

Windows Mail configuration

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Windows Mail (Windows 8.1)

Configuration of Windows Mail under Windows 8.1:

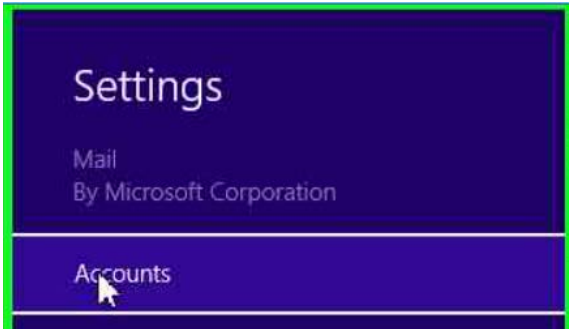


Figure 1

Windows Mail under Windows 8.1 always requires a mail account with Hotmail or Outlook.com as the primary account. This account must first be set up. Additional mail accounts can only be integrated once this has been done.

After configuring and starting Windows Mail with the primary mailbox, go to the settings (Windows key + "i") and select "Accounts".

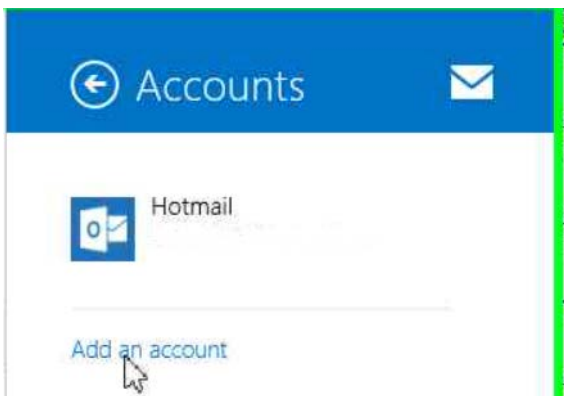
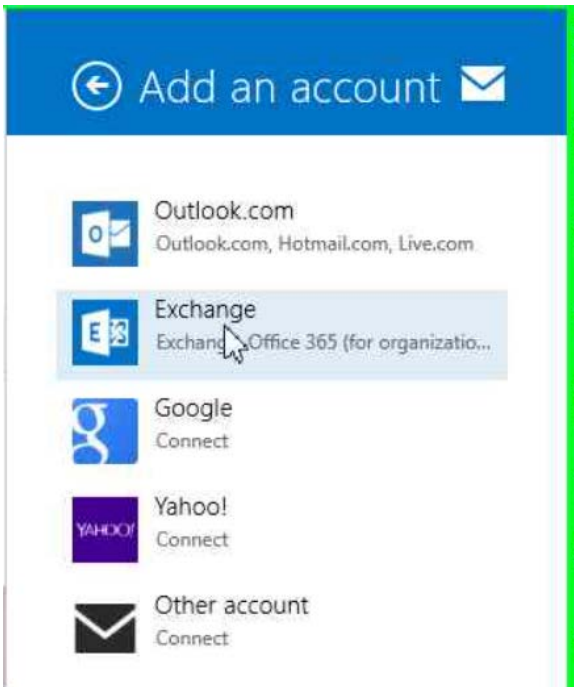


Figure 2

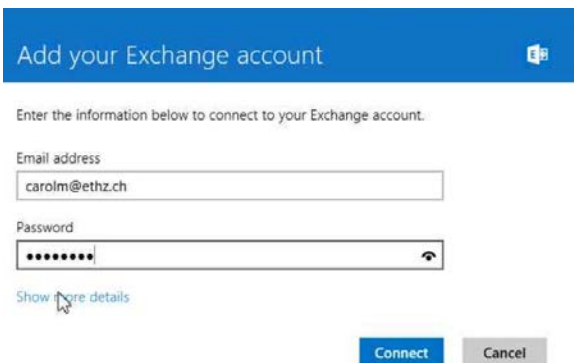
Under the displayed primary mailbox, click "Add an account".

Windows Mail configuration



Select "Exchange".

Figure 3

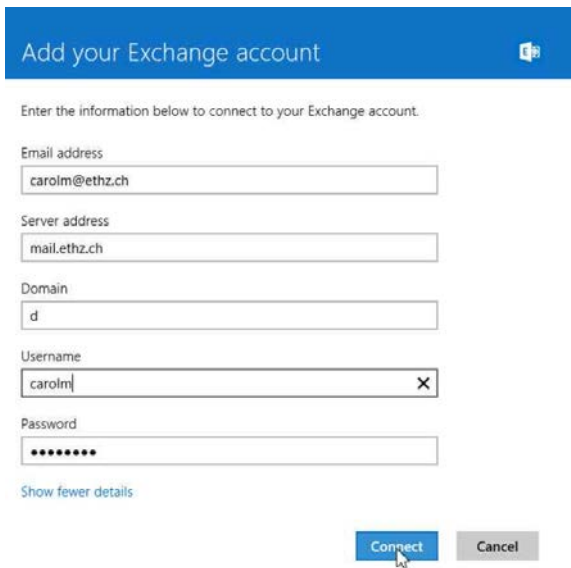


Enter the required details for your mailbox.
Then select "Connect".

If the connection does not work
immediately, click "Show more details".

Figure 4

Windows Mail configuration



Add your Exchange account

Enter the information below to connect to your Exchange account.

Email address
carolm@ethz.ch

Server address
mail.ethz.ch

Domain
d

Username
carolm

Password
••••••

Show fewer details

Connect Cancel

Figure 5

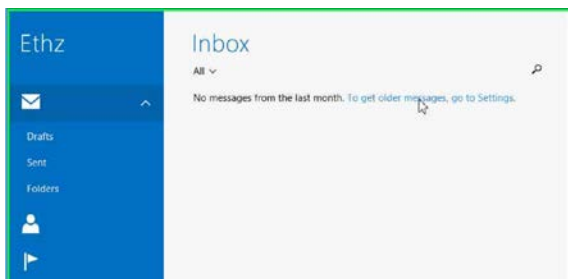


Figure 6

Here you can add further information for the connection to the mail server. Apart from the said details, the following information is important:

Server address: mail.ethz.ch

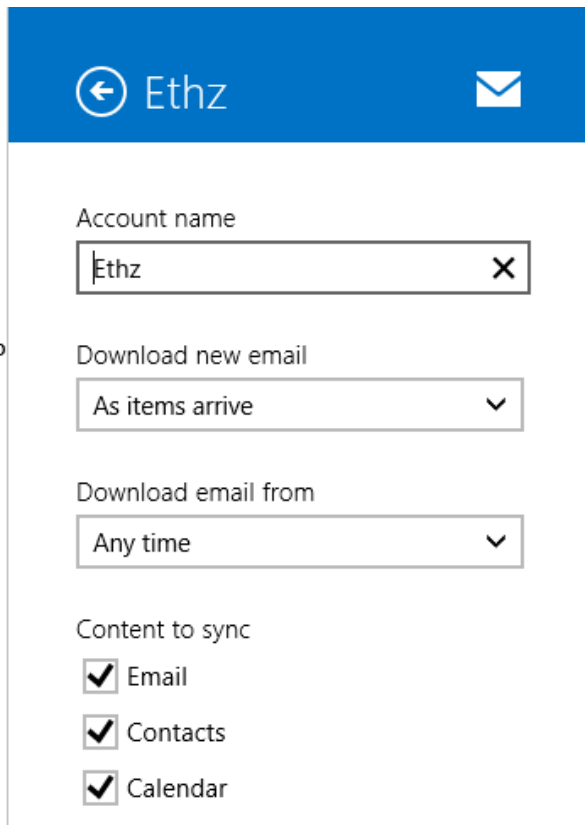
Domain: d

Then click "Connect".

The connection to your mailbox should now be successful.

Please note that by default, Windows Mail only downloads and displays the e-mails of the last month. To modify this period, please use the link shown in the screenshot or, if the link is not visible, go to the settings (Windows key + "i"), click "Accounts" and select the newly created mailbox (usually "ETHZ").

Windows Mail configuration



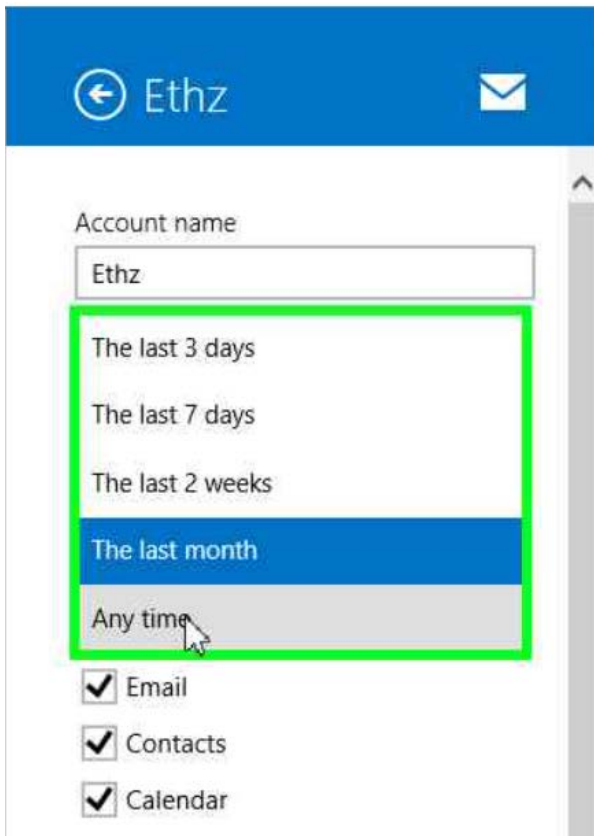
The screenshot shows the Windows Mail configuration interface. At the top, there is a blue header bar with a back arrow, the account name 'Ethz', and an envelope icon. Below the header, the configuration options are as follows:

- Account name:** A text input field containing 'Ethz' with a clear button (X) on the right.
- Download new email:** A dropdown menu currently set to 'As items arrive'.
- Download email from:** A dropdown menu currently set to 'Any time'.
- Content to sync:** A list of three items, each with a checked checkbox:
 - Email
 - Contacts
 - Calendar

Click "Download email from".

Figure 7

Windows Mail configuration

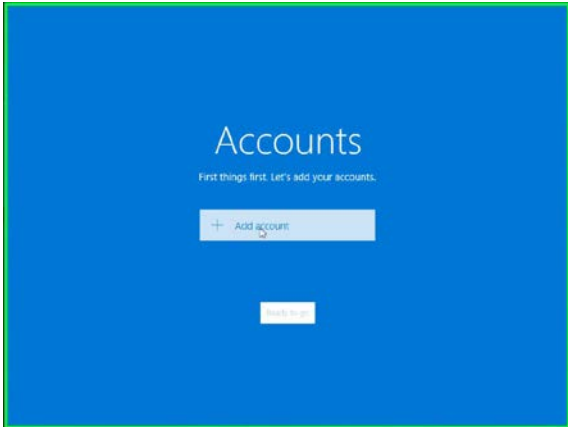


Here you can select how many e-mails the mail client is to hold and display locally.

Figure 8

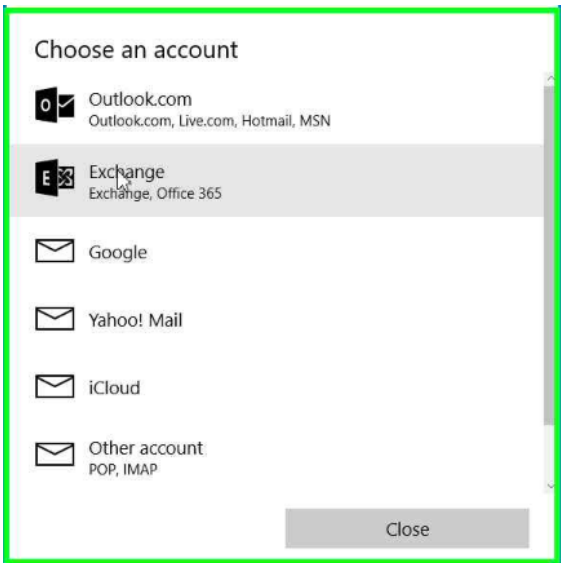
Windows Mail (Windows 10)

Configuration of Windows Mail under Windows 10:



The first time you start Windows Mail, you will be asked to set up a mail account. Select "Add account".

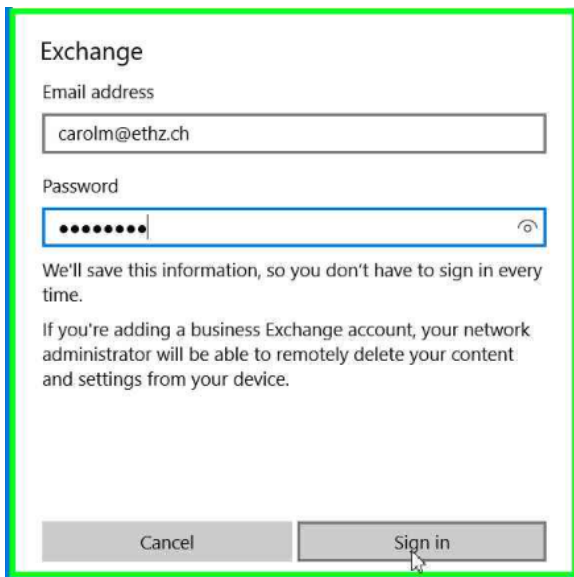
Figure 9



Select "Exchange".

Figure 10

Windows Mail configuration



The screenshot shows a dialog box titled "Exchange". It contains two input fields: "Email address" with the text "carolm@ethz.ch" and "Password" with a masked password of ten dots. Below the fields, there is a message: "We'll save this information, so you don't have to sign in every time." followed by a warning: "If you're adding a business Exchange account, your network administrator will be able to remotely delete your content and settings from your device." At the bottom, there are two buttons: "Cancel" and "Sign in". A mouse cursor is pointing at the "Sign in" button.

Enter the required details for your mailbox.

Then click "Sign in".

Figure 11



The screenshot shows a dialog box titled "All done!". It contains the message: "Your account was set up successfully." Below this, there is a small icon of an envelope with an 'E' and the text "carolm@ethz.ch". At the bottom, there is a single button labeled "Done". A mouse cursor is pointing at the "Done" button.

Figure 12

Windows Mail configuration

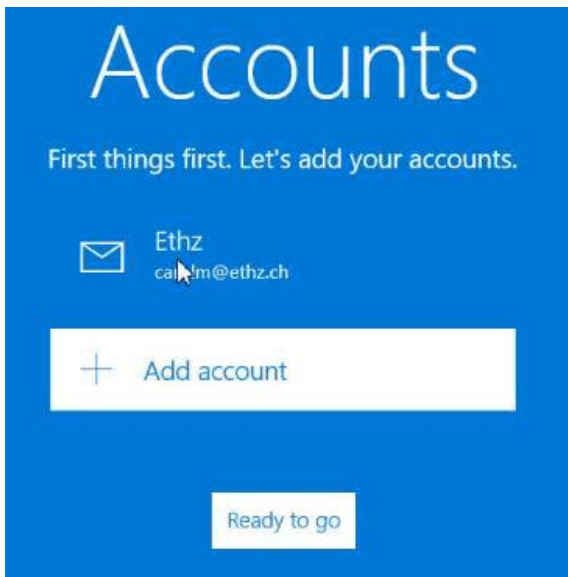