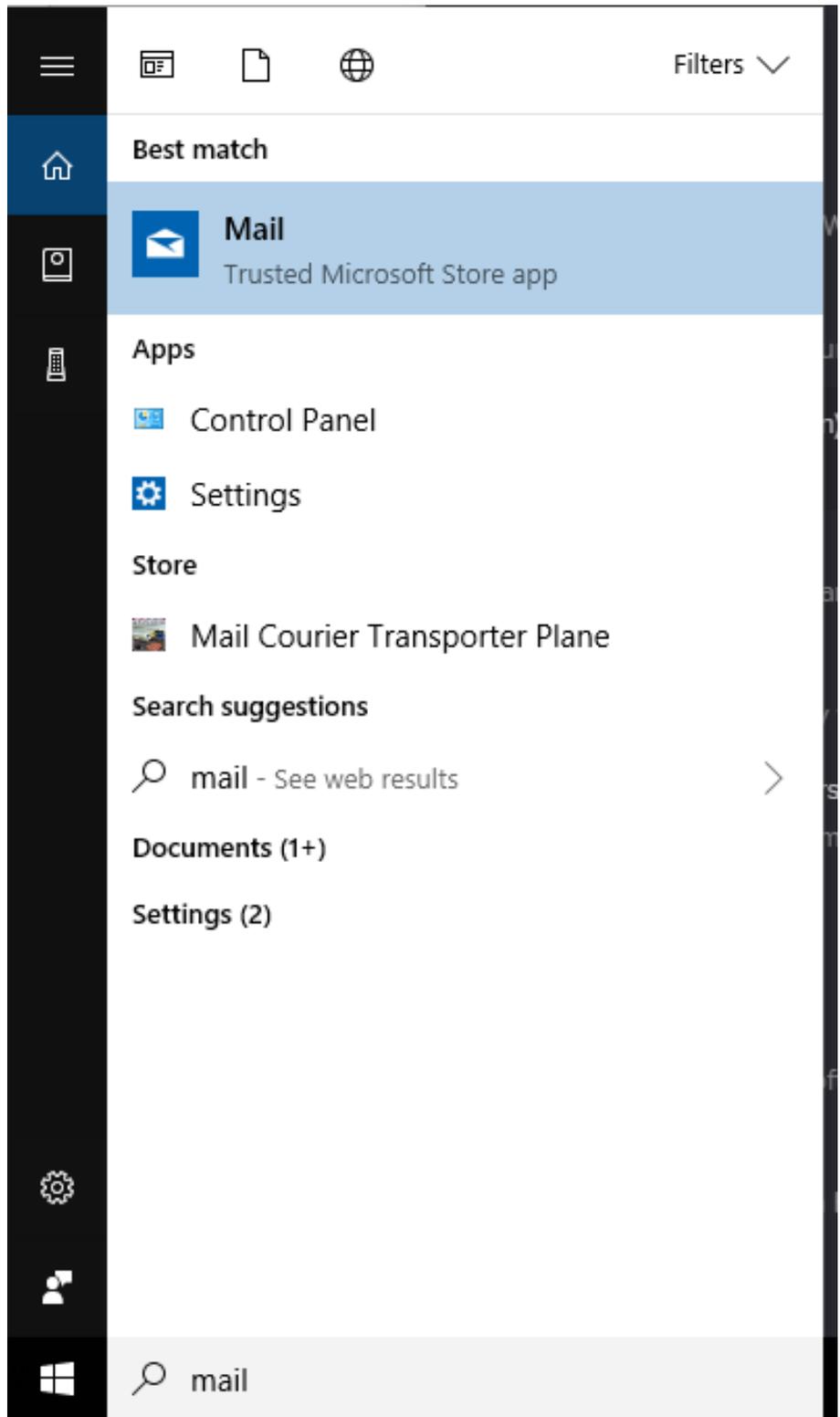
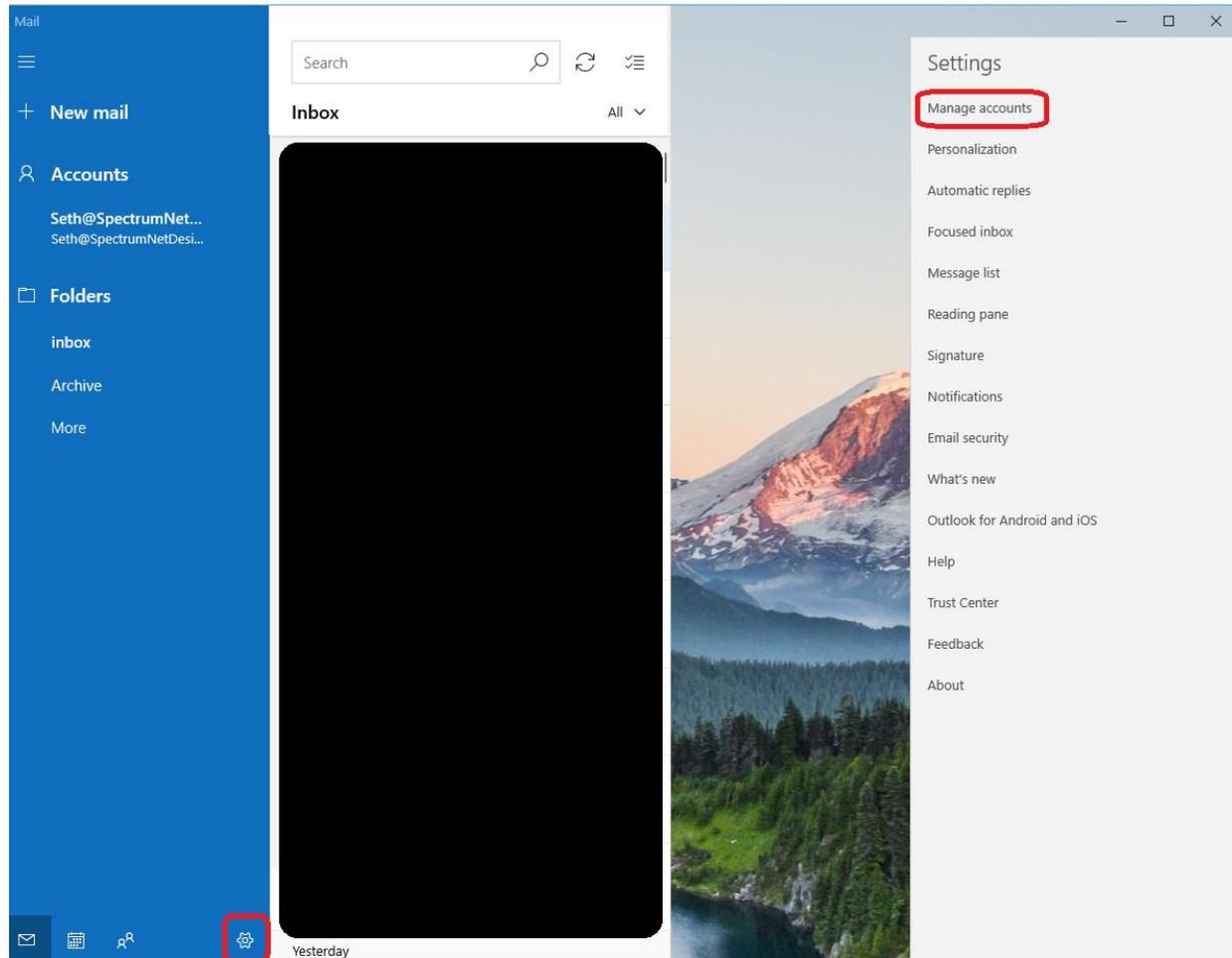


