

Advanced Setup for Windows Mail App

Windows **Mail** app is available with Windows 10 and 11

There are two ways you can access the advanced setup options for your email account:

1. Select **Advanced setup** from the error notification box if the automatic email setup fails.

2. On the Windows desktop, click the Start button (Windows icon) in the lower-left corner.

- Open the Mail app.
- Click the menu icon (3 bars) in the upper left corner to expand the menu.
- Click **Accounts** to open a sidebar menu on the right.
- Click **Add account** to open the Add an account menu.
- Select **Advanced setup** from the **Add an account** window.
- Choose **Internet email** account.

Enter the following information in the Advanced setup window:

- **Email address:** Enter your full email address (e.g., `jsmith@fast-air.net`).
- **User name:** Enter your full email address (e.g., `jsmith@fast-air.net`).
- **Password:** Enter the password associated with the email address.
- **Account name:** This is the name you'll see in the left pane of the **Mail** app under **Accounts**. You can choose any name you want.
- **Send your messages using this name:** Enter the name you want recipients to see when they receive a message from you (e.g., John Smith).
- **Incoming email server:** `mail.fast-air.net`
- **Account type:** IMAP4.
- **Outgoing (SMTP) email server:** `mail.fast-air.net`
- All four checkboxes at the bottom of the window should be selected.
- Click **Sign in** at the bottom of the dialog box.
- After several seconds, Windows will notify: **All done!** Click **Done** in the lower-right corner of the notice.
- The new account is in the left sidebar menu; click on it to open the Inbox.