

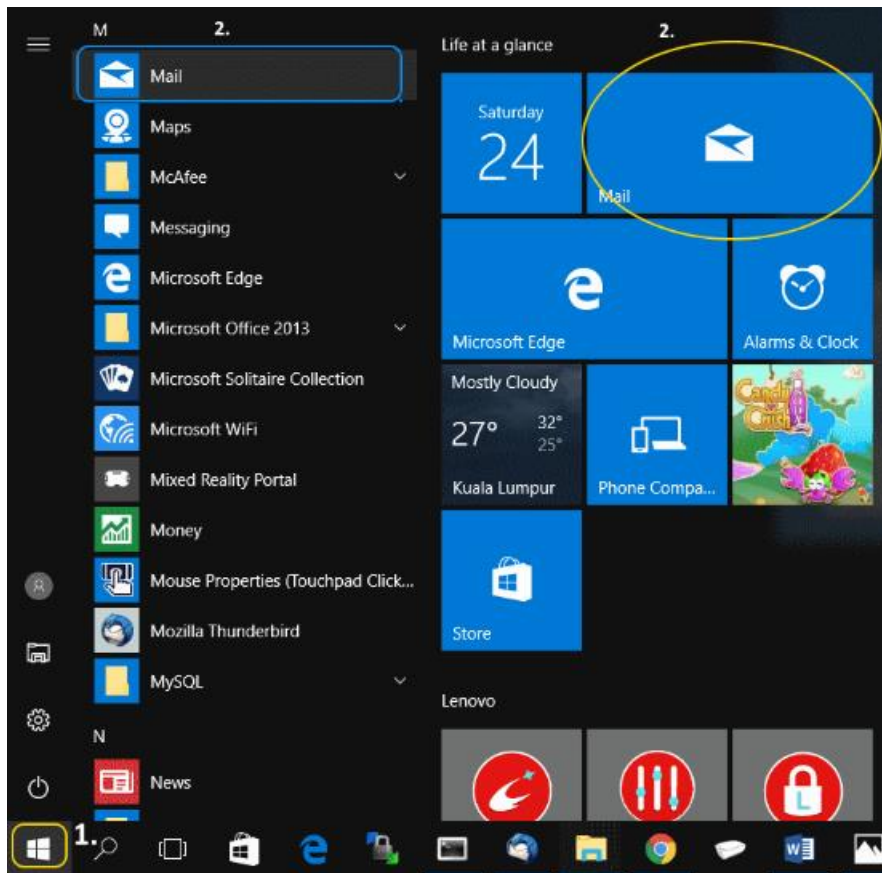
# WINDOWS 10 MAIL SETUP GUIDE

BELxpress

## Step 1

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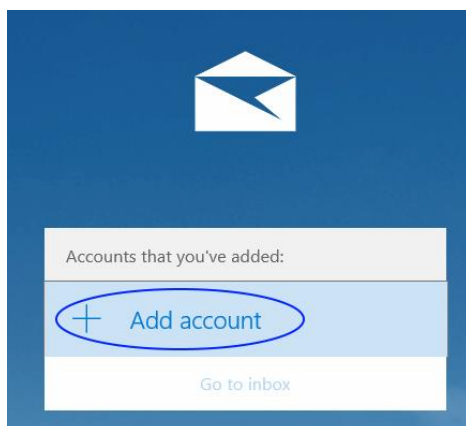
Click on Mail from Windows 10 (see below).



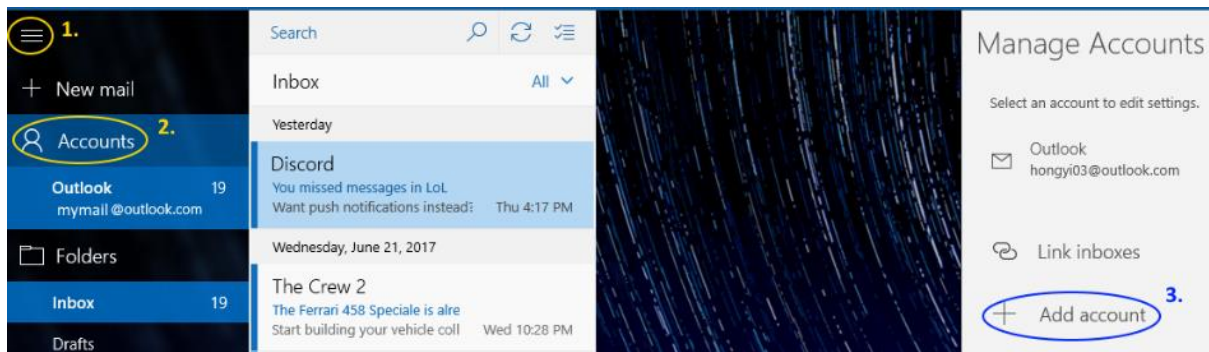
## Step 2

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If you're new to Windows 10 Mail, you will be asked to "Add account", click on it.

