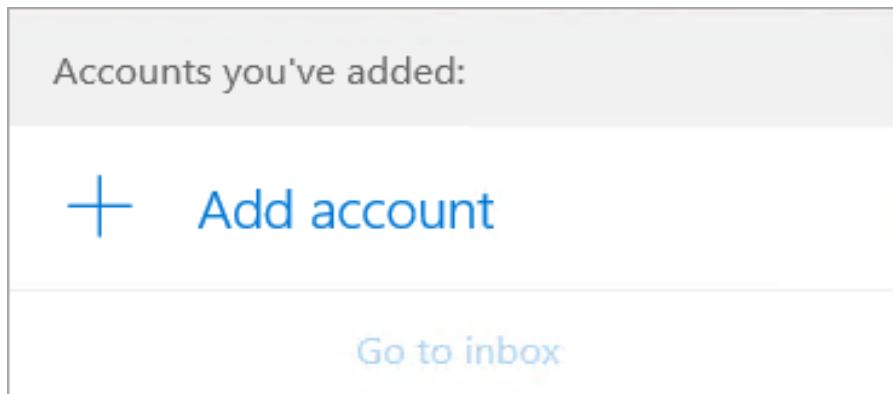


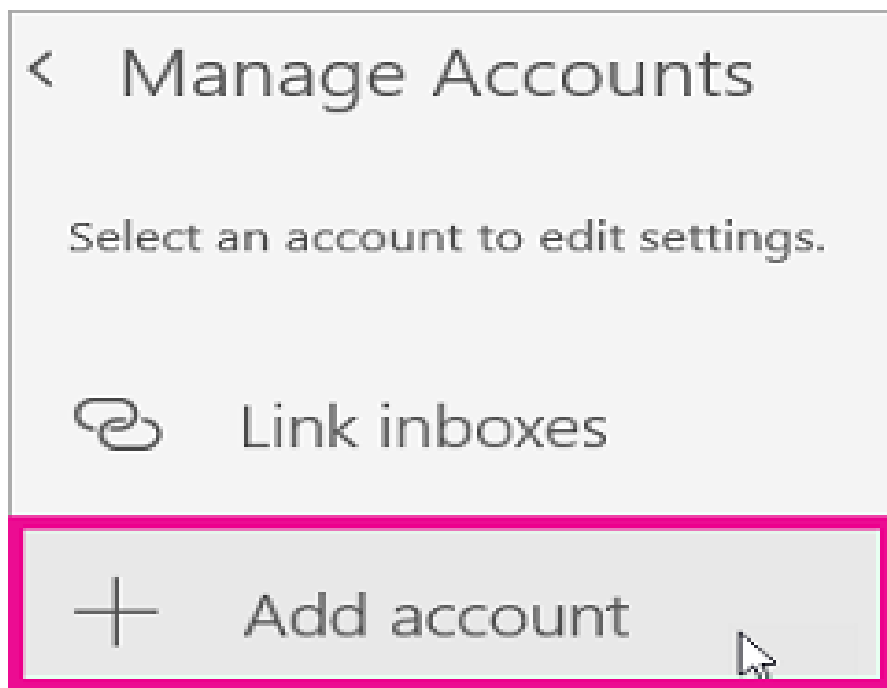
How to setup email on Windows Mail

Add a new email account

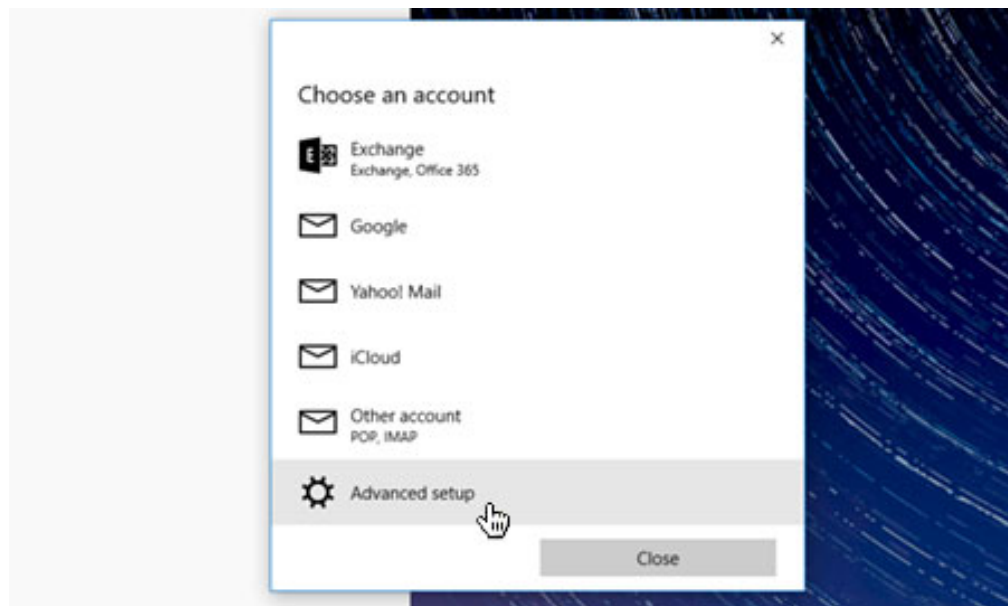
1. Open the Mail app by clicking the Windows Start menu and choosing **Mail**.



