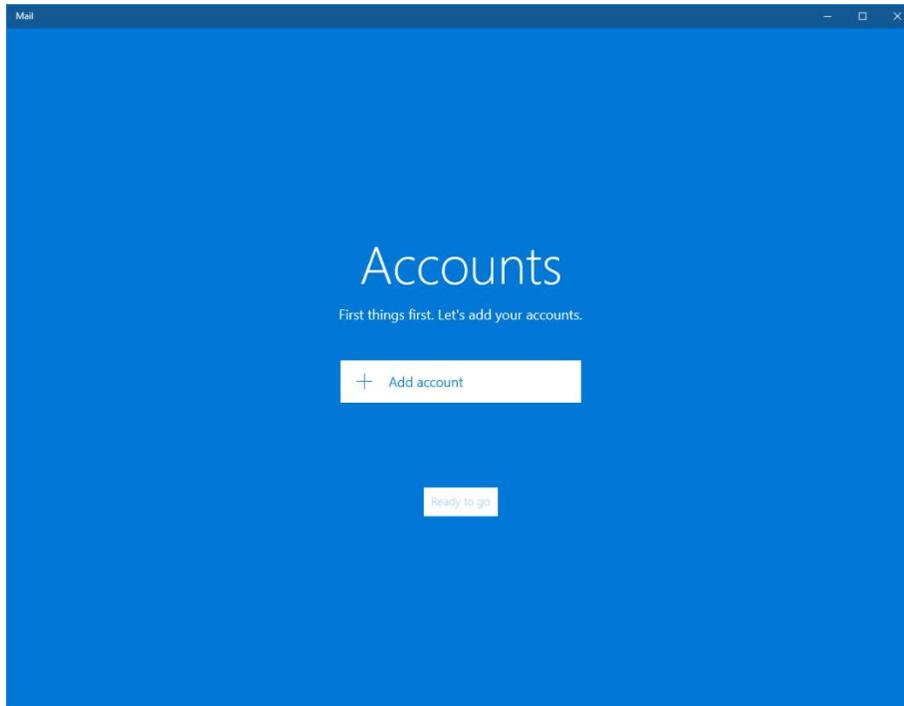
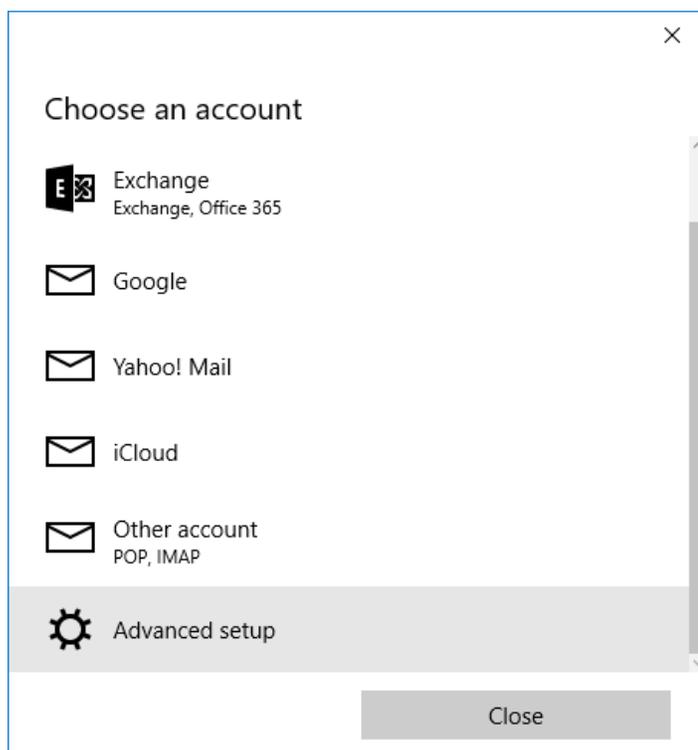


## Windows 10 Mail – JC Wifi account setup.

- 1) Open “Mail.” This is Windows 10 Mail.
  - a. If you have not set up an account before, your window should look like this:
  - b. If you already have an account in Mail, select “Settings” then “Manage Accounts.”