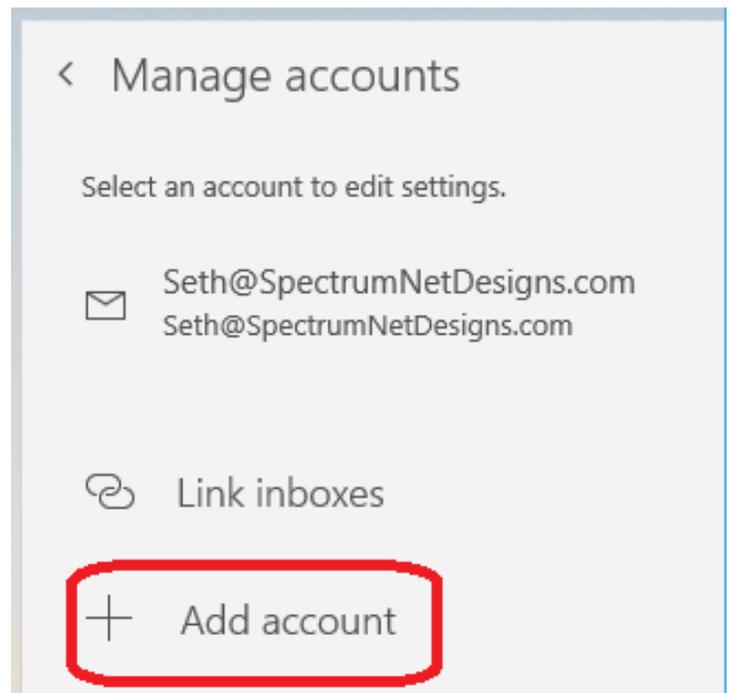
1. If this is the first time opening "Mail" on Windows 10 it will look like this:



