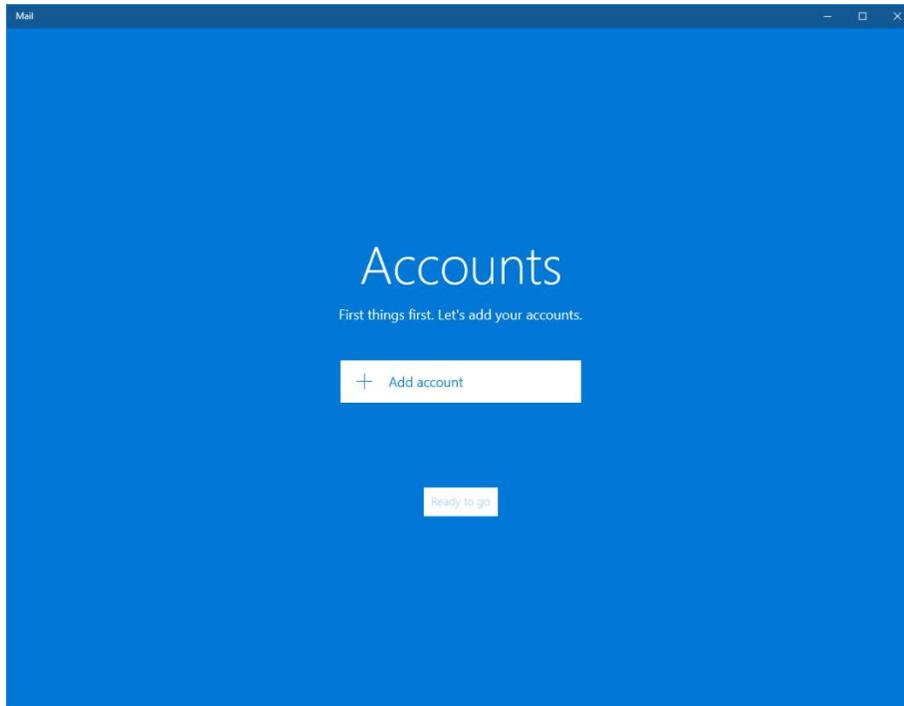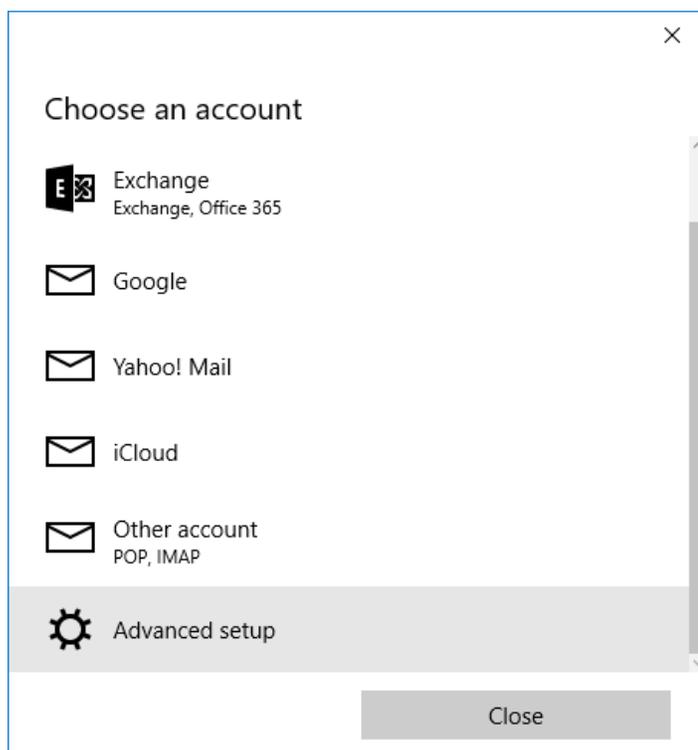Windows 10 Mail – JC Wifi account setup.

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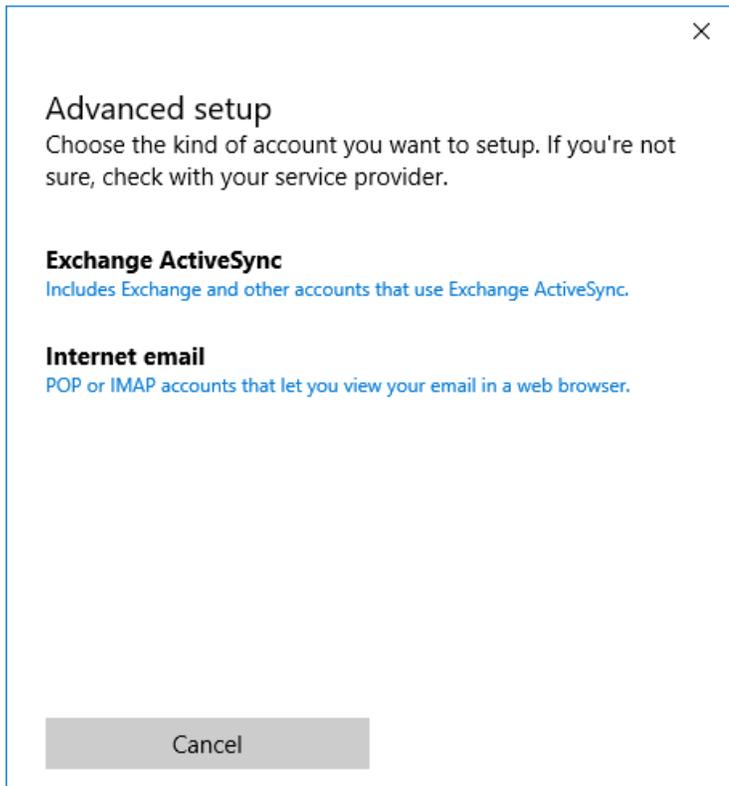   b. If you already have an account in Mail, select "Settings" then "Manage Accounts."

