

Windows 10

Setting up an email account

In order to be able to send and receive emails from and to your new email account you will need to first set up the account in the Mail app in Windows 10. This guide is for users of Windows 10. If you do not use this version, please go to www.aprompt.co.uk/guides/ to select the correct guide for your email software and device.

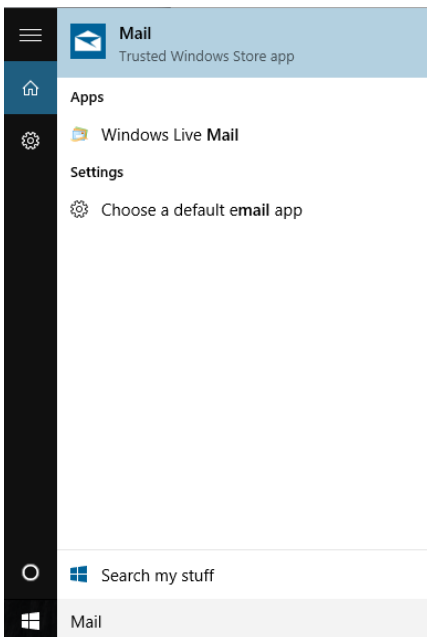
Before continuing make sure you have the following information to hand:

- Your new **email address** (aprompt will provide this)
- The **password** for your email address (aprompt will provide this)
- Your **incoming mail server (IMAP)** address (aprompt will provide this)
- Your **Outgoing mail server (SMTP)** address (aprompt will provide this)

Your email address, password, incoming mail server (IMAP) and Outgoing mail server (SMTP) are all provided by aprompt.

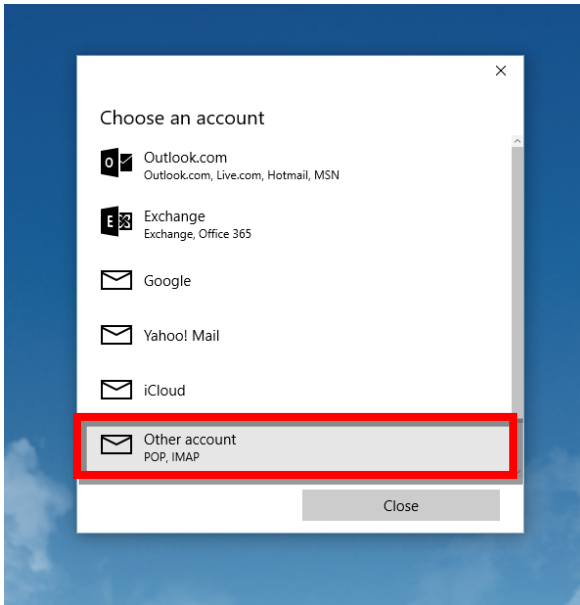
Once you have your email address, password, incoming mail server address and outgoing mail server address you are ready to set up your email account.

Step 1: Find the **Mail** app on your device. You can do this with the Search Windows bar on your OS.

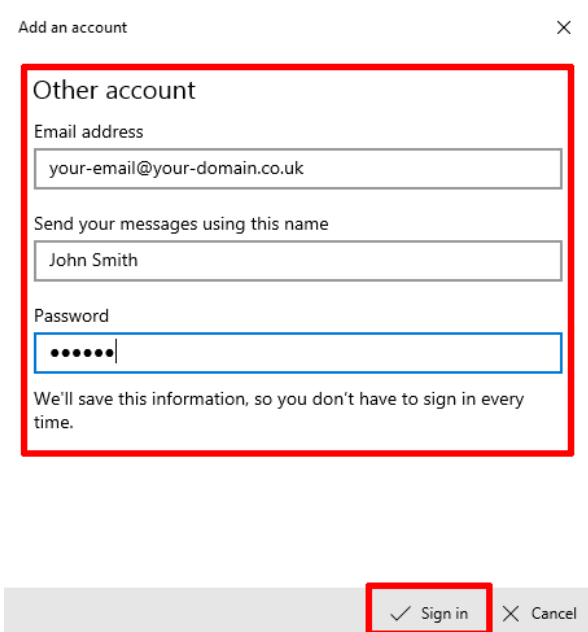


Open the app and click **Get Started**. (if shown)

Step 2: Choose the option to **Add Account**; select **Other Account** (POP, IMAP) from the list.