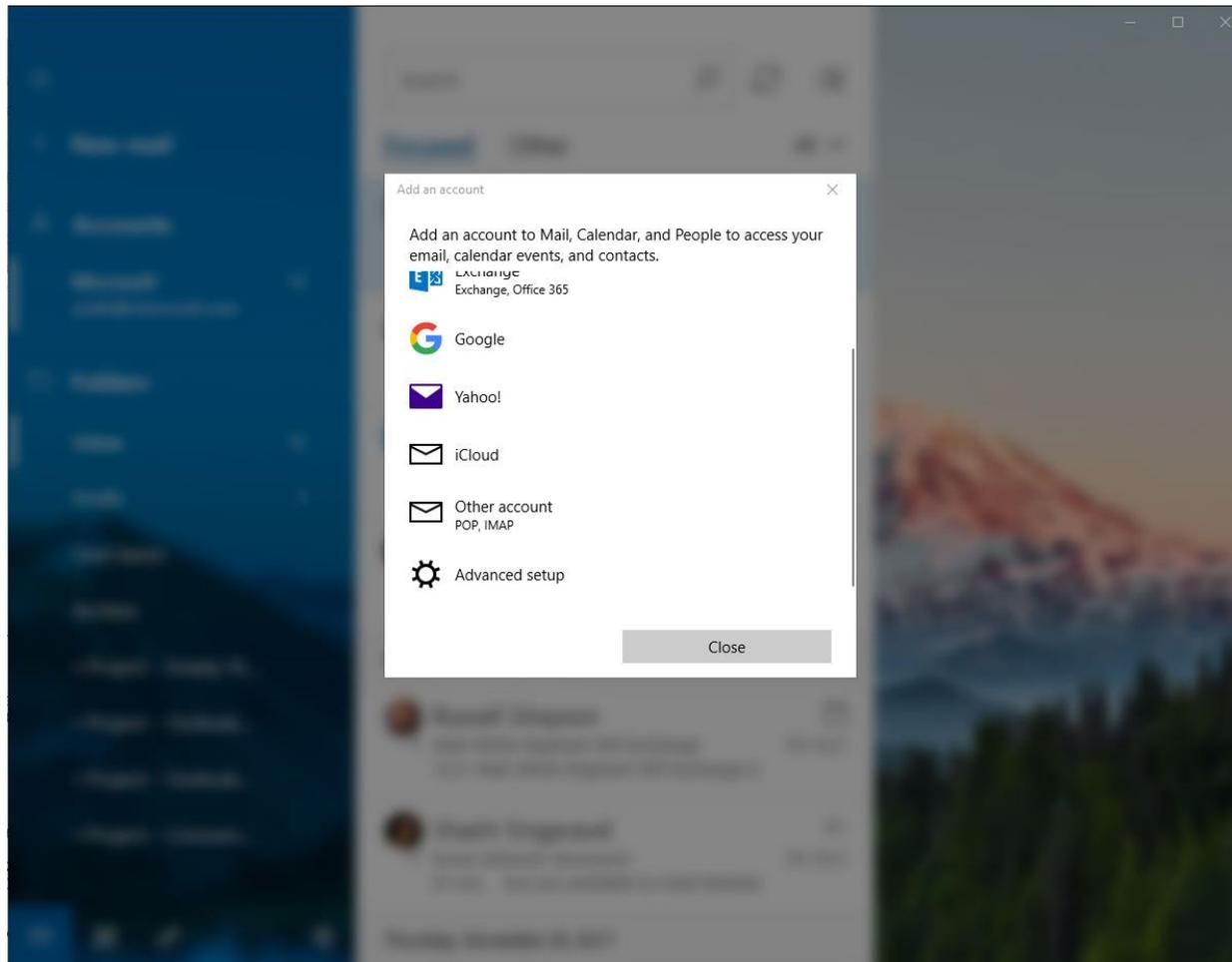
2. If you already have an email account setup, then click the “gear icon in lower left.



