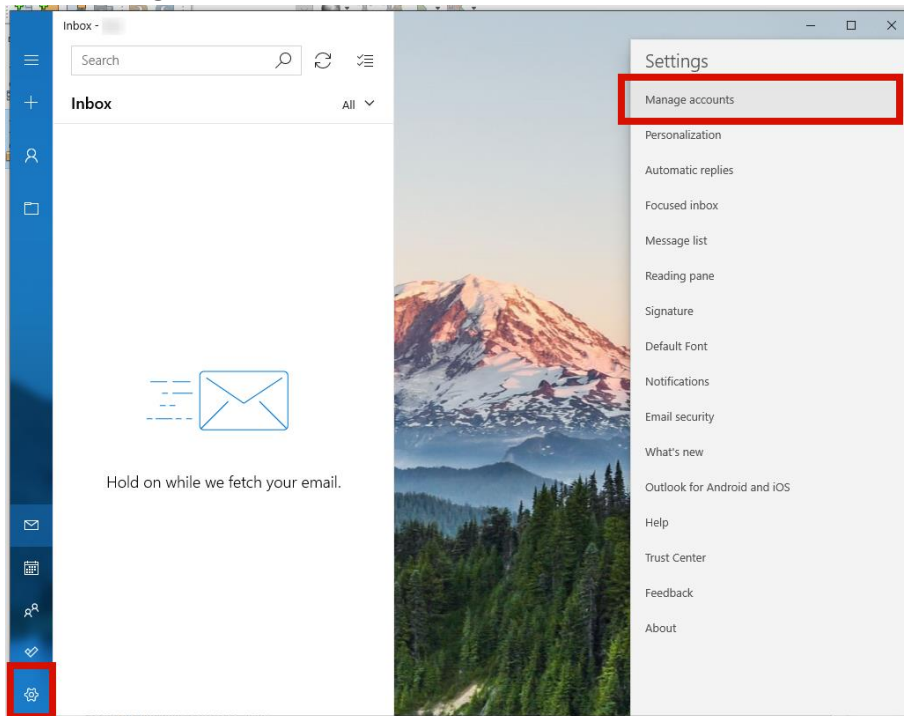
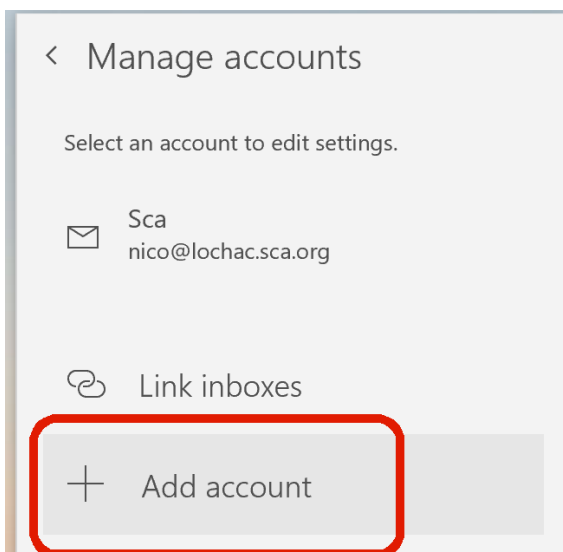


