Email Setup for Windows Mail App

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

To set up a Fast-Air email account with the Windows **Mail** app:

1. Be sure to connect the Windows device to the Internet.
2. On the Windows desktop, click the Start button (the Windows icon) in the lower-left corner.
3. Find the **Mail** app in the menu, or type "mail" to search for the **Mail** app.
4. Click the **Mail** icon to open the app.
5. If this is the first time opening the **Mail** app, go to step 8; otherwise, continue with the next step.
6. Click the menu icon (3 bars) in the upper left corner to expand the menu.
7. Click **Accounts** to open a sidebar menu on the right.
8. Click **Add account** to open the **Add an account** menu.
9. Select **Other account--POP, IMAP** to open the **Add an account** dialog box.
10. In the **Email address** box, type in the full email address. (E.g., `jsmith@fast-air.net`).
11. In the box, **Send your messages using this name**. Enter the name you want those receiving email from this account to see (e.g., `John Smith`).
12. In the **Password** box, enter the password associated with the email address.
13. Click **Sign in** at the bottom of the dialog box.
14. After several seconds, Windows will notify: **All done!** Click **Done** in the lower-right corner of the notice.

> If you receive the message, **"We couldn't find info for that account."** Make sure the email address and password are correct and try again. After three attempts, the **Try again** button changes to **Advanced**. Select **Advanced** and follow the instructions for **Advanced Setup for Windows Mail App,** or use the information provided under **Setup Data for Fast-Air Email Accounts.**

15. The new account is in the left sidebar menu; click on it to open the **Inbox**.