

GPK POP3 Email Service - Setup Windows Mail (Built into Windows 10)

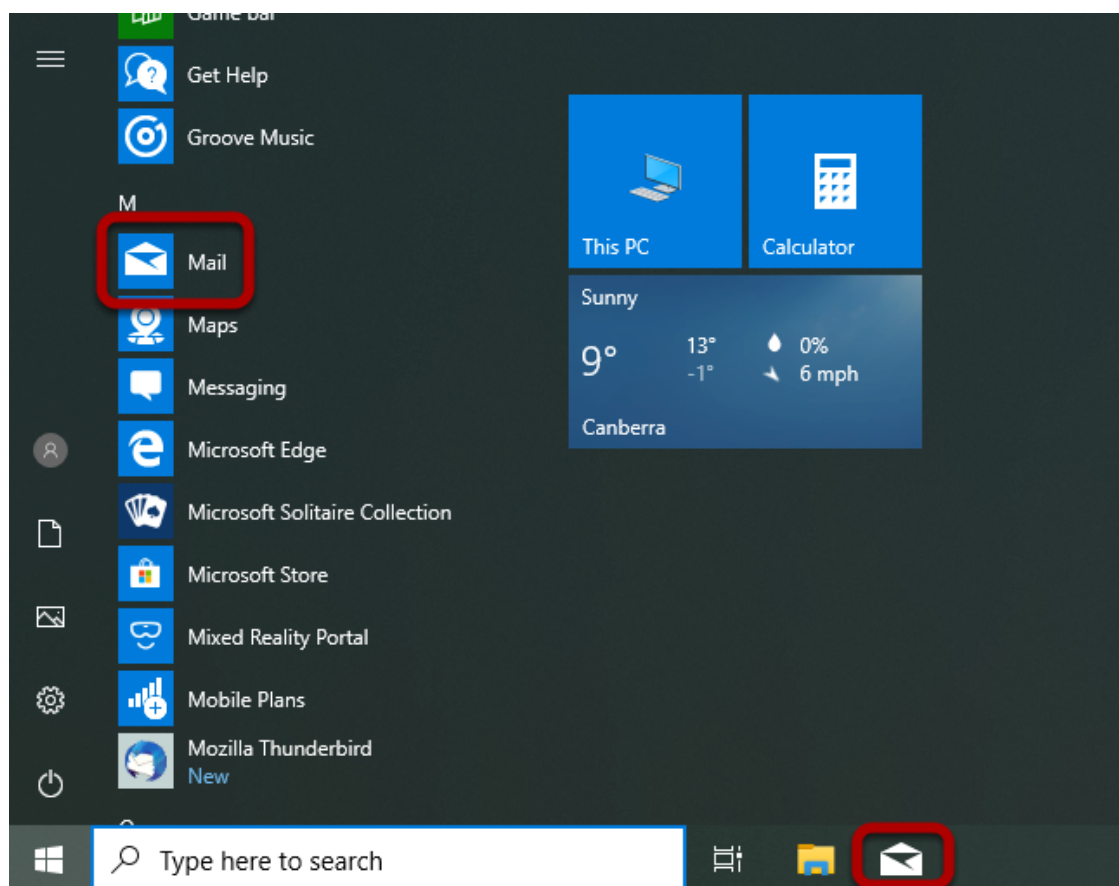
This document will run through setting up your GPK POP3 email account with the Microsoft Mail client built into Windows 10.

Note: The nature of POP3 email is that it is not designed to synchronise email between multiple devices. POP3 is designed to be setup on a single device (PC, Tablet or Phone). Emails are downloaded onto the device and then deleted from the server.

If the account is setup on a second device, it will not have the same set of emails stored on first device.

