

WINDOWS 10 MAIL SETUP GUIDE

BELxpress



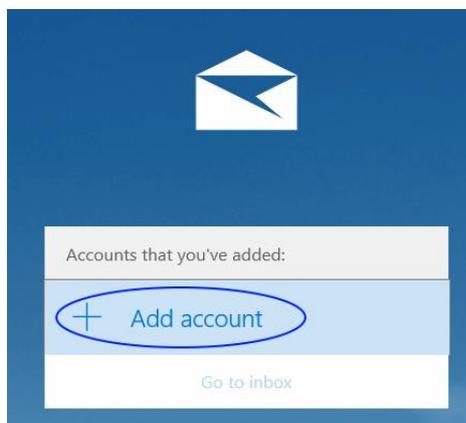
Step 1

Click on Mail from Windows 10 (see below).

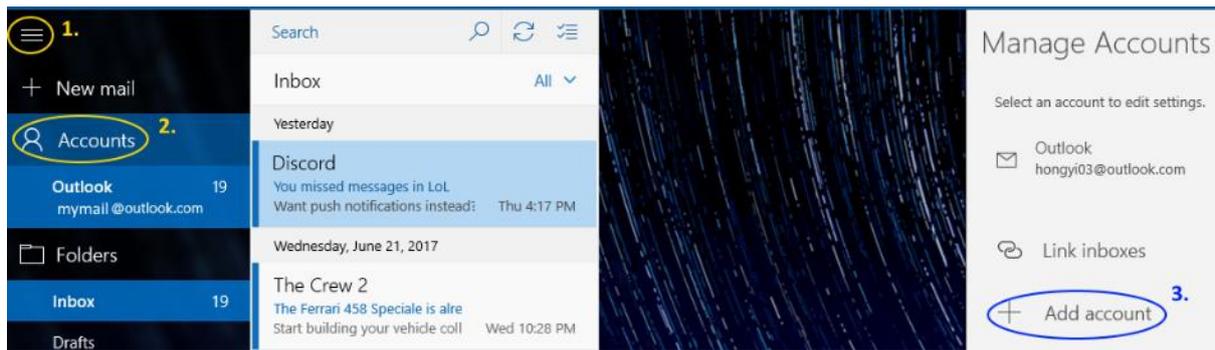


Step 2

If you're new to Windows 10 Mail, you will be asked to "Add account", click on it.

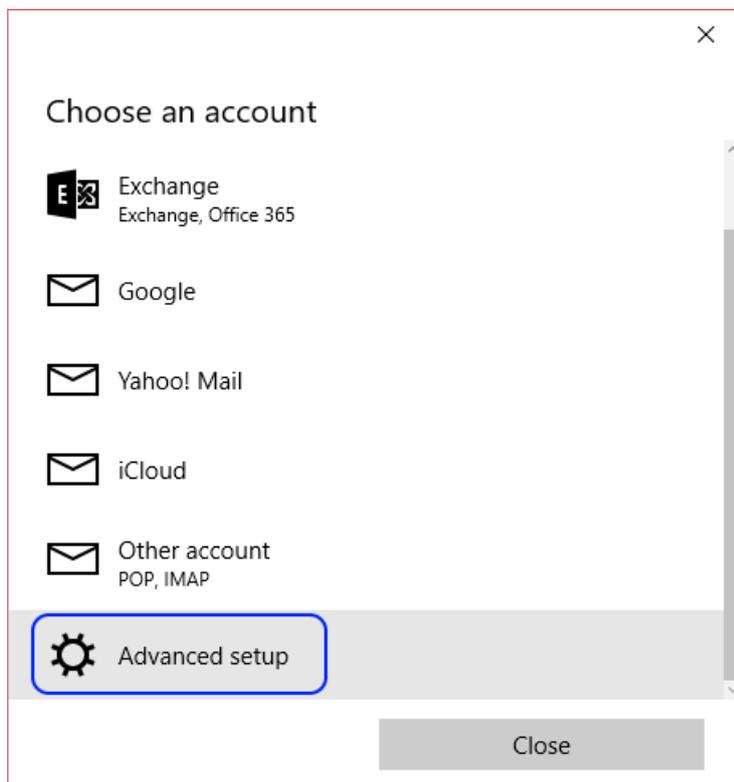


If you already have an email, you can add another email account follow the numbering as shown below.