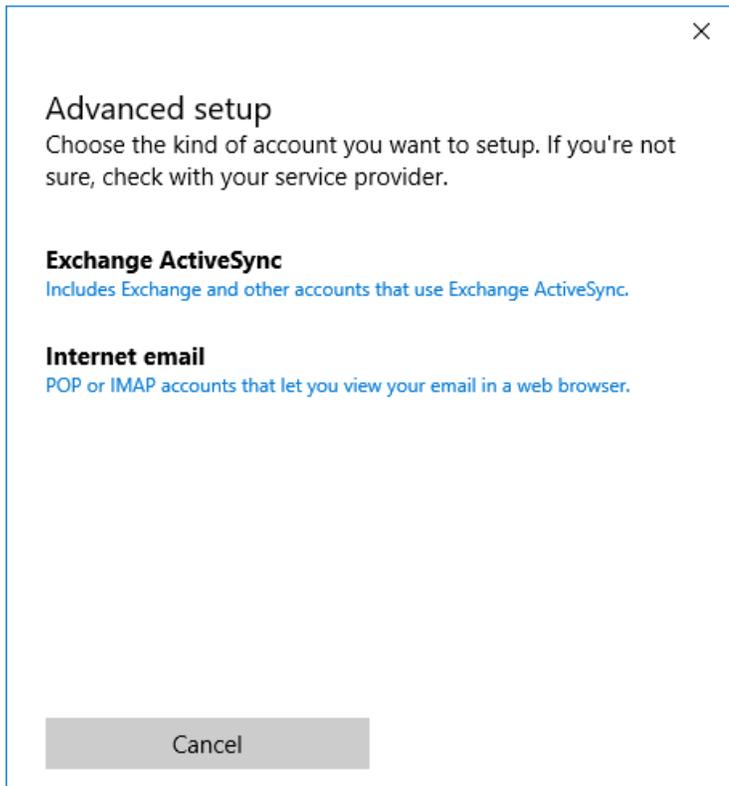


- 2) Select “Add Account”
  - a. Scroll down to and select “Advanced Setup.”



Windows 10 Mail – JC Wifi account setup.

- 3) Next select “Internet Email”



Advanced setup

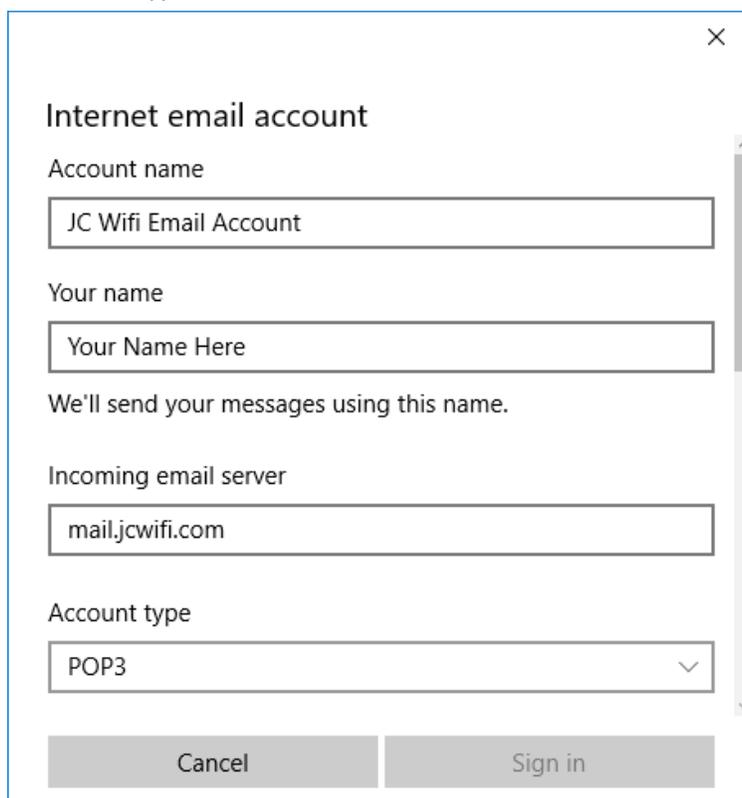
Choose the kind of account you want to setup. If you're not sure, check with your service provider.

