

SETTING UP THE WINDOWS 10 MAIL APP

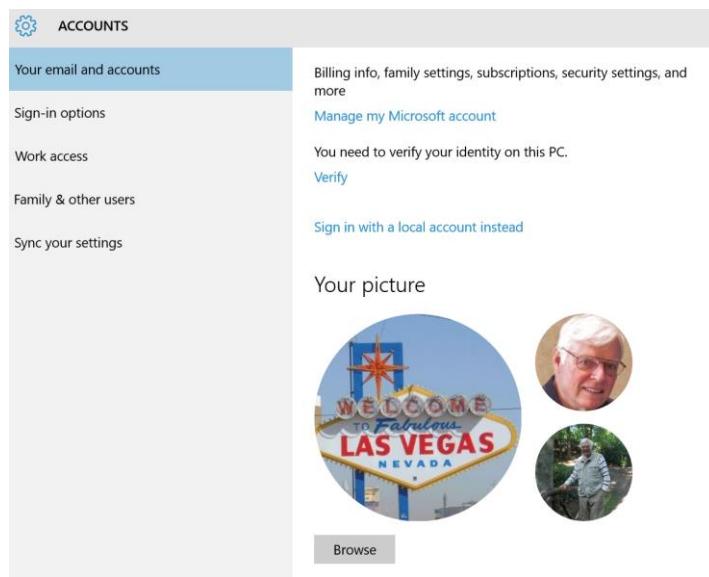
The Mail app is a simple way to have all your email under one roof. The key is to sign in to your computer with your [Microsoft account](#). You can create one using an email address you already have, or sign up for a new one—it's free.

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.

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

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 the one below. Click **Sign in with a Microsoft account instead** and follow the instructions.

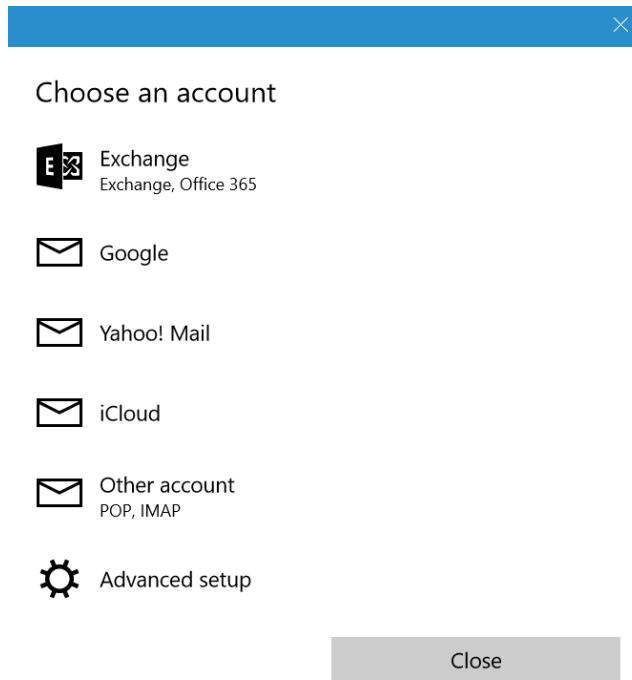
The screenshot shows the Microsoft Accounts settings interface. On the left, a sidebar lists options: 'Your email and accounts' (selected), 'Sign-in options', 'Work access', 'Family & other users', and 'Sync your settings'. The main area displays 'Bill's Local Account' as a 'Local Account Administrator'. It includes a note about sync and a link to sign in with a Microsoft account instead. Below this is a section titled 'Your picture' with a large circular placeholder for a profile picture, featuring the 'Welcome to Fabulous LAS VEGAS NEVADA' sign. To the right are two smaller circular images of a man: one showing him smiling and another showing him outdoors. A 'Browse' button is at the bottom.

TO ADD AN ACCOUNT TO THE MAIL APP

If the email address for your Microsoft account ends in outlook.com, live.com, hotmail.com or msn.com, just sign in to your PC. Go to the Start menu, and open the Mail app—your email is waiting for you.

If your email address ends in a different domain, like gmail.com, yahoo.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. Click **Accounts**, click **Add an account**, and then click the type of account you'd like to add.



5. Enter your email address and password for the account, and then click **Connect**.

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. If your email address ends in outlook.com, live.com, hotmail.com or msn.com, your contacts will automatically be added when you add your account to the Mail app. For all other accounts, here's how you add contacts.

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