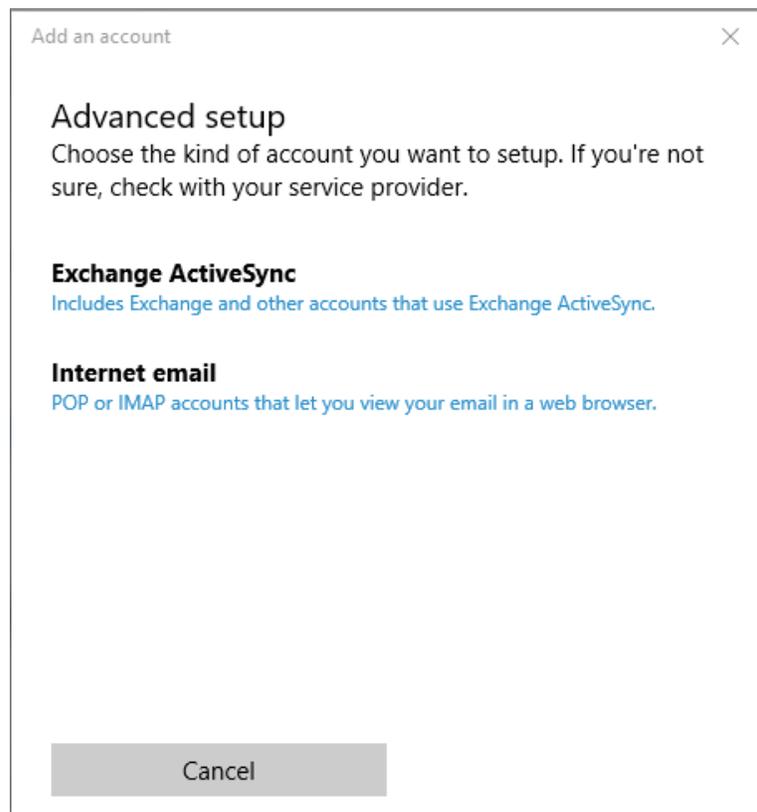
3. When the “settings” menu appears, click “Manage Accounts”>>”Add Account”



4. Scroll down and click “Advanced Setup”



5. Select “Internet email”



6. "Email Address" and "User Name" must match exactly. Both should be your full email address.

Account Name: again, your full email address

Example: Seth@spectrumnetdesigns.com

Incoming email server: mail.spectrumcpanel.com:143

"Account type" >> "choose one" >> "IMAP4"

Outgoing (SMTP) email server:
mail.spectrumcpanel.com:587

Remove both checkboxes next to:

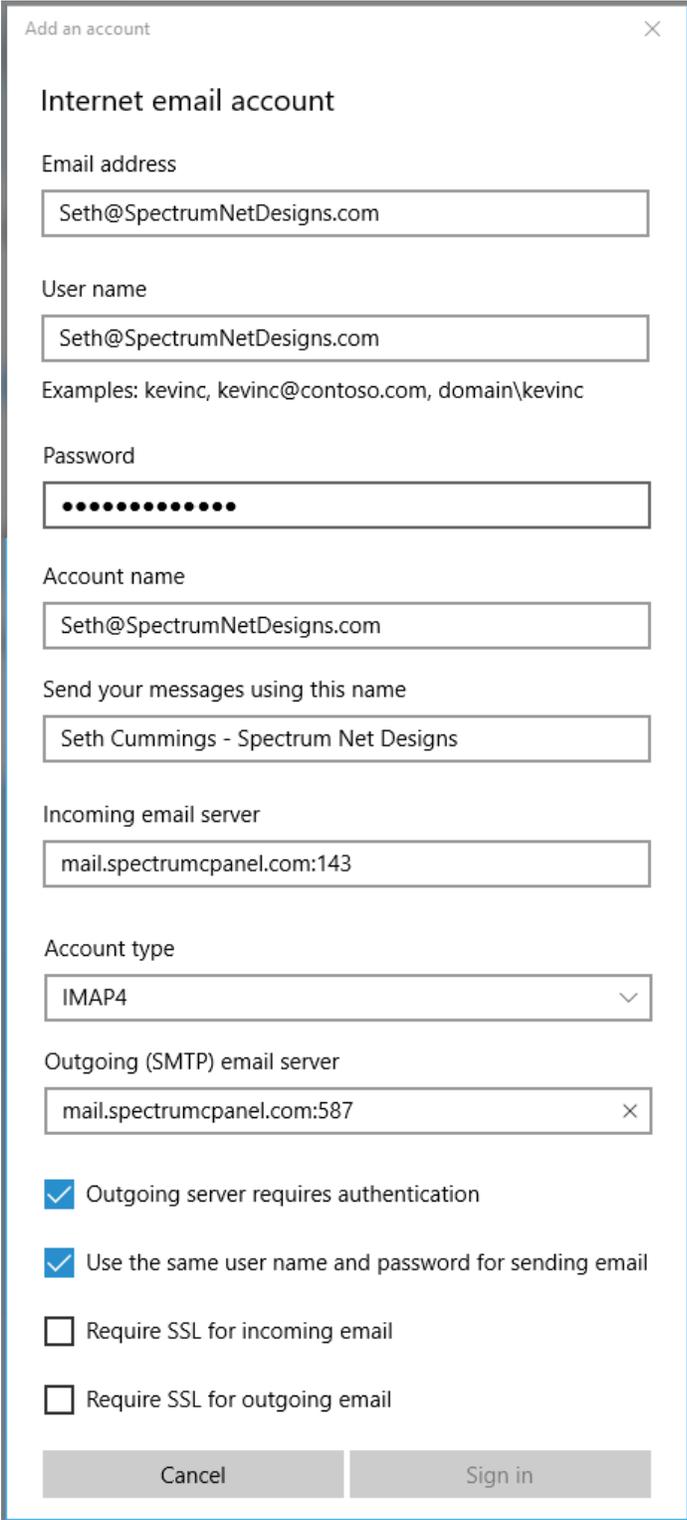
-"require SSL for incoming email"

-"require SSL for outgoing email"

7. "Sign in"

Wait while it first connects

"done"



The screenshot shows a Windows-style dialog box titled "Add an account" with a close button (X) in the top right corner. The main heading is "Internet email account". The form contains the following fields and options:

- Email address:** Text box containing "Seth@SpectrumNetDesigns.com".
- User name:** Text box containing "Seth@SpectrumNetDesigns.com". Below it, examples are listed: "kevinc", "kevinc@contoso.com", and "domain\kevinc".
- Password:** Password field with 12 dots.
- Account name:** Text box containing "Seth@SpectrumNetDesigns.com".
- Send your messages using this name:** Text box containing "Seth Cummings - Spectrum Net Designs".
- Incoming email server:** Text box containing "mail.spectrumcpanel.com:143".
- Account type:** Dropdown menu set to "IMAP4".
- Outgoing (SMTP) email server:** Text box containing "mail.spectrumcpanel.com:587" with a close button (X) on the right.
- 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" and "Sign in" buttons at the bottom.

8. if emails do not start downloading, click the “sync this view” button near the middle top

-typically most users have sync finished in approx. 1-3 hours, but it will depend on how many emails you have and the speed of your internet connection. Please note that if you have a lot of emails it can take up-to 24-48 hours for all of your emails to sync.