Step 3: Enter your email address, name and password as provided then click **Sign-in**.



You'll probably receive an error saying that the account cannot be found, this is normal Windows 10 behaviour. Click **Try Again**.

Send your messages using this name

Password

We couldn't find info for that account. Make sure that the email address is correct and then try again.

You will then see the "All done" dialogue window, click **Done**.

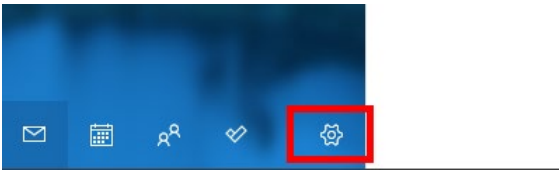
Add an account ×

All done!

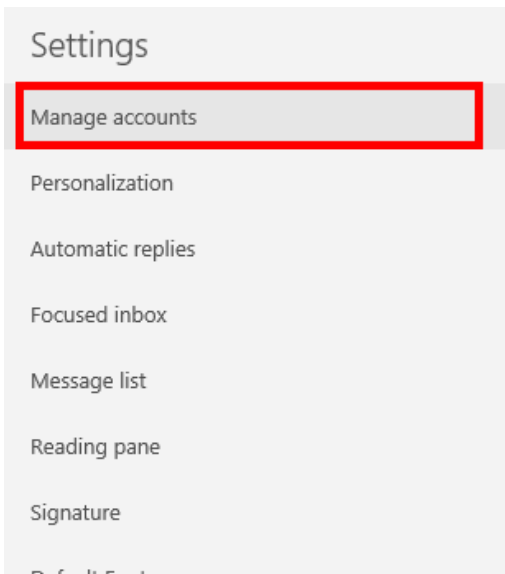
Your account was set up successfully.

your-email@your-domain.co.uk

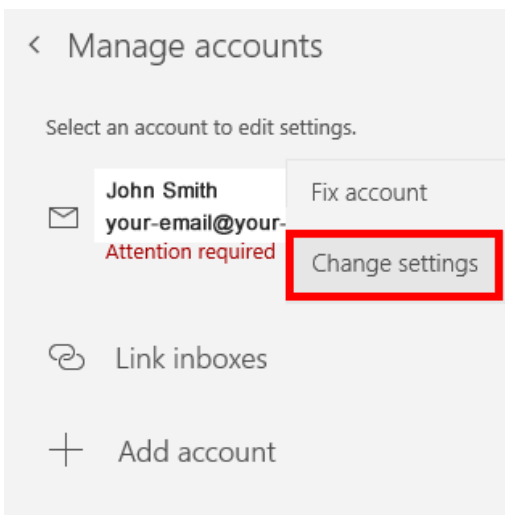
Step 4: The mailbox will need the settings adjusted before it can be used. Click the **Settings icon** (cog) near the bottom left of the Mail app.



Then select **"Manage Accounts"** from the Settings Menu.



Click on the Mailbox you've just added and select **"Change Settings"** from the popup menu



Click the “**Change mailbox sync settings**” button

User name

Password

Account name

Change mailbox sync settings

[Options for syncing your content.](#)

Delete account

[Remove this account from your device.](#)

Click the “**Advanced mailbox settings**” button

If you get a lot of mail one day or don't check your account for a few days, we'll change your sync settings accordingly to save you data and battery.

