How to setup an email account in Windows 10 Mail

1. Open Windows 10 Mail on your computer.
2. Click the Settings icon (gear icon) at the bottom of the screen.
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3. Click **Manage Accounts** on the **Settings** menu.
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4. Click **Add Account** on the **Manage Account** window.
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5. Scroll down on the Add an Account popup window and click Advanced Setup.
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6. Click Internet Email on the Advanced Setup Screen.

7. Under Internet Email Account enter the following Settings:
   a. Enter the name you would like the account to be displayed as under Account Name (most clients list their business name).
   b. Enter your name (as you want it to appear on your outbound email messages) in the Your Name field.
   c. Enter securemail.dewebworks.com in the Incoming email Server field – pay close attention to spelling as a mistake can cause it not to validate.
   d. Select IMAP in the Account Type drop down menu.
   e. Enter your full email address in the Email Address field.
   f. Enter your full email address in the User Name field.
   g. Enter your email password in the Password field – pay close attention to spelling as a mistake can cause it not to validate.
   h. Enter securemail.dewebworks.com in the Outgoing (SMTP) email Server field – pay close attention to spelling as a mistake can cause it not to validate.
   i. Make sure the following settings have been checked:
      i. Outgoing server requires authentication
      ii. Use same user name and password for sending email
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iii. Require SSL for incoming email
iv. Require SSL for outgoing email
j. Click Sign in when all field are filled out.
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Internet email account

Email address
username@domainname.com

User name
username@domainname.com

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

Password

Outgoing (SMTP) email server
securemail.dewebworks.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

Cancel Sign in
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8. You’re all set! Click **Done**.

All done!
Your account was set up successfully.

✉️ username@domainname.com

Done