**Exchange ActiveSync**  
Includes Exchange and other accounts that use Exchange ActiveSync.

**Internet email**  
POP or IMAP accounts that let you view your email in a web browser.

Cancel

- 4) Enter the information into the fields as seen below.
- Account Name is what this account will appear to you as
  - Your Name is the name that will appear at the bottom of your emails.
  - Incoming mail server **MUST** be **mail.jcwifi.com**
  - Account type, select **POP3**



Internet email account

Account name

JC Wifi Email Account

Your name

Your Name Here

We'll send your messages using this name.

Incoming email server

mail.jcwifi.com

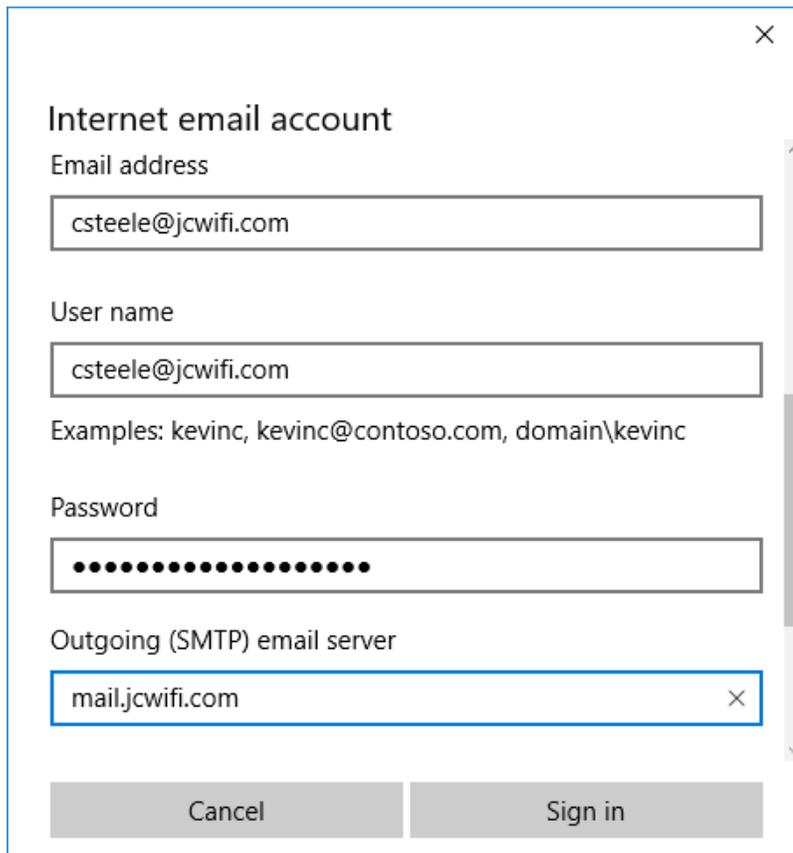
Account type

POP3

Cancel Sign in

## Windows 10 Mail – JC Wifi account setup.

- 5) Scroll down on this page and continue entering the information.
  - a. Email Address is your jcwifi email address ([example@jcwifi.com](mailto:example@jcwifi.com))
  - b. User Name is also your jcwifi email address (example@jcwifi.com) the very same as you entered into the “email address” field.
  - c. Password is your jcwifi.com email account password.
  - d. Outgoing (SMTP) email server will also be **mail.jcwifi.com**



Internet email account

Email address

csteele@jcwifi.com

User name

csteele@jcwifi.com

Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password

.....

Outgoing (SMTP) email server

mail.jcwifi.com

Cancel Sign in

- 6) Continue scrolling to the last part of this form.
  - a. “Outgoing Server requires authentication” **must be checked.**
  - b. “Use the same user name and password for sending email” **must be checked.**
  - c. “Require SSL for incoming email” **must NOT be checked.**
  - d. “Require SSL for outgoing email” **must NOT be checked.**

Windows 10 Mail – JC Wifi account setup.

Internet email account

Password

Outgoing (SMTP) email server

Outgoing server requires authentication

Use the same user name and password for sending email

Require SSL for incoming email

Require SSL for outgoing email

Cancel Sign in

- 7) Complete the process by selecting “Sign in.” Your Mail program will now sync with your email and you can use Windows 10 Mail to read and send emails normally. If successful, you should see a confirmation. If you have trouble, please call our support at (815) 233-2641

All done!

Your account was set up successfully.

 csteele@jcwifi.com

Done