Windows 8 Email Application

IMAP Email Setup Guide

The following guide should help you make your way through setting up email on Windows 10. If you have any trouble, please don't hesitate to let us know and we'll be happy to walk you through it.

Username: Full email address (example: bob@drbob.com)
Hostname: secure.emailsrvr.com
Incoming Port: 993
Outgoing Port: 465
SSL: Enabled

Update Your Temporary Password

The password we've provided is a TEMPORARY password only; it is NOT secure. PLEASE make sure that you update it immediately. To change your email password, first log into the account via webmail.

1. Select Settings in the upper right corner under your name
2. Select Change Password
3. Enter the Current Password (you were provided with this at the time of account creation)
4. Enter the New Password of your choice
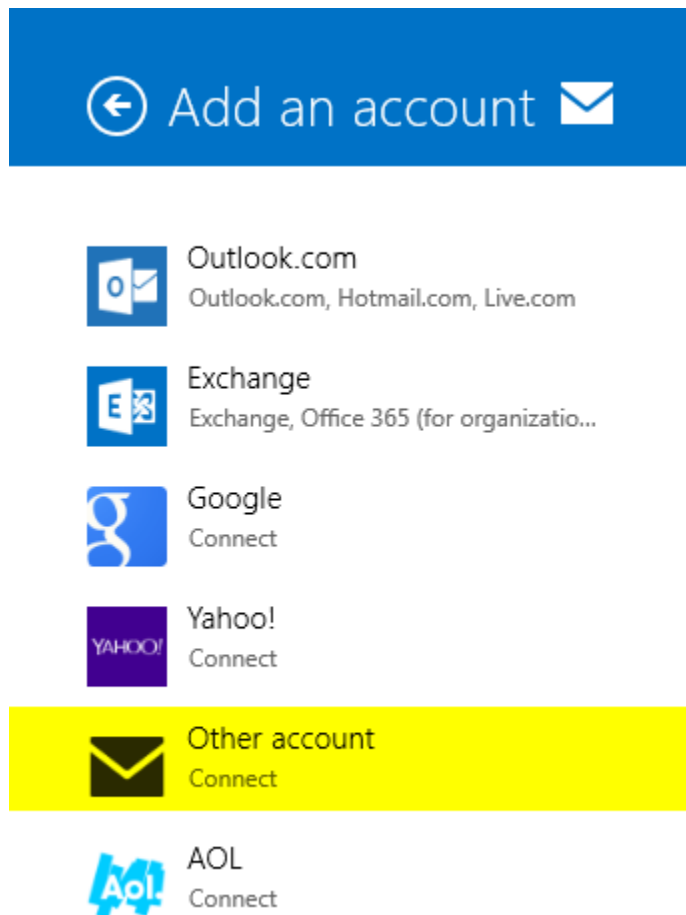5. Re-enter the New Password to confirm
6. Click Save

We recommend that you always change your password before adding your email account to Outlook or a phone, that way you do not have to go back in later to change it.

Please scroll to the next page to begin setup.

Add an Account

If this is a new mail setup on a Windows 8 machine, you will be automatically prompted to set up an email address in Windows 8 mail. If this is an additional address that you're adding, you will need to move your mouse to the right side of your screen, select **Settings** and then **Accounts.**

A new window will appear to the right of your screen called **Add an account**. Select **Other Account.**

Select **IMAP** on the next screen, and then **Connect**.

Add your email account ✉

What kind of account is this?

○ Exchange Activesync (EAS)

● **IMAP**

Learn about using other account types with Mail.

[Connect] [Cancel]

On the next screen you will need to enter your account information, including your **full email address**. Your screen should look similar to the information below:

Add your Other account ✉

Enter the information below to connect to your Other account.

Email address

| Your FULL Email Address |

Username

| Your FULL Email Address |

Password

| ●●●●●●● |

Incoming (IMAP) email server   Port

| secure.emailsrvr.com | | 993 |

☑ Incoming server requires SSL

Outgoing (SMTP) email server   Port

| secure.emailsrvr.com | | 465 |

☑ Outgoing server requires SSL

☑ Outgoing server requires authentication

☑ Use the same username and password to send and receive email

Show fewer details

[Connect] [Cancel]

You're finished!