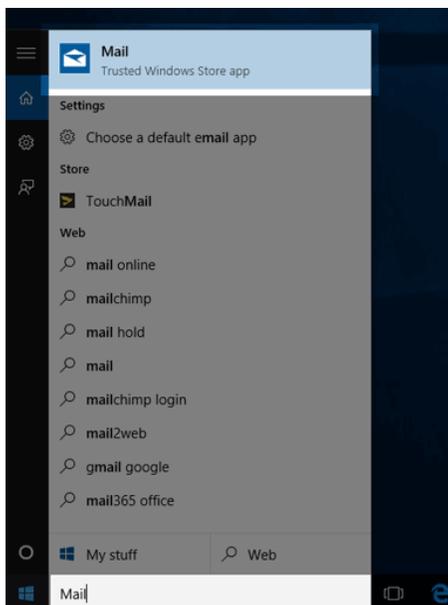


Getting Started

Add a New Email Account in Windows 10 Mail App

- » Next to the **Start** menu, type **Mail** into the search bar. Select the **Mail** icon that appears in the search results.

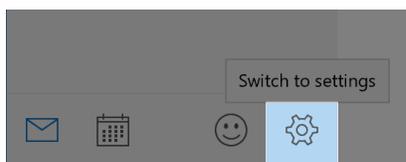


Please note: There are two ways to add an email account using Windows 10.

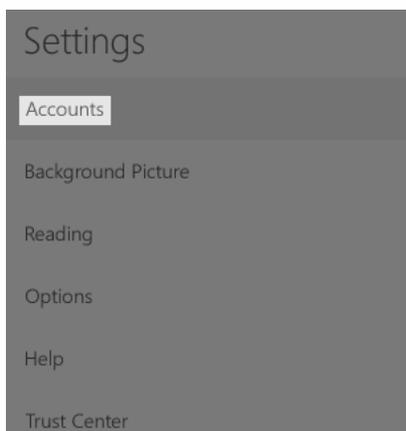
- If mail has not been set up previously, you will see a Welcome window with a Get Started options.
- If mail has already been set up, you will have access to mail settings to create a new account.

If mail has been set up, please follow the these simple steps:

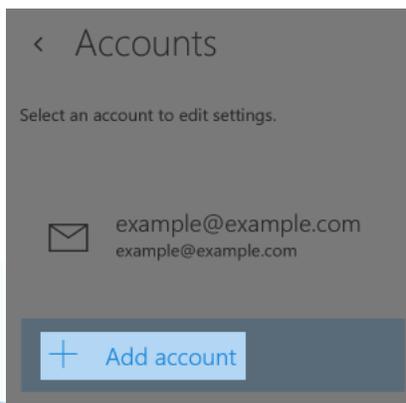
- 1 Select the **Settings icon** (the gear located at the bottom of the screen)



- 2 On the right side of the mail window, the settings pane will open. Select **Accounts**.

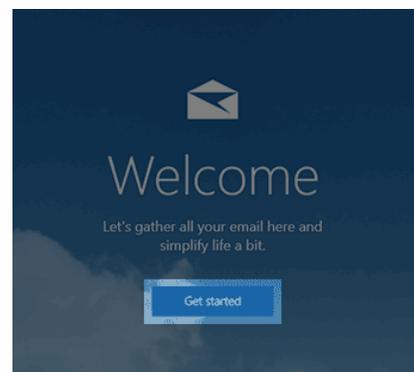


- 3 Select **Add account**

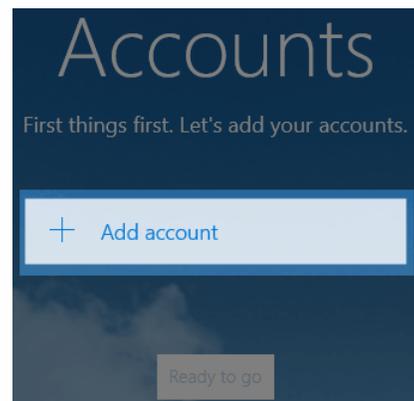


If mail has not been set up, please follow the these simple steps:

- 1 Select **Get Started**



- 2 Select **Add Account**

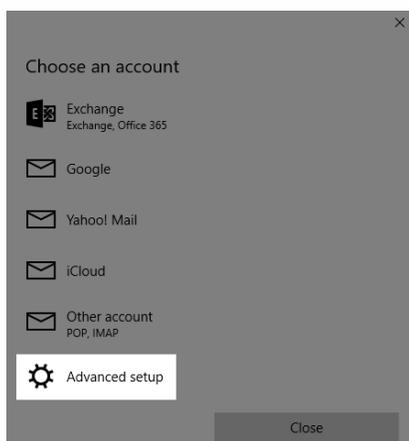


Getting Started

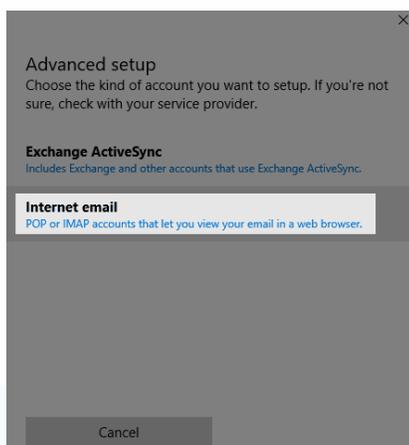
Add a New Email Account in Windows 10 Mail App

Now that the account has been created, it is time to enter the settings for Zimbra.

- 1 On the **Choose an account** screen, click **Advanced setup**



- 2 Select **Internet email**

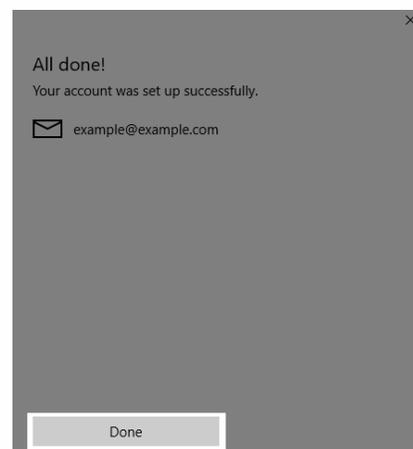


- 3 Enter settings:

- Account Name: The name you want your account referenced as.
- Your Name: The name people will see when you send an email from this account.
- Incoming mail server: **mail.homesc.com**
- Account Type: **IMAP4**
- User Name: Enter the full **HomeSC email address** for the account you are setting up (ex: myemail@homesc.com).
- Password: the password for the HomeSC email address you are creating.
- Outgoing (SMTP) email server: **smtp.homesc.com**
- Select the **Outgoing server requires authentication** box.
- **Use the same username and password to send and receive email** box is checked.
- **Require SSL for incoming email** box is checked.
- **Require SSL for outgoing email** box is checked.

- 4 Select the **Sign-in** box at the bottom of the screen

- 5 At the **All Done!** screen, select **Done**.



Congratulations, email for Windows 10 is now set up!