Adding a Lochac mail account to Microsoft Mail

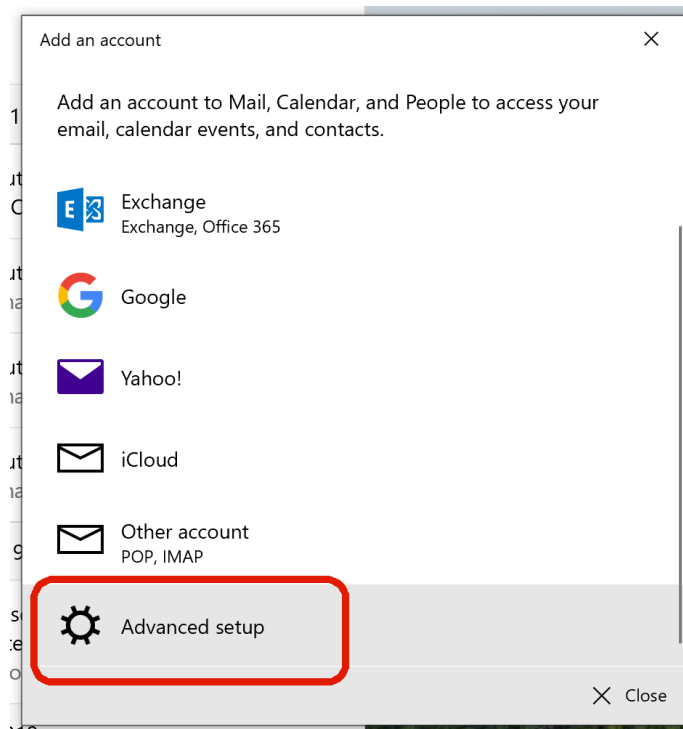
When you open Mail in Windows, click the cogwheel icon at the bottom left to access settings – then select **Manage Accounts**.



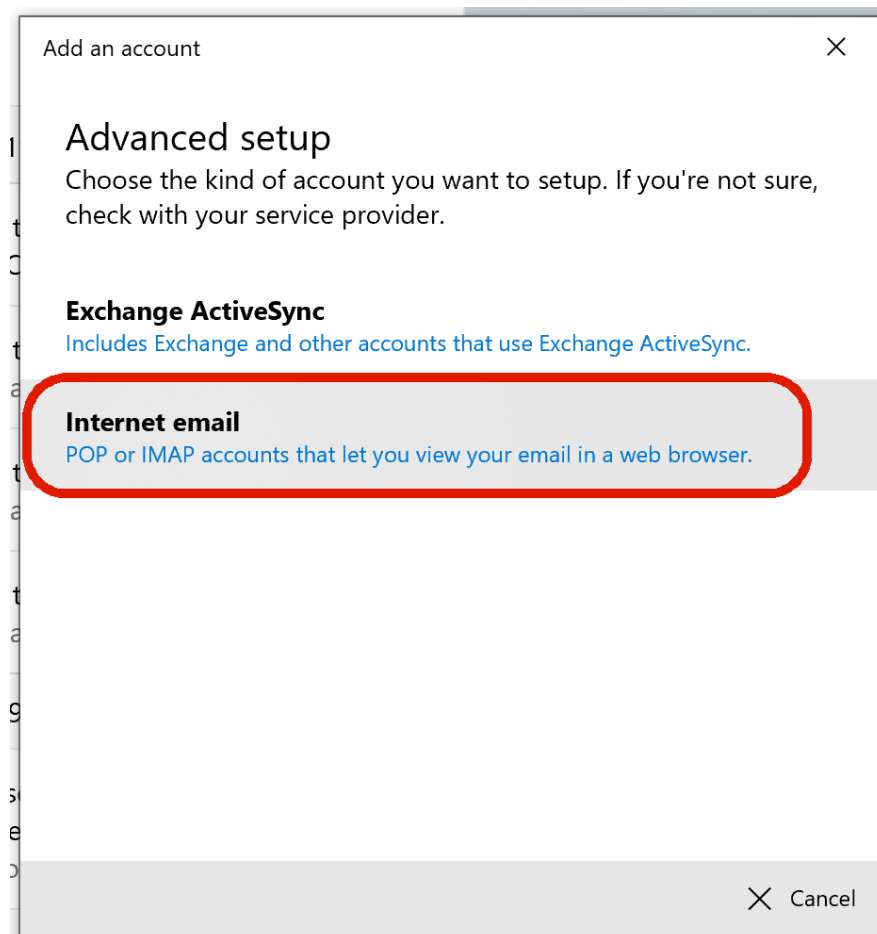
From there, choose **Add account**.