Currently syncing: every 2 hours

Always download full message and Internet images

Download email from

Send your messages using this name

Sync options

Email

On

Advanced mailbox settings

[Incoming and outgoing mail server info](#)

Replace the "Incoming email server" and "Outgoing (SMTP) email server" addresses with the server addresses **with the details you've been given.**

John Smith sync settings
Send your messages using this name

Sync options
Email
 On

Incoming email server

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

Incoming email server: provided by aprompt

Outgoing (SMTP) server: provided by aprompt

IMPORTANT*

Make sure that:

"Outgoing server requires authentication"

"Use same username and password for sending email"

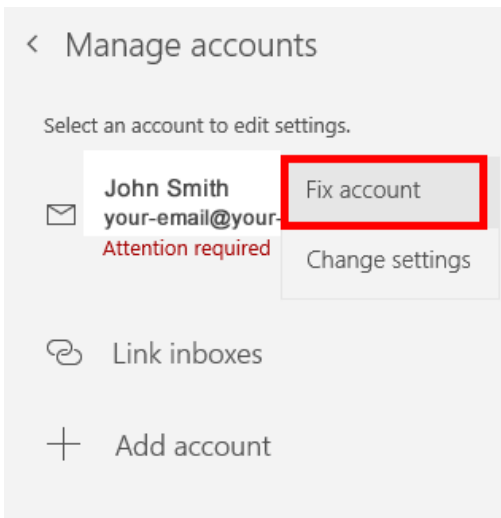
"Require SSL for incoming email"

"Require SSL for outgoing email"

are all checked/ticked

then click **Done**.

Step 5: Changing the incoming and outgoing mail servers will have removed the password for the mailbox, so next we need to re-add the password. Click on the Mailbox you've just added and select **"Fix Account"** from the popup menu



Re-enter the email/mailbox password and click **Save**.

Attention required

Please update the password for this account.

 your-email@your-domain.co.uk

User name

your-email@your-domain.co.uk

Password

••••• 

Cancel

Save

Your new email address has now been set up. It is a good idea to test your new email address by sending a test email. You can send a test email to aprompt at **support@aprompt.co.uk** and type EMAIL TEST in the subject line. We will then send you an email back. If you successfully send us an email and receive a reply your new email is fully working (if you have several email addresses in Mail make sure you use the correct email account to send the test message).

If you ever need to add another account, then click the **Settings icon** (cog) then **Manage Accounts**, then **Add Account**.



Trouble Shooting

I can't send or receive emails

If you have never been able to send or receive any emails on your new account it could be that your email account username (your email address), password, incoming mail server or outgoing mail server (SMTP) has been typed incorrectly. The most common error is not using the full email address in the user name field.

If you have been sending and receiving email but now cannot it may be one of two possible reasons. Firstly it might be your Internet connection, test your connection by opening your web browser and try and load a website (preferably one you haven't visited before), if the page fails to load then your Internet connection is down and you need to speak to your ISP (Internet Service Provider). If you can load a web page then it's possible our email servers are experiencing problems, this is a rare occurrence but if it does happen it is usually resolved within a few hours. Use our WebMail service to check whether your email account is working okay, see the WebMail section below. If the problem lasts longer than a few hours contact the aprompt support department on 0845 224 5806 (Mon – Fri 9.00am – 5.30pm) or by email to support@aprompt.co.uk (24 hours).

WebMail

All aprompt email accounts come with an online WebMail service. WebMail allows you to check, read and write emails from a special website and is useful for users who are not at their own PC (and therefore cannot access their Outlook) or who prefer not to setup their email account on their computer. As WebMail is Internet based you can access your emails from any computer, anywhere in the world which is connected to the Internet (please note – WebMail cannot display emails you have already received and downloaded into Outlook).

To access your WebMail service open your web browser and enter the following url:

<http://webmail.yourdomain.com> (where yourdomain.com is your domain name without the www.)

(note the address is your usual web address but the www has been replaced with webmail)

Enter your full email address in the Mailbox field and your password in the Password field and click login. You can now read your emails or compose new messages.

If you are having problems receiving emails you can use your WebMail service to check your email account is functioning correctly. If you can logon to your WebMail account then your email account is functioning without any problems and the error is being caused by an incorrect setting in your Outlook.