2) Select "Add Account"
   a. Scroll down to and select "Advanced Setup."

Windows 10 Mail – JC Wifi account setup.

3) Next select "Internet Email"

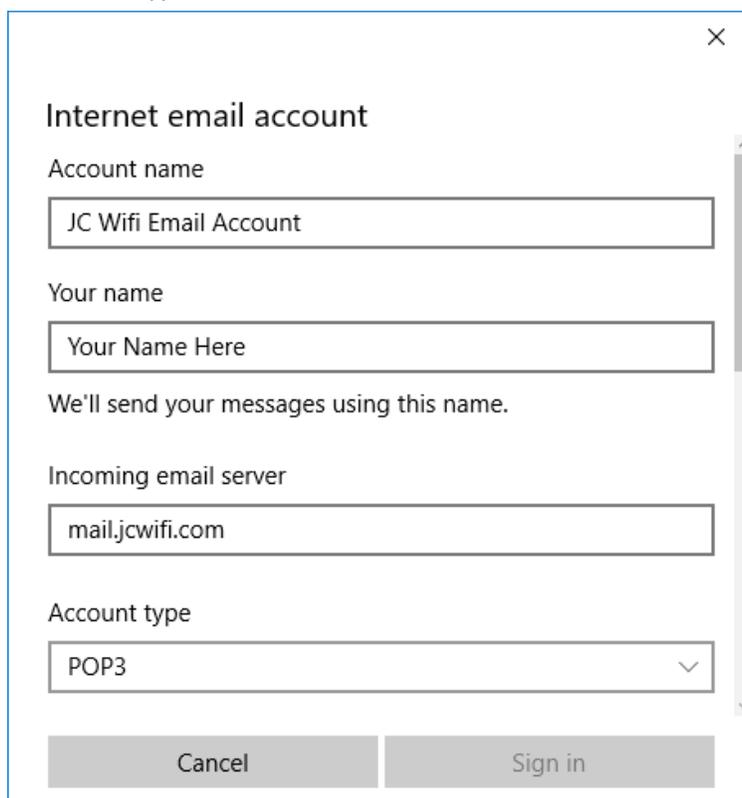4) Enter the information into the fields as seen below.
   a. Account Name is what this account will appear to you as
   b. Your Name is the name that will appear at the bottom of your emails.
   c. Incoming mail server MUST be **mail.jcwifi.com**
   d. Account type, select **POP3**

5) Scroll down on this page and continue entering the information.
   a. Email Address is your jcwifi email address (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**
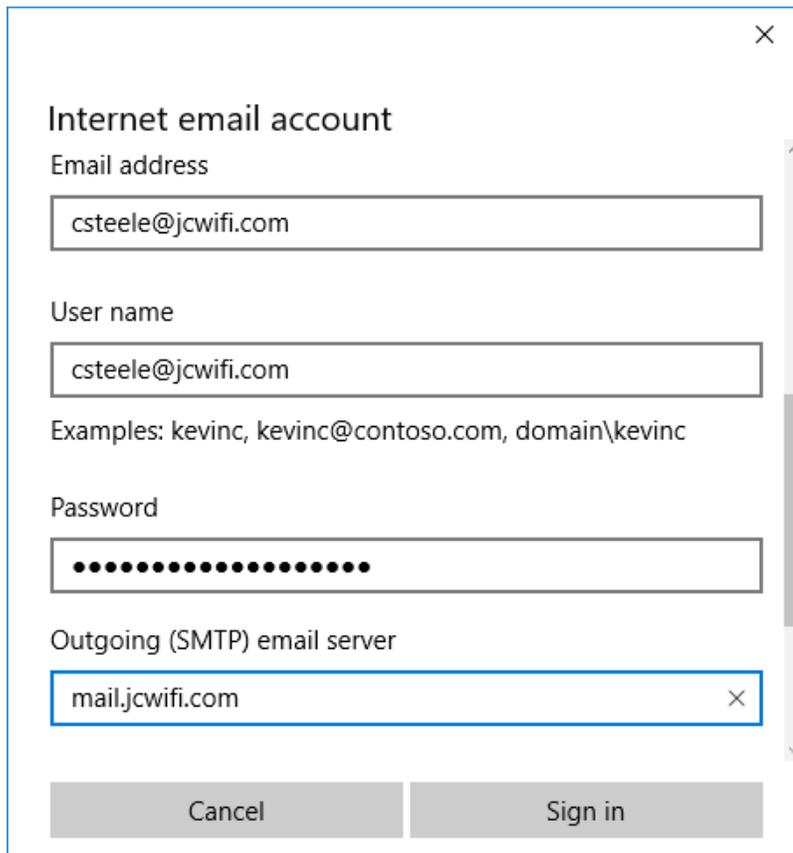
6) Continue scrolling to the last part of this form.
   a. "Outgoing Server requires authentication" **must be checked.**
   b. "Use the same user name and password for sending email" **must be checked.**
   c. "Require SSL for incoming email" **must NOT be checked.**
   d. "Require SSL for outgoing email" **must NOT be checked.**

Windows 10 Mail – JC Wifi account setup.

Internet email account

Password

●●●●●●●●●●●●●●●●●●●●

Outgoing (SMTP) email server

mail.jcwifi.com

☑ 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