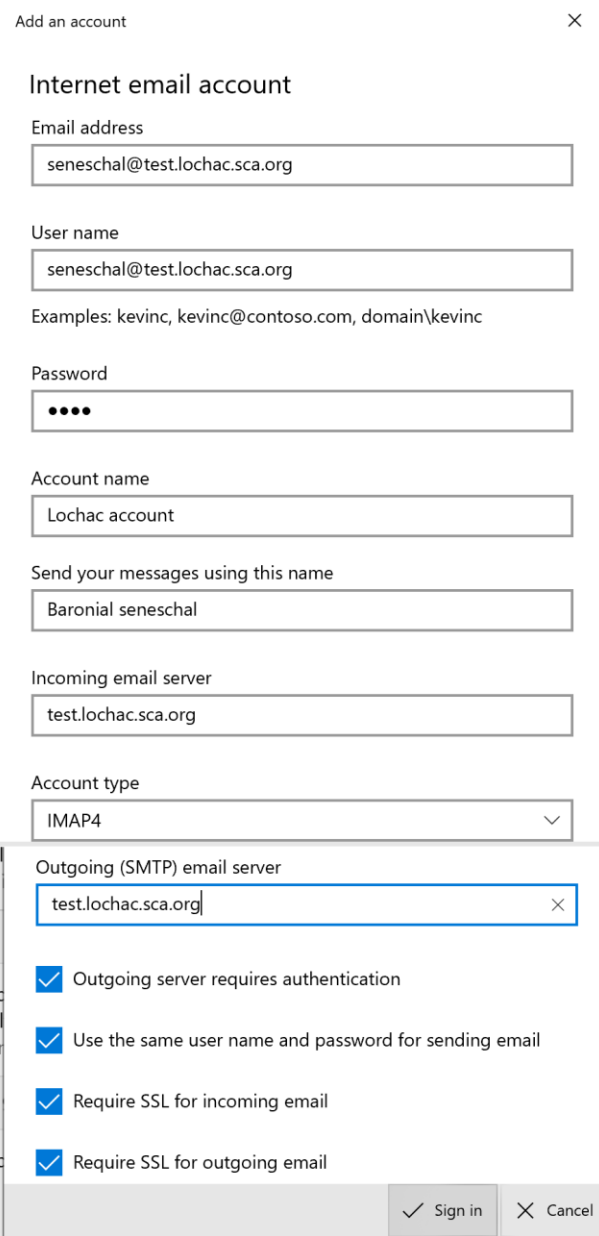
This brings up a list of account types that you can add – the one you want is just off the bottom of the screen. Scroll down, and choose **Advanced setup**.



That asks you what sort of account you're adding – choose **Internet email**.



Next you see a screen for your account credentials – you will need to scroll down to see them all.



Add an account

Internet email account

Email address
seneschal@test.lochac.sca.org

User name
seneschal@test.lochac.sca.org
Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password
••••

Account name
Lochac account

Send your messages using this name
Baronial seneschal

Incoming email server
test.lochac.sca.org

Account type
IMAP4

Outgoing (SMTP) email server
test.lochac.sca.org

Outgoing server requires authentication

Use the same user name and password for sending email

Require SSL for incoming email

Require SSL for outgoing email

✓ Sign in ✕ Cancel

- In the **Email address** and **User name fields**, put your full email address, including the domain (the bit after the @ symbol, usually the name of your group).
- In the third field, put your password.
- In the **Account name** field, put whatever you want to see as the name of this mailbox, in your account list.
- In the **Send your messages....** field, put whatever you want people to see as the sender when your messages arrive in their inbox.
- In the **Incoming** and **Outgoing** email server fields, put the domain part of your email address (everything after the @ sign). In the **Account type** field, choose IMAP4.
- Tick all the boxes

Click **Sign In**.

That should be it. Next you should see this:

