

Set Up Mail Access on Windows 10 Client

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- 1) Open the mail client: to perform this task open All Apps and then select Mail.
- 2) Select Add Account. If this is the first time for setting up an account on the client, the option to add an account should appear upon opening the client. Otherwise open the settings and select Manage Accounts and the option to add an account will be listed.
- 3) The option to choose an account will appear, scroll to the bottom and select Advanced Setup

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Choose an account	
EXchange Exchange, Office 365	
Google	
Yahoo! Mail	
iCloud	
Other account POP, IMAP	
Advanced setup	~
Close	



4) Select Exchange ActiveSync



5) Enter the following information

Exchange Email address	Enter CSU email address
someone@example.com Password	Enter Campus Net password
User name	Enter CSU ID number followed by the domain associated with your email address
Server Cancel Sign in	(the information after the @ sign of your address)



E.g.:

students <u>1234567@vikes.csuohio.edu</u> staff <u>1234567@csuohio.edu</u> alumni <u>1234567@alumni.csuohio.edu</u>

Exchange User name		
Domain		
Server		► Enter outlook.office365.cd
Server requires encrypted (SSL) connection		Enter unique name that yo assign to identify this accou
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Note: the option "required encrypted SSL" must remain selected (located near bottom); the field titled "domain" should remain blank

6) Once all information has been entered select sign in. Information may take a few moments to sync depending on the amount of data.