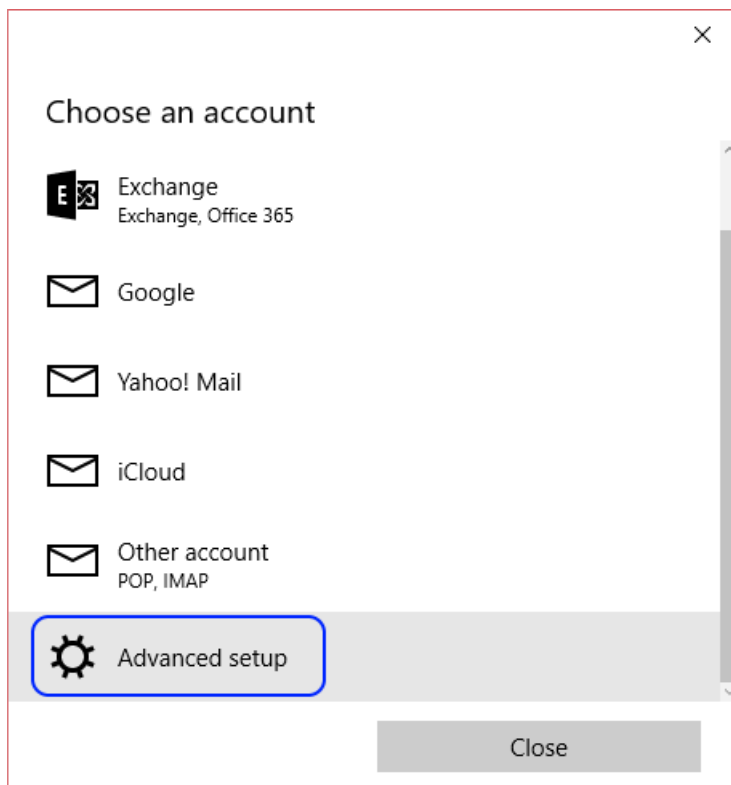


If you already have an email, you can add another email account follow the numbering as shown below.



## Step 3

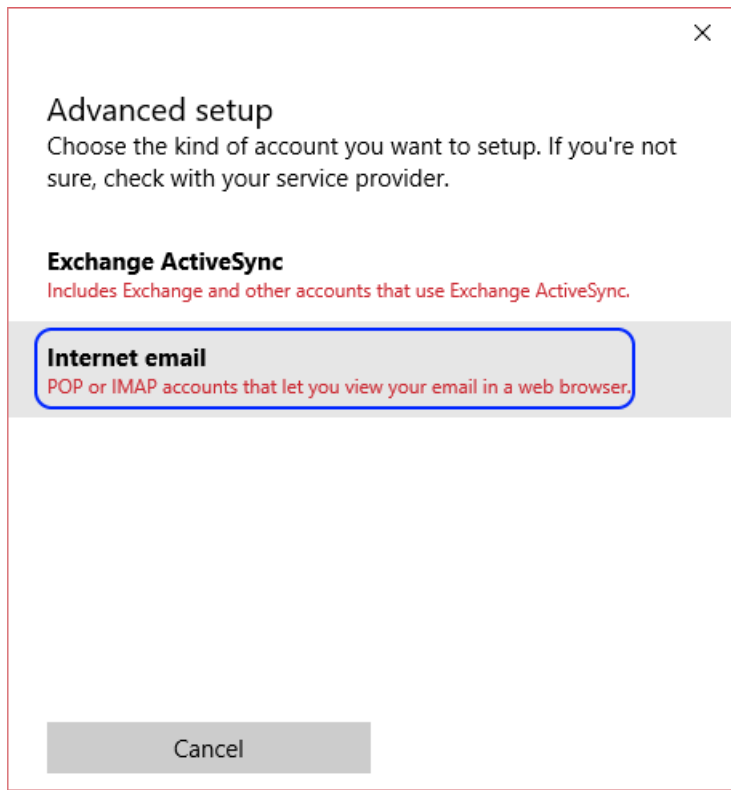
Choose an account setup type, kindly choose “Advanced setup”



## Step 4

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Kindly choose "Internet email"



## Step 5

Follow the setup as shown below for Internet email account (scroll down to see more options), click on “Sign-in” upon completion.