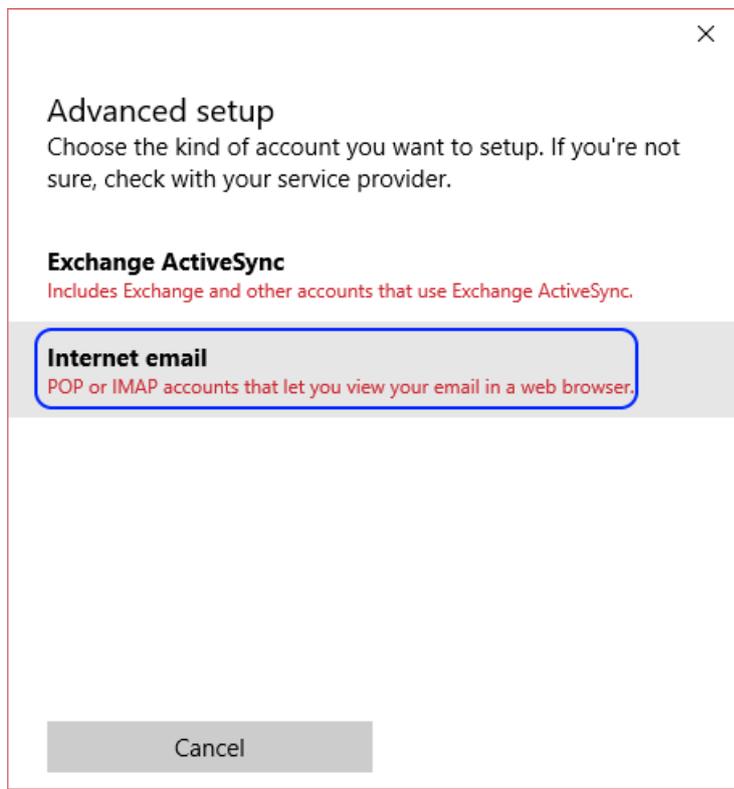
Step 3

Choose an account setup type, kindly choose “Advanced setup”



Step 4

Kindly choose "Internet email"



Step 5

Follow the setup as shown below for Internet email account (scroll down to see more options), click on “Sign-in” upon completion.

Internet email account

Account name
My Company E-mail

Your name
Your Name Here...

We'll send your messages using this name.

Incoming email server
mail.yourdomain.com:143 (eg: mail.abc.com.my:143)

**** If you choose Account type (below) as POP3, replace :143 with :110**

Account type
IMAP4

Email address
test@yourdomain.com

User name
test@yourdomain.com (same as your email address)
Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password
..... (make sure your password is typed correctly)

Outgoing (SMTP) email server
mail.yourdomain.com:587 (same as Incoming server but end with :587)

Outgoing server requires authentication (compulsory!!)

Use the same user name and password for sending email

Require SSL for incoming email

Require SSL for outgoing email

Do not tick!!
If you do not have SSL
for your domain

Cancel Sign-in

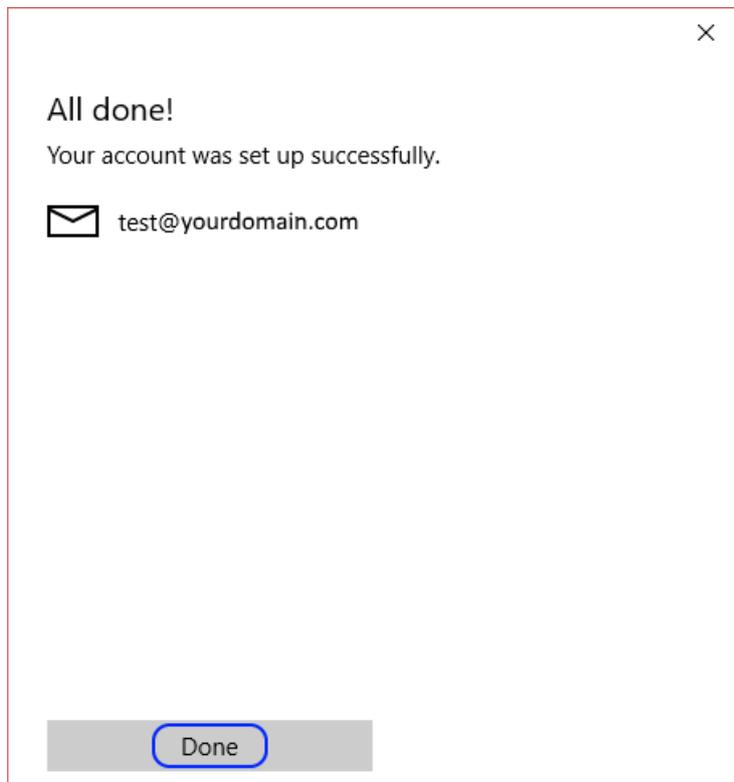
TIPS: if you've got SSL, use **993** (IMAP) or (995 POP3) for incoming server and **465** (or 587) for outgoing server.

IMAP vs POP3
See comparison on the last page!