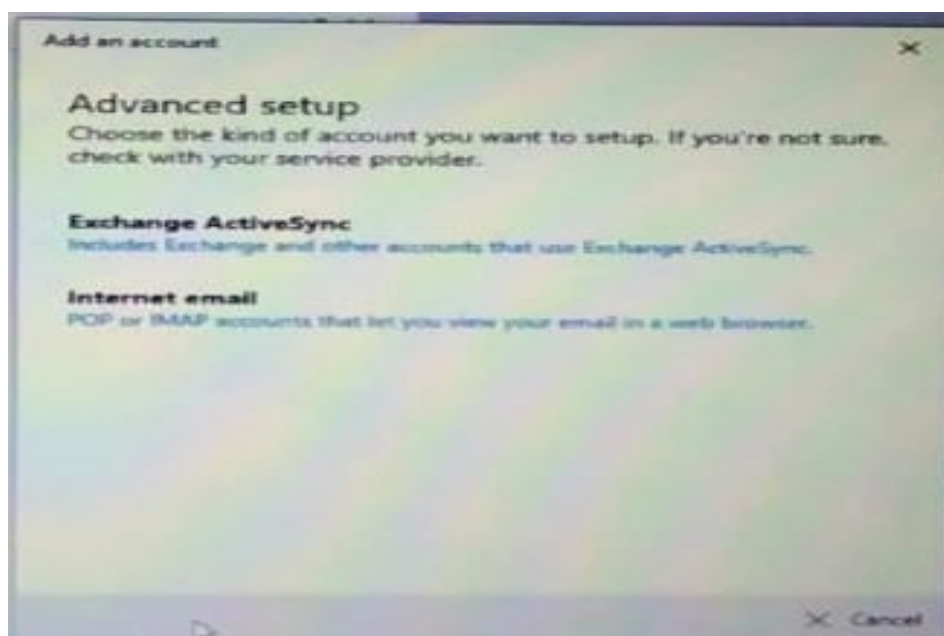
2. **Select Add account.**



3. Choose the Advance setup.

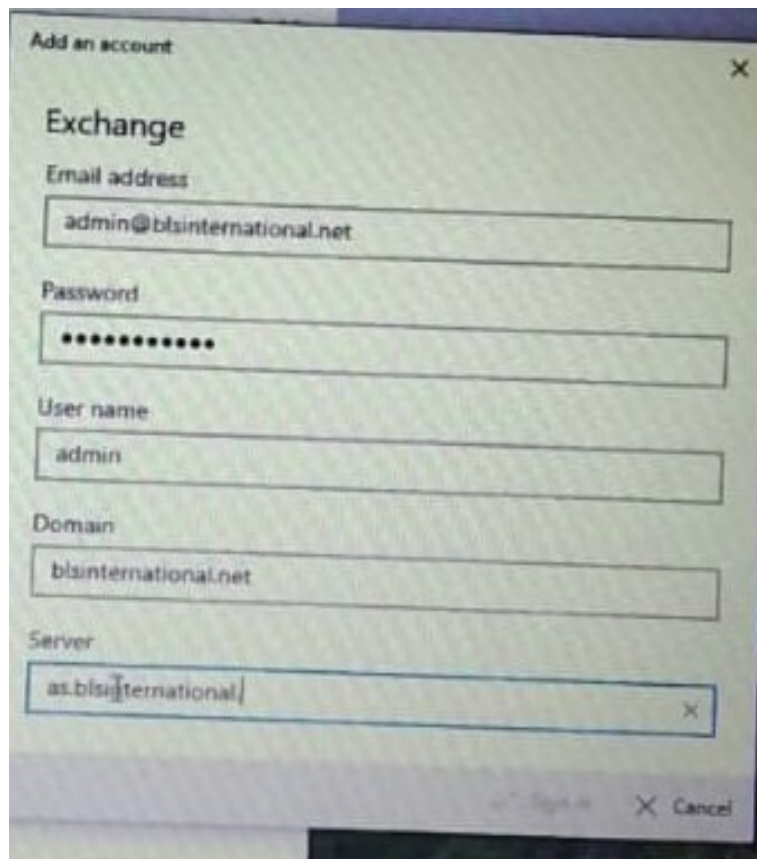


4. Choose Exchange ActiveSync.



5. Enter your account details.

- Email address.
- Password.
- User name
- Domain : blsinternational.net
- Server : as.blsinternational.net



The screenshot shows a Windows 'Add an account' dialog box with the 'Exchange' tab selected. The dialog contains the following fields and values:

- Email address:** admin@blsinternational.net
- Password:** (masked with dots)
- User name:** admin
- Domain:** blsinternational.net
- Server:** as.blsinternational.net

At the bottom right, there are buttons for 'Sign in' and 'Cancel'.

When you have entered the relevant details, click 'Sign-in' to proceed to the next stage

6. Windows Mail Setup is complete

If you have entered your account details correctly, you'll see a message reading 'All done! - Your account is setup'. Simply click the button labelled 'Done' to complete the setup process. You are now ready to send and receive email using Windows 10 Mail.