Internet email account

Account name  
My Company E-mail

Your name  
Your Name Here...

We'll send your messages using this name.

Incoming email server  
mail.yourdomain.com:143 (eg: mail.abc.com.my:143)

**\*\* If you choose Account type (below) as POP3, replace :143 with :110**

Account type  
IMAP4

Email address  
test@yourdomain.com

User name  
test@yourdomain.com (same as your email address)

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

Password  
..... (make sure your password is typed correctly)

Outgoing (SMTP) email server  
mail.yourdomain.com:587 (same as Incoming server but end with :587)

Outgoing server requires authentication (compulsory!!)

Use the same user name and password for sending email

Require SSL for incoming email

Require SSL for outgoing email

Do not tick!!

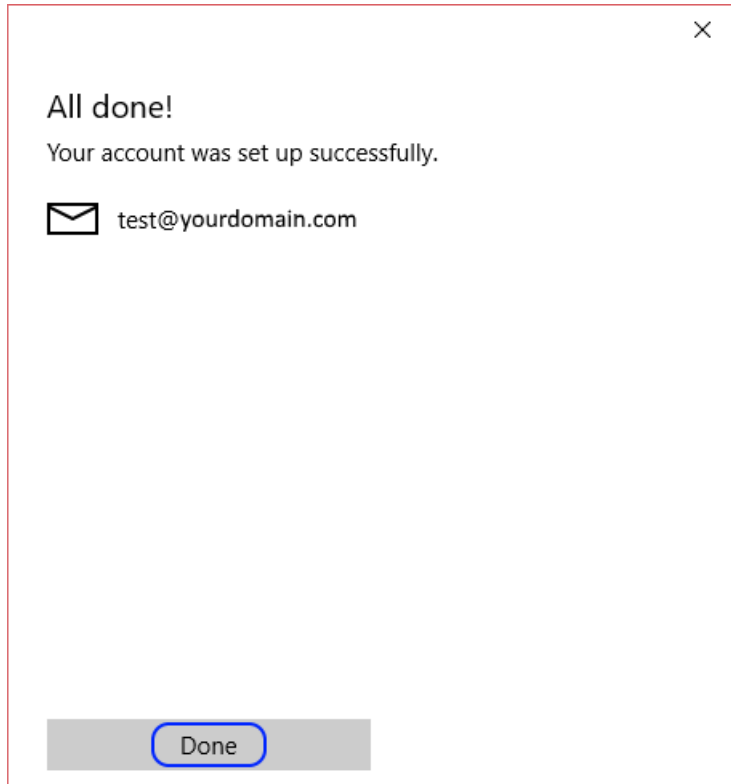
Cancel Sign-in

IMAP vs POP3

See comparison on the last page!

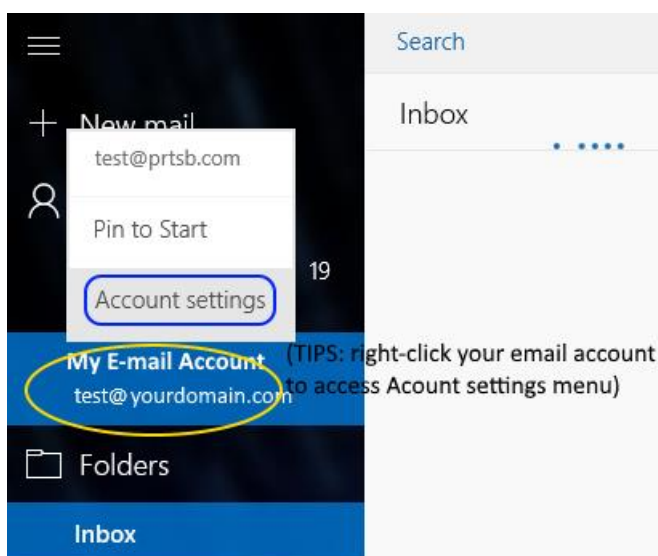
## Step 6

If no typo error, you should see the below. If any error, please review your settings (or start all over again). Click on “Done”.



## Step 7

For better optimization on desktop, kindly proceed to setup the sync options. Right-click on your new email account and choose “Account settings”.



## Step 8

Click on “Change mailbox sync settings”.

Test@domain.com account settings

✕

✉ test@yourdomain.com

User name

test@yourdomain.com

Password

.....

Account name

My Company Email

**Change mailbox sync settings**  
Options for syncing email, contacts, and calendar.

**Delete account**  
Remove this account from your device.

Save Cancel

## Step 9

Follow the options below or choose your preference options for your sync settings. Click on “Done” upon completion.

