## Read your Scintilla mail in default mail app on Windows 10

This manual is for default UWP mail app on Windows 10. Screenshots where taken on a Windows 10 desktop computer and Windows 10 mobile, the 'white' and 'black' images respectively.

## <u>Currently it is not possible to read shared committee mail, only personal mail folders are visible.</u>



• Open Settings. Optionally via "Action Center" "All settings"



Click on Accounts

	¢-	Settings		-	- 0
4	0	Home	Email, calendar and contacts		
[	Fin	d a setting $ ho$	+ Add an account		
A	600	sunts			
1	ΑΞ	Your info	- CUBCOK		
5	53	Email & app accounts	Accounts used by other apps		
¢	٩,	Sign-in options	Add a Microsoft account		
8	Ē	Access work or school	himself scout		
3	R.	Family & other people	MICOSOT ACCOUNT		
1	С	Sync your settings			





• Open the "Email & app accounts" tab and click "Add an account"

Add an account			
Cho	ose an account		
E	Exchange Exchange, Office 365		^
G	Google		
$\square$	Yahoo! Mail		
$\geq$	iCloud		
$\square$	Other account POP, IMAP		
¢	Advanced setup		~
		Close	



• Choose "Advanced setup"

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

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## **`al `al `**@ 16:35 Advanced setup Choose the kind of account you want to setup. If you aren't sure, check with your service provider. Exchange ActiveSync Internet email Cancel +ρ

• Choose "Internet email"

Add an account	×	(		
Internet email account				
Email address				
bob@scintilla.uwtente.nl				
Username				
bob				
Examples: kevinc, kevinc@contoso.com, domain\kevinc				
Password				
•••••				
Account name				
Cancel	Sign in			

• Fill in your Scintilla e-mail address, Scintilla active member account name and password

Add an account	×
Internet email account Account name	^
E.T.S.V. Scintilla	
Send your messages using this name	
Bob de Bouwer	
Incoming email server	
imap.scintilla.utwente.nl	
Account type	
IMAP4	/
Outgoing (SMTP) email server	~
Cancel Sign in	

		16:39
Internet email account		
Email address		
bob@scintilla.utwente.nl		
Username		
bob		
Examples: kevinc, kevinc@contoso.com, domain\kevinc		
Password		
•••••		
Account name		
E.T.S.V. Scintilla		
Send your messages using this name		
Bob de Bouwer		
Incoming email server		
imap.scintilla.utwente.nl		
Account type		
IMAP4	Ň	~
Outgoing (SMTP) email server		
smtp.scintilla.utwente.nl		
Cancel Sign in		

- For "Account name" choose the display name you want to associate with this email account in Windows.
- Incoming email server: imap.scintilla.utwente.nl
- Account type: IMAP4
- Outgoing (SMTP) email server: smtp.scintilla.utwente.nl

Add an account X	
Internet email account	
Account type	^
IMAP4 ~	
Outgoing (SMTP) email server	
smtp.scintilla.utwente.nl ×	
Outgoing server requires authentication	
✓ Use the same username and password for sending emails	
Require SSL for incoming emails	
Require SSL for outgoing emails	~
Cancel Sign in	

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Internet email account		
Password		
•••••		
Account name		
E.T.S.V. Scintilla		
Send your messages using this name		
Bob de Bouwer		
Incoming email server		
imap.scintilla.utwente.nl		
Account type		
IMAP4		$\sim$
Outgoing (SMTP) email server		
smtp.scintilla.utwente.nl		
Outgoing server requires authentication		
Use the same username and password for sending	g emails	
Require SSL for incoming emails		
Require SSL for outgoing emails		
Cancel Sign in		

- Make sure that all checkboxes are marked as displayed. ("Outgoing server requires authentication", "Use the same username and password for sending emails", "Require SSL for incomming emails", "Require SSL for outgoing emails")
- Click "Sign in"

Add an account X				
All finished! Your account has been set up successfully.				
bob@scintilla.uwtente.nl				
Done				



- Click "Done"
- Now when you open the mail app you will see your Scintilla account, click "More" under "Folders" to see all your personale and committee email folders.

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