TIPS: What is SSL certificate?
“The primary reason why **SSL** is used is to keep sensitive information sent across the Internet encrypted so that only the intended recipient can access it. This is important because the information you send on the Internet is passed from computer to computer to get to the destination server.”
Please do not hesitate to contact us (support@belxpress.com) for ‘SSL for your domain’.

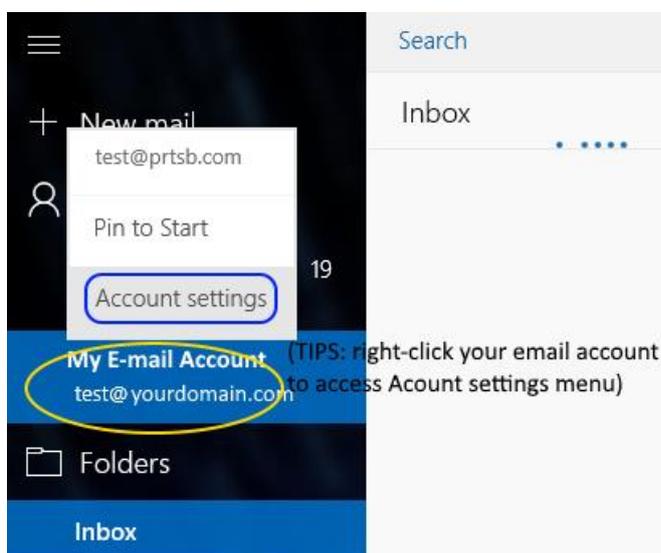
Step 6

If no typo error, you should see the below. If any error, please review your settings (or start all over again). Click on “Done”.



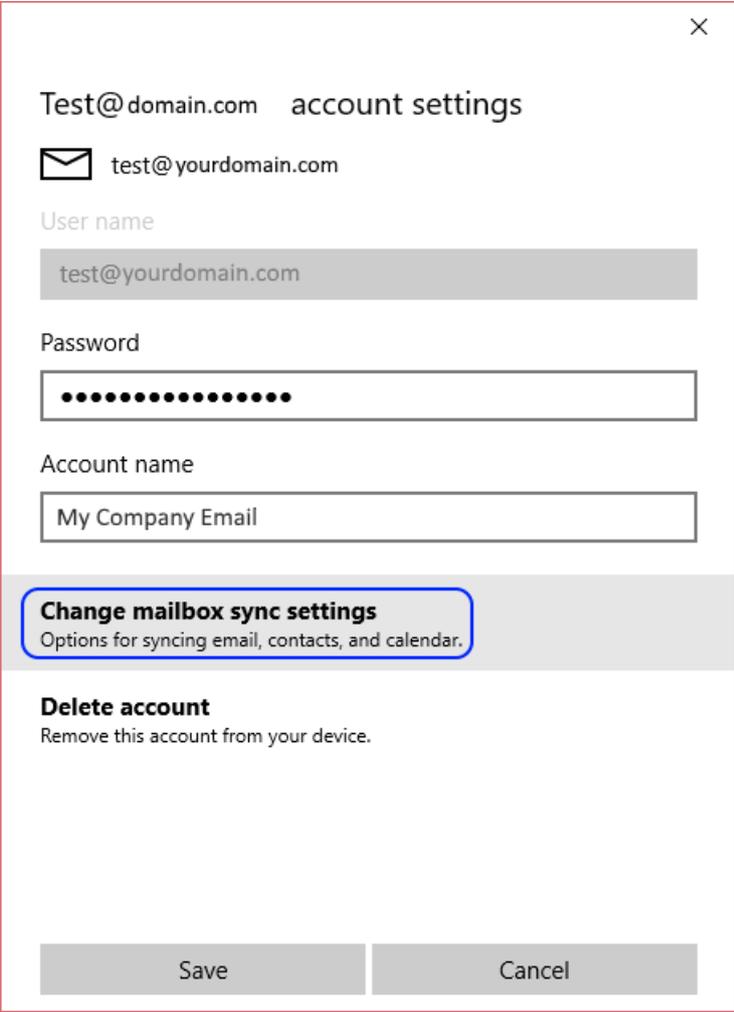
Step 7

For better optimization on desktop, kindly proceed to setup the sync options. Right-click on your new email account and choose “Account settings”.



Step 8

Click on “Change mailbox sync settings”.



Test@domain.com account settings

✕

✉ test@yourdomain.com

User name

test@yourdomain.com

Password

●●●●●●●●●●●●●●●●

Account name

My Company Email

Change mailbox sync settings
Options for syncing email, contacts, and calendar.

Delete account
Remove this account from your device.