✕  

### test@yourdomain.com sync settings

Download new email

Always download full message and Internet images

Download email from

Your name

We'll send your messages using this name.

### Sync options

Email

 On

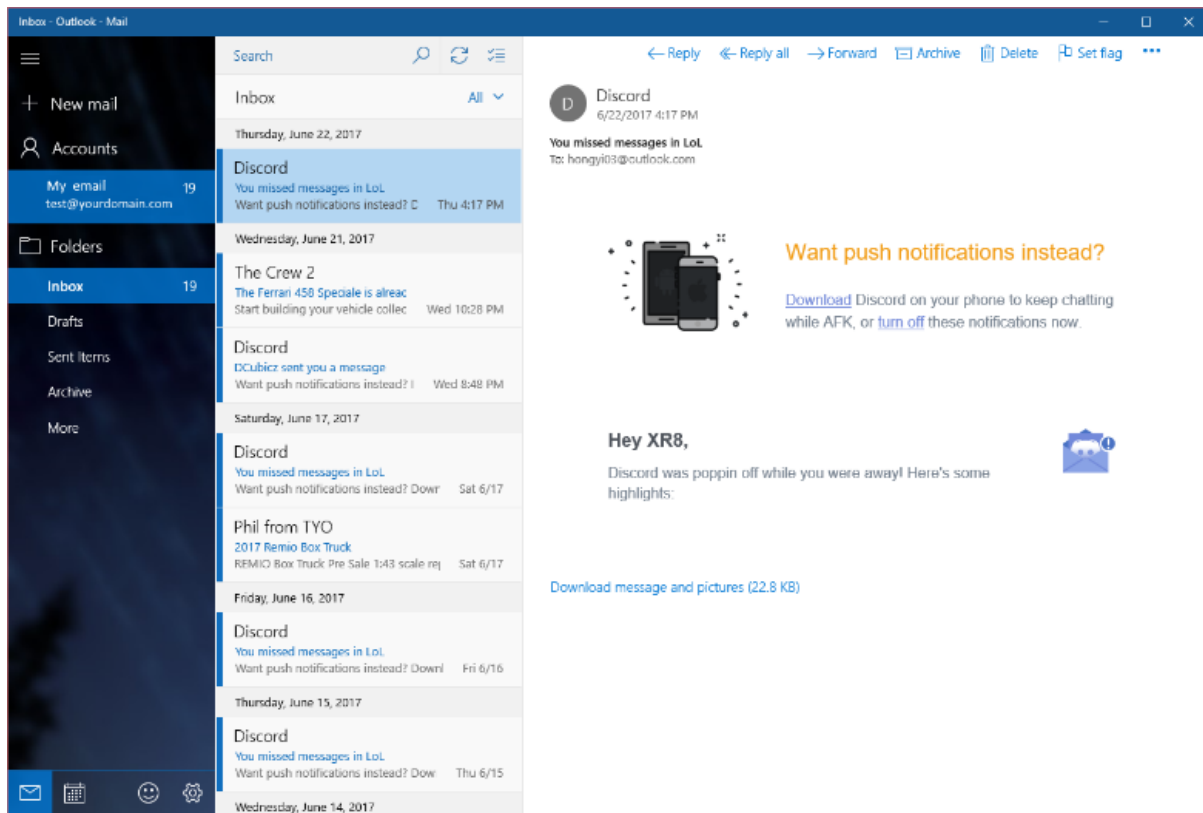
**Advanced mailbox settings**

Incoming and outgoing mail server info



# Step 10

You're done. Congratulations! You can start using your Windows 10 Mail



## IMAP vs POP3

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Both POP (Post Office Protocol) and IMAP (Internet Message Access Protocol) allow people to get access to their email from a remote server; however, that is where most similarities end.

POP3	IMAP
<ul style="list-style-type: none"><li>• Consumed less bandwidth (faster)</li><li>• Once retrieved, NO backup in the server (<i>unless special settings</i>)</li><li>• Your mails will be stored in the local computer ONLY (<i>unless special settings supported</i>)</li><li>• Your mails will NOT SYNC if access with different computers or devices</li></ul>	<ul style="list-style-type: none"><li>• Consumed more bandwidth (slower)</li><li>• Your mails (sent/received) will be stored in local computer/device and remote server (backup)</li><li>• You can use multiple computers and devices (phone, tablet) to check/send your email (mail sync)</li><li>• If you lost your computer/device, you can always sync back your mails from remote server (<i>provided that your mails are not deleted from your computer/device</i>)</li></ul>