How to Set Up Your Email Account in Windows 10 Mail

Open Windows Mail

To add an email account, you need to:

Click on the cog on the right hand side of the buttons at the bottom of the blue side bar.

1. Click on Manage Accounts
2. Select **Add Account**
3. Choose **Other Account (POP, IMAP)**
4. Add your council email address into the 'Email Address' field
5. Add your name to the 'Send your messages using this name' field. What ever you put in here is what will appear in people's inboxes when they receive a message from you.
6. Enter your Password in the 'Password' field.
7. Click on Sign In
8. Click on Done

Your email account is now set up.