Save Cancel

Step 9

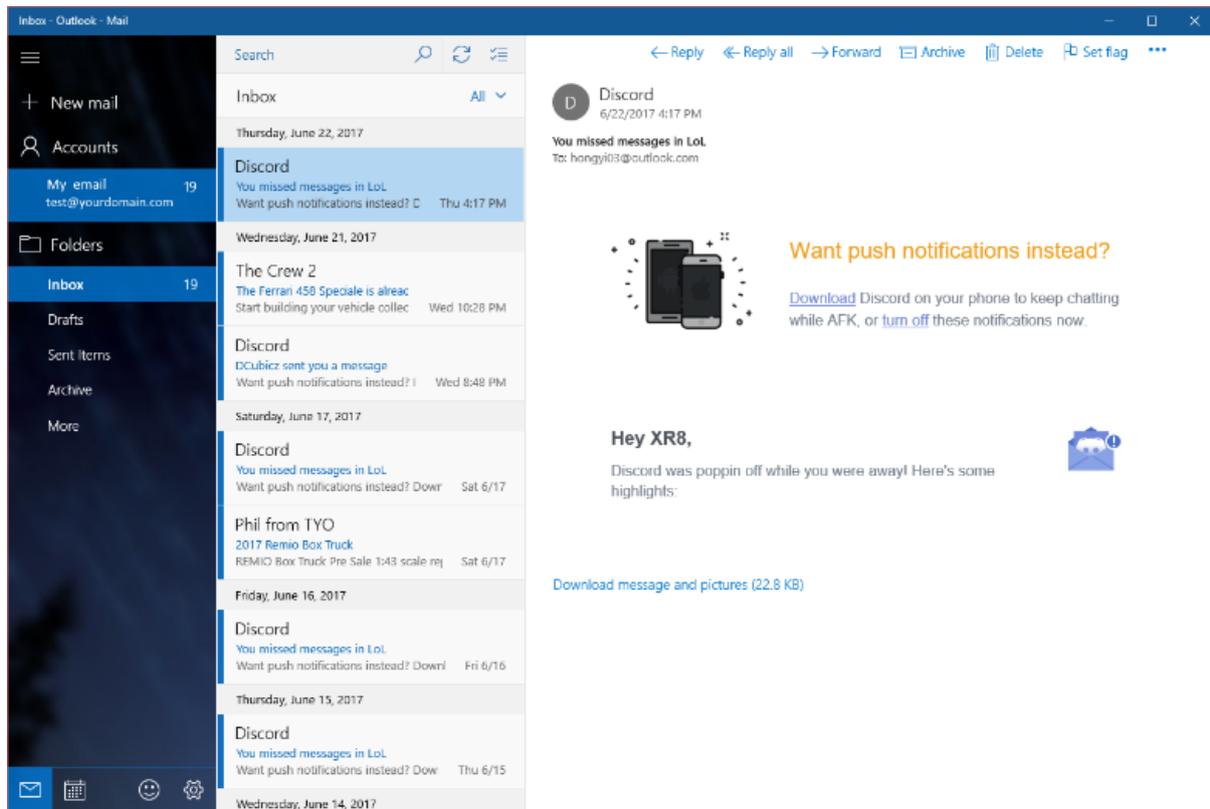
Follow the options below or choose your preference options for your sync settings. Click on “Done” upon completion.

✕
test@yourdomain.com sync settings
Download new email
 ▼
 Always download full message and Internet images
Download email from
 ▼
Your name

We'll send your messages using this name.
Sync options
 Email On
Advanced mailbox settings
Incoming and outgoing mail server info

Step 10

You're done. Congratulations! You can start using your Windows 10 Mail



IMAP vs POP3

Both POP (Post Office Protocol) and IMAP (Internet Message Access Protocol) allow people to get access to their email from a remote server; however, that is where most similarities end.

POP3	IMAP
<ul style="list-style-type: none">• Consumed less bandwidth (a bit faster if your Internet slow)• Once retrieved, NO backup in the server (<i>unless special settings</i>). Less storage consumed in server if storage is your concern.• Your mails will be stored in the local computer ONLY (<i>unless special settings supported</i>)• Your mails will NOT SYNC if access with different computers or devices (NOT recommended for multiple devices)	<ul style="list-style-type: none">• Consumed more bandwidth (a bit slower if your Internet slow)• Your mails (sent/received) will be stored in local computer/device and remote server (backup)• <u>You can use multiple computers and devices</u> (phone, tablet) to check/send your email (mail sync)• If you lost your computer/device, you can always sync back your mails from remote server (<i>provided that your mails are not deleted from your computer/device</i>)

WARNING: DO NOT mix POP3 and IMAP for your multiple computers' setup in a single email account. If either one of your computers or devices has been set up as POP3 access protocol, email-sync will **NOT** achieve or working correctly. Bear in mind, **POP3 only for ONE computer or device.**