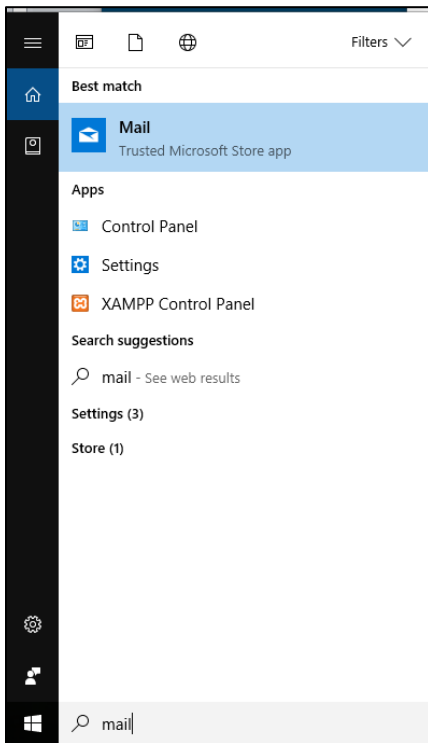


CCI User Help Guides: Windows 10 Mail Setup

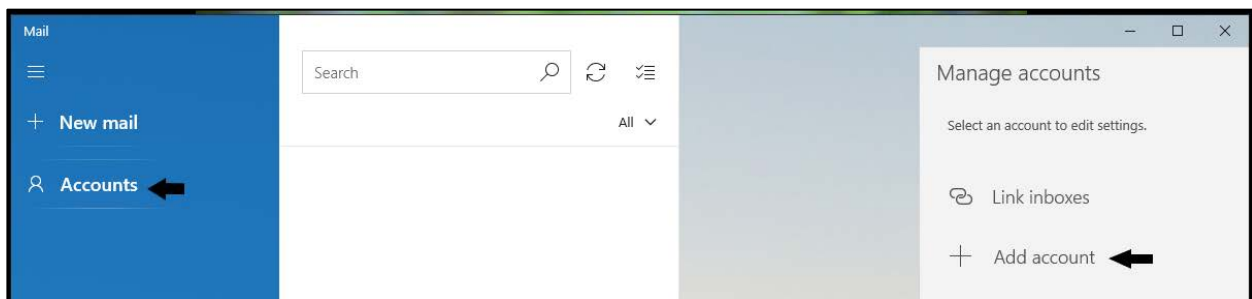
This document shows how to add your CCI email inbox to the Windows 10 mail client.

1. Open the Windows 10 mail client.

You can find it by searching "mail" in the Windows Start menu.



2. In the top-left of the application that opens, click on the Command bar.



3. Click on "Accounts," then click "Add Account."

4. Click "Advanced setup."

5. In the window that appears, click on "Internet email."

6. In the next window that appears, enter the settings as shown in the image below.

- a. Email address: *your CCI email address*
- b. User name: *Enter the personalized part of your CCI email address, i.e. the part before "@cciwireless.ca"*
- c. Password: *your personal password*
- d. Account name: *your name, as you would like it to be seen by others*
- e. Send your messages using this name: *your name, as you would like it to be seen by others*
- f. Incoming email server: Enter "**mail3.cciwireless.ca**" without quotes
- g. Account Type: Select "**IMAP4**" from the drop-down menu
- h. Outgoing (SMTP) email server: "**mail3.cciwireless.ca**" again without quotes
- i. Check the first two check boxes.**
- j. Click "**Sign In.**"

The screenshot shows the 'Add an account' dialog box with the following details:

- Title:** Add an account
- Section:** Internet email account
- Email address:** John.doe@cciwireless.ca OR jane.doe@cciwired.ca
- User name:** john.doe or jane.doe
- Examples:** kevinc, kevinc@contoso.com, domain\kevinc
- Password:** (empty field)
- Account name:** (Your Name)
- Send your messages using this name:** (empty field)
- Incoming email server:** mail3.cciwireless.ca
- Account type:** IMAP4
- Outgoing (SMTP) email server:** mail3.cciwireless.ca
- Checkboxes:**
 - Outgoing server requires authentication
 - Use the same user name and password for sending email
 - Require SSL for incoming email
 - Require SSL for outgoing email
- Buttons:** Cancel, Sign in

7. Your account has now been added to Windows Mail.

- end -