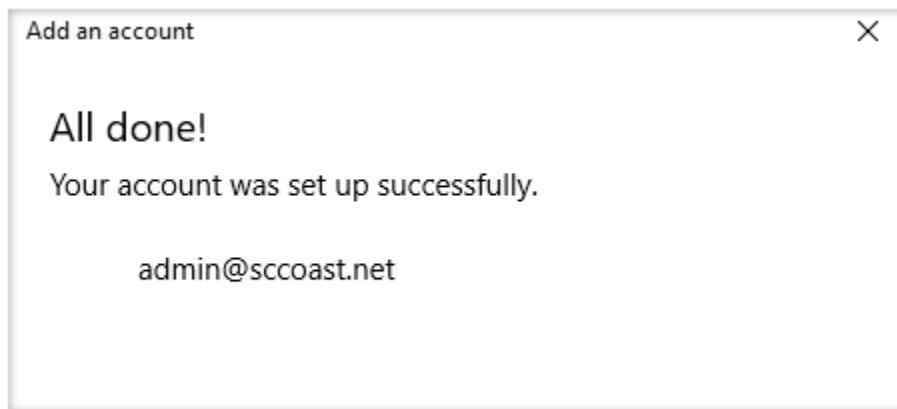
✓ Sign in

✗ Cancel

6. Enter your information.

- **Email address** – Enter your full sccoast.net email address.
- **User name** – Enter you full sccoast.net email address.
- **Password** – Enter your sccoast.net email password.
- **Account name** – Enter a name for this account.
- **Send your messages using this name** – Enter a name to display when sending messages.
- **Incoming email server** – Enter either imap.sccoast.net or pop.sccoast.net. *IMAP is recommended.
- **Account type** – Can be [POP](#) or [IMAP](#). *IMAP is recommended.
- **Outgoing email server** – This is always smtp.sccoast.net.
- Verify the next four boxes are checked.

7. Click **Sign in**.



8. You should receive confirmation that your sccoast.net email account was set up successfully. Click **Done**.