

# ADD A GMAIL OR COX EMAIL ACCOUNT TO THE WINDOWS 10 MAIL APP

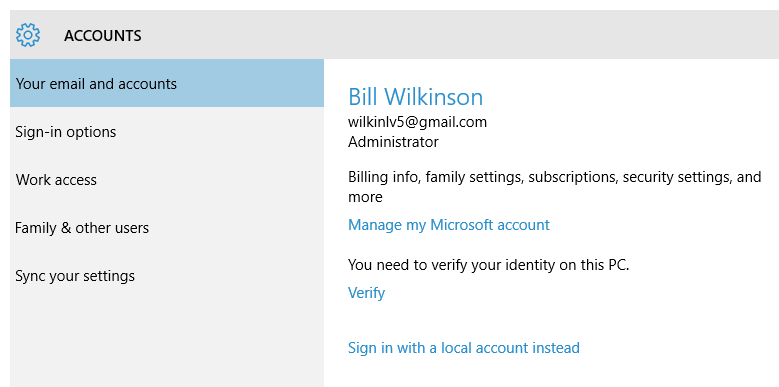
The Mail app is a simple way to have all your email under one roof. The key is to sign in to your computer with your [Microsoft account](#). You can create one using an email address you already have, or sign up for a new one—it's free.

If other people also use your PC, make sure each person signs in to the PC with his own Microsoft account. That way, each person will only see his own mail.

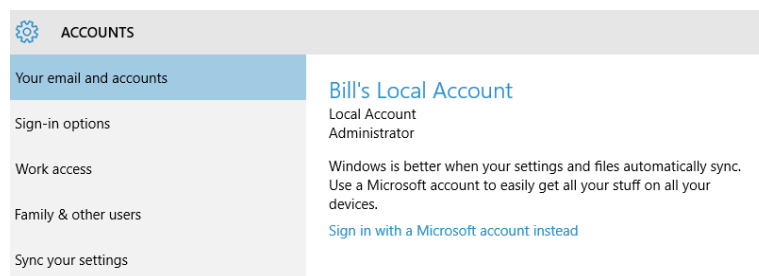
You probably already have a Microsoft account—it's the email address you use to sign in to your Microsoft account in Windows 10. You might have used that Microsoft account when you set up your computer, so you might already be signed in with it. But if you're not sure, here's how to check.

Click Windows key + I for **Settings**, then click **Accounts**. Finally, click **Your Email and Accounts**.

If you're already signed in with a Microsoft account, your screen should look like this. You're all set!



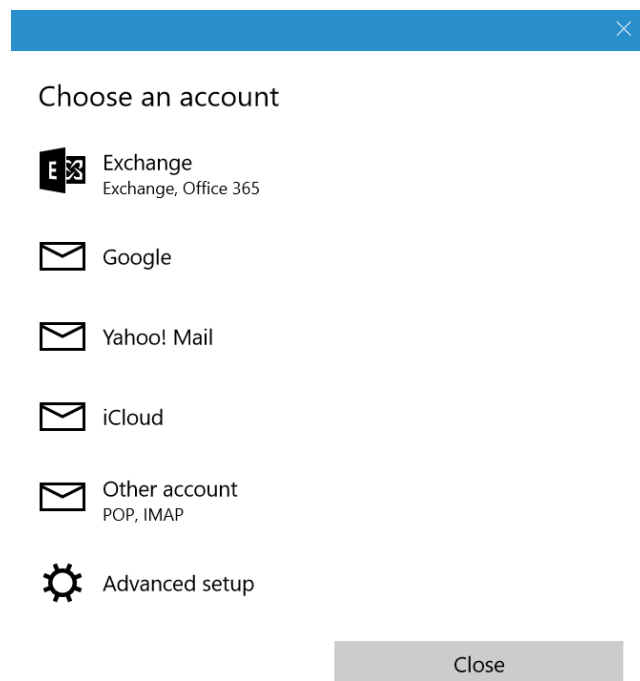
If you're signed in with a local account, your screen should look like this. Click **Sign in with a Microsoft account instead** and follow the instructions.



## HOW TO ADD A COX OR GMAIL ACCOUNT TO THE WIN10 MAIL APP

If your email address ends in gmail.com or cox.net, here's how to add it.

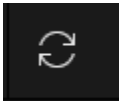
1. Open All Apps from the Start button.
2. Click **Mail**.
3. From the left column, click Accounts.
4. From the right column, click **Accounts**, click **Add an account**, and then click the type of account you'd like to add. Note that Google stands alone. Use Advanced Setup to add a Cox account.



### To setup your Cox account:

1. After clicking **Add an Account**, click on **Advanced setup** at the bottom of the list.
2. Click on Internet email.
3. Enter the account name (Cox).
4. Enter your name.
5. Enter Incoming email server: **pop.west.cox.net**.
6. Under Account type, choose **Pop3**.

7. Enter your Cox email address.
8. Enter your Cox username.
9. Enter your Cox account password.
10. Enter your Outgoing mail: **smtp.west.cox.net**.
11. Four buttons at end of setup: Keep all four buttons checked.
12. Click Done and watch synchronization copy files from Windows Live Mail to Win10 Mail.
13. It may several minutes for sync to take place. To sync manually, click the icon that appears at the top of the column.



### **To setup your Gmail Account:**

1. Click on **Add an Account**.
2. Click on **Google**.
3. Enter your Gmail **email address** and **password**.
4. In the “Windows would like to...” box, click **allow**.
5. Click Done and watch synchronization move your files from your gmail account to Win10 Mail.

### **TO GET YOUR CONTACTS**

The **Mail** and **People** apps work together—you can see, add, and edit **contacts** for your accounts in the People app while managing email for the same account in the Mail app. For either your Cox account or your Gmail account, here’s how you add contacts.

1. From All Apps, click **People**.
2. Click **Settings**. Click **Accounts**, click **Add an account**, click the type of account you'd like to add, and then follow the instructions on the screen.