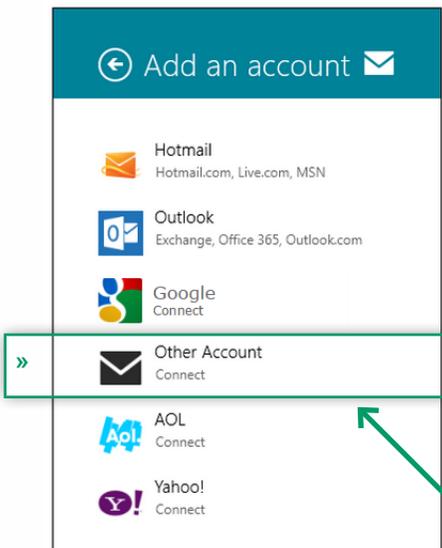# Getting Started

Add a New Email Account in Windows 8 Mail App

1 On the **Start** screen, click **Mail**:

- Swipe in from the right edge of the screen, and then tap **Settings**.

- If you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, and then click **Settings**.

- Tap or click **Accounts**, tap or click **Add an account**, and then tap or click **Other Account**.
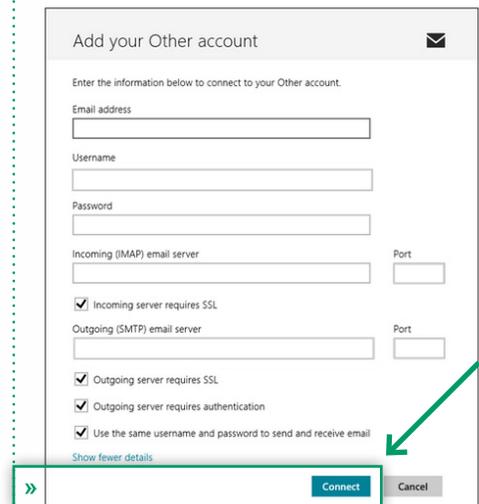

2 Select **IMAP** for the kind of account:

- Click **Connect**

- Enter your full **Email address**

- Ensure your **full email address** (ex: *myemail@ homesc.com*) is in the **Username** field

- Enter your email **Password**

- Click on **Show more details**

3 Verify that your server information is entered as follows, and if not, make adjustments:

- **Incoming (IMAP) email server** field listed as: **mail.homesc.com**

- **Incoming email server port** listed as: **993**

- **Incoming server requires SSL** box is checked

- **Outgoing (SMTP) email server** field listed as: **smtp.homesc.com**

- **Outgoing email server port** listed as: **465 or 587**

- **Outgoing server requires SSL** box is checked

- **Outgoing server requires authentication** box is checked

- **Use the same username and password to send and receive email** box is checked

- Click **Connect**

Congratulations, your Windows 8 email is now set up!