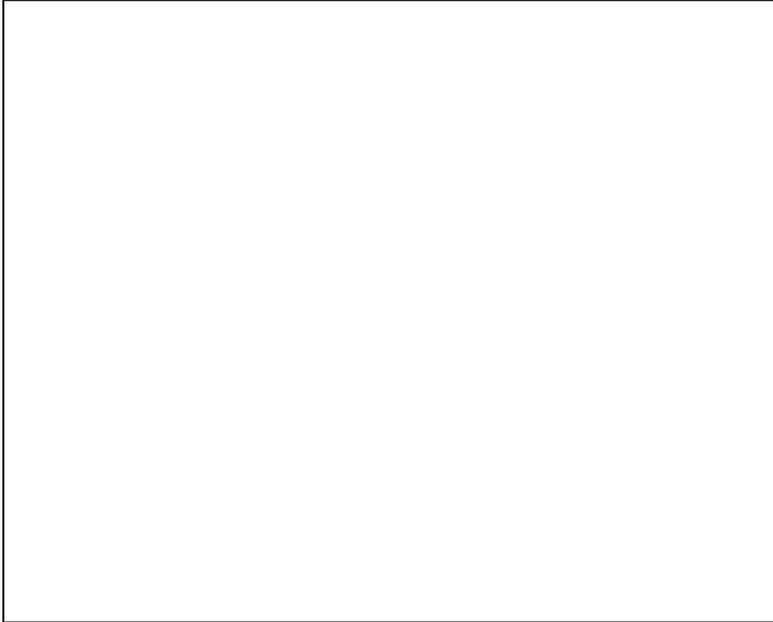# How To Setup Your Email In Windows 10 Mail

You can receive email from your website directly to your Windows device by configuring your account to pull email from your server. To do so, follow the steps below.

Step 1: Open the "Mail" app.

Step 2: In the Accounts box click "Add Account".

Step 3: Click Other Account (POP or IMAP)

Step 4: Enter your email address, name and password in the spaces allotted. Click the "Sign In" button.
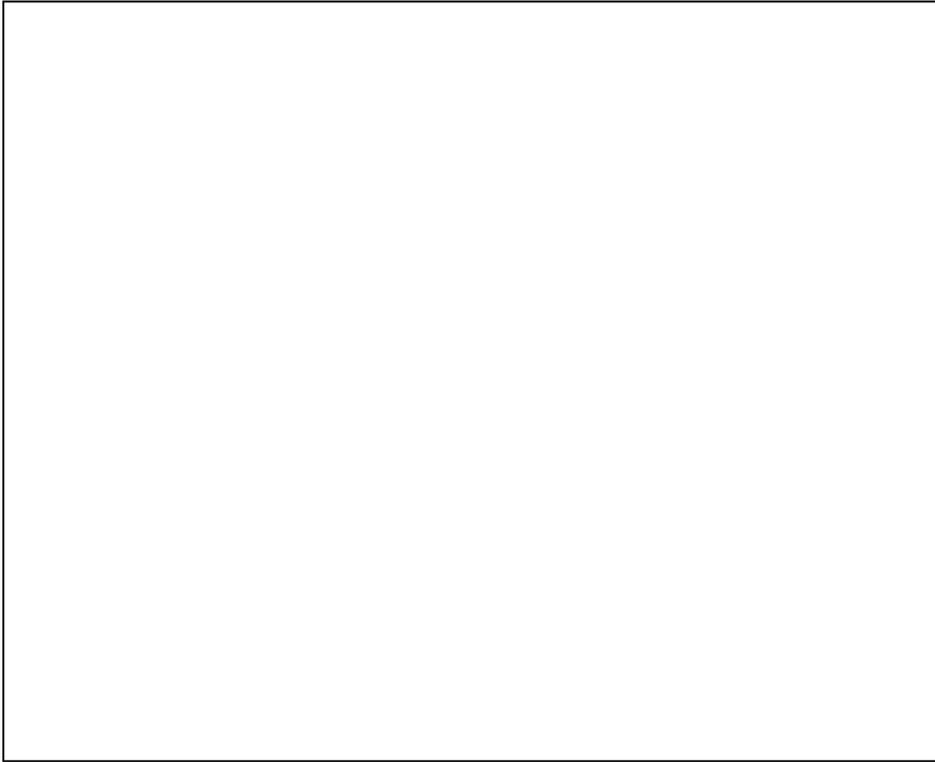
Step 5: The email should autocomplete setup. You will get a All done message!

*Refer to Step 7 if the autocomplete did not work. You will be presented with a Retry button and/or page to enter the server details.

Step 6: Inbox

Test sending and receiving emails. This makes sure the email account is working properly.

Step 7: If Step 4 and 5 did not automatically complete the server setup, enter the Username, Account Type, and Server information

Enter the account Username. This will match the full email address.

Under "Account Type" select "IMAP" or "POP", depending on your needs.

For the Incoming and Outgoing Mail Server enter: mail.uk2.net

Make sure the four checkboxes are selected. These enable SSL and has the outgoing server authenticate.

Click "Sign In".

If manually entering the details is successful you will get a All Done message!

Go to the inbox. Test sending and receiving email.

If you have any problems sending or receiving email, check the following settings:

1. Right click your email account and choose Account Settings.

In the Mail app select your account. Your email account will be listed in the left pane. Right click your account or email address to access the settings.

2. Select Change Mailbox Sync Settings

If the Change Mailbox Sync Settings is greyed out, give the email time to sync. The option will become available.

3. Click Advanced Mailbox Settings and check account settings

Go over the Incoming Mail Server settings and make sure everything is entered correctly.

Username: Your full email address

Password: Your email account password

Incoming Email Server: mail.uk2.net

Port: 993

Outgoing Email Server: mail.uk2.net

Go over the Outgoing Mail Server settings and make sure everything is entered correctly.

Host Name: mail.uk2.net

Port: 465

Make sure the following checkboxes are selected.

Outgoing server requires authentication

Use the same user name and password for sending email

Require SSL for incoming email

Require SSL for outgoing email

Click Done to save the settings. Test sending and receiving emails.