Windows 10 Mail

1. Open the Mail app.

2. If this is your first time opening the Mail app you will be prompted to add an account. If not, then click *Accounts* in the left menu, and then *Add Account* in the right menu that appears.

3. Choose *Other Account* from the list that appears.
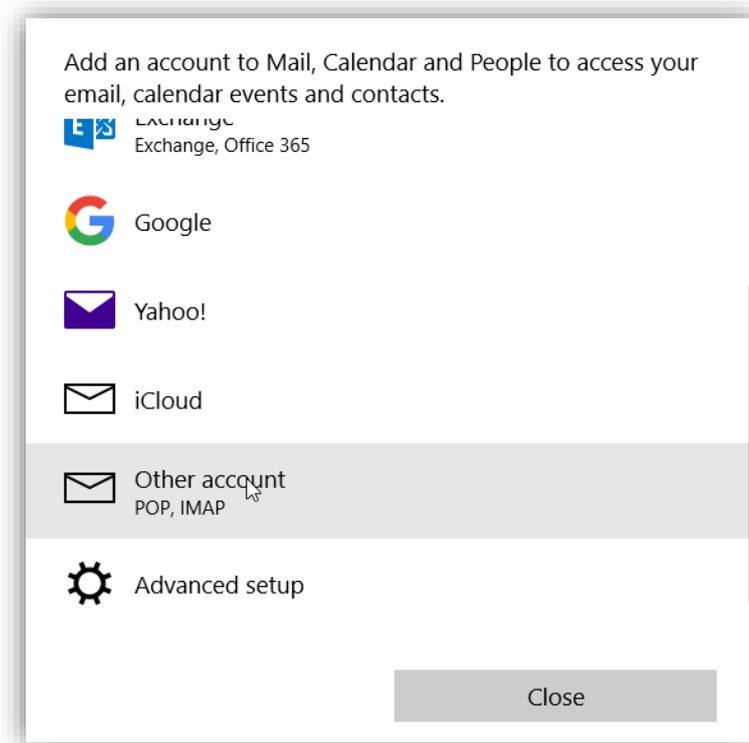
4. When prompted, enter your email address, name and password.
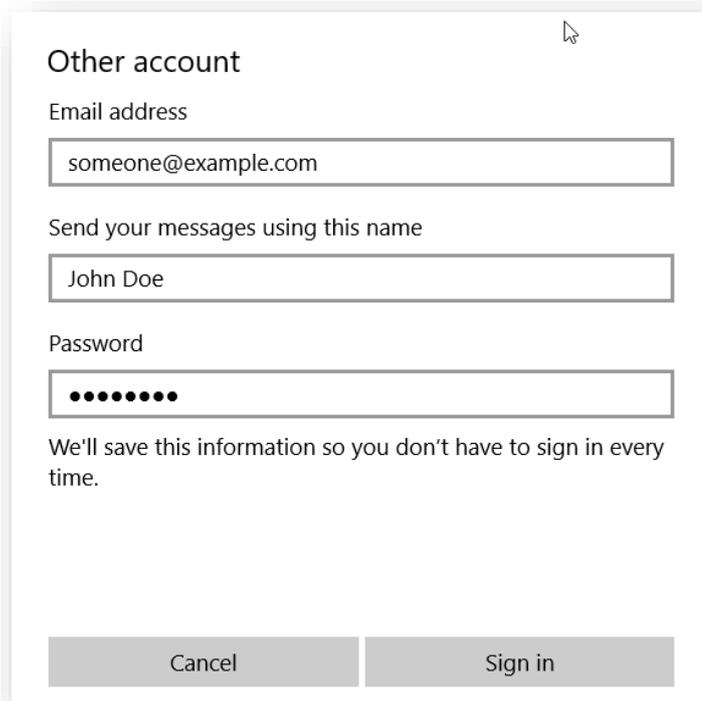
5. Click *Sign in*.

6. Wait while the Mail app connects to your email service for the first time. Once connected your email is ready to use.