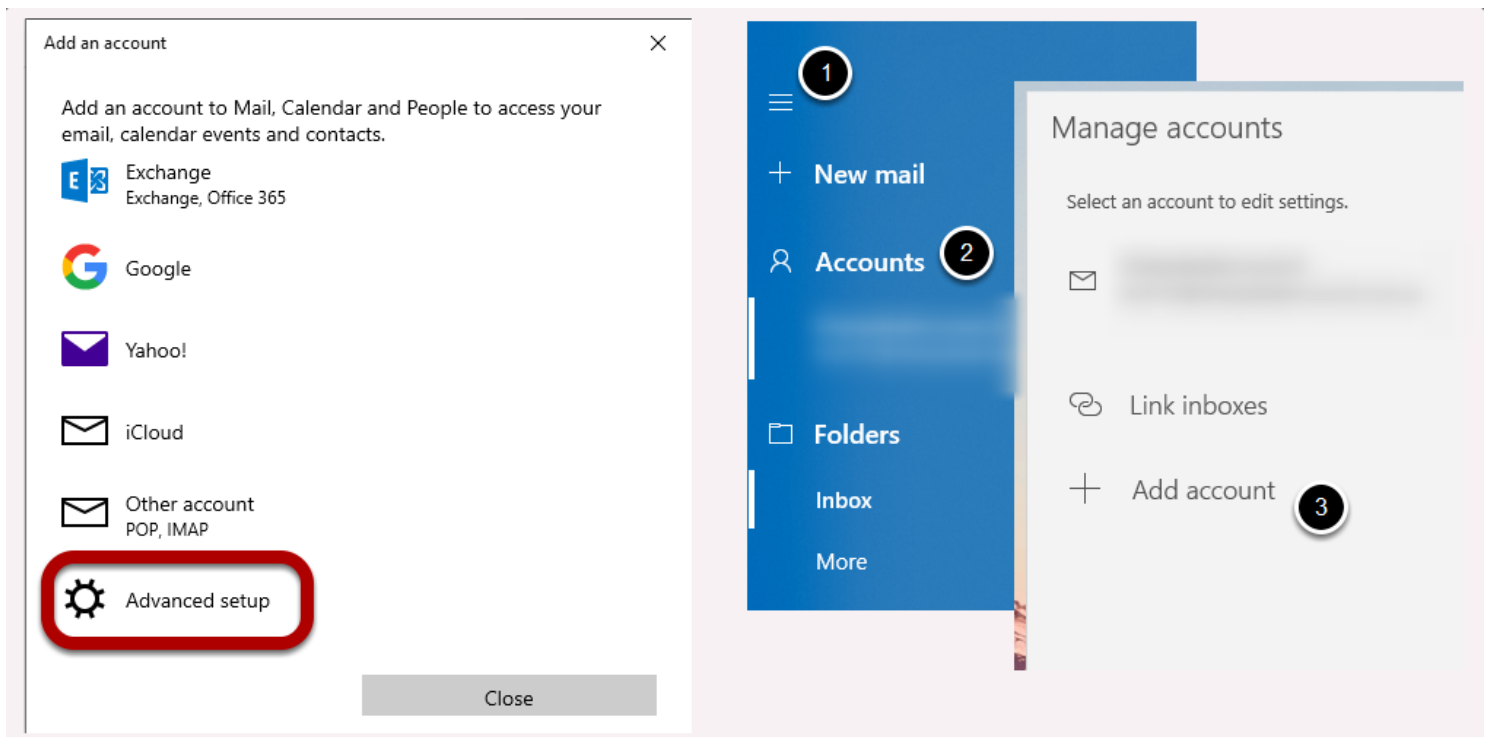
If you require an email service that allows you to synchronise your email, calendar, contacts across multiple devices, please ask us about our Exchange Online service through Office 365.

Step 1 - Launch Microsoft Mail.



This can be done from the start menu or taskbar.

Step 2 - Add an account.



(Window on left) If you are launching Windows Mail for the first time, you will be presented with the "Add an account" window.

(Window on right) If you already have an account setup:

1. Click the hand burger menu icon.
2. Click on "Accounts".
3. Click on "Add account".

Once you get the "Add an account" window select "Advanced setup". (you might have to scroll down to see the "Advanced setup" option)

Step 3 - Select "Internet email".

Add an account ×

Advanced setup

Choose the kind of account you want to setup. If you aren't 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 emails in a web browser.

Cancel

Step 4 - Enter your account details.

Add an account ×

Internet email account

Email address 1
user@company.com

Username 2
user@company.com
Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password 3
●●●●●●●●

Account name 4
Company Email

Send your messages using this name
John Smith 5

Incoming email server
mail.company.com 6

Account type
POP3 7

Outgoing (SMTP) email server
mail.company.com 8

Outgoing server requires authentication

Use the same username and password for sending emails

Require SSL for incoming emails 9

Require SSL for outgoing emails 10

Cancel 11 Sign in

1. Enter your email address.
2. Enter your email address again.
3. Enter your password.

4. Enter a name for the account (this can be anything).
5. Enter your full name.
6. Enter your incoming server name, this is " mail.yourcompanydomain.com ". Replace "yourcompanydomain" with your companys domain.
7. Select "POP3".
8. Enter the outgoing server name which is the same as the incoming server name entered on Step 6.
9. Untick "Require SSL for incoming emails".
10. Untick "Require SSL for outgoing emails".

Step 5 - Click Done.

Add an account



All finished!

Your account has been set up successfully.

Done

You have successfully setup your GPK POP3 Email account with Microsoft Windows Mail application.

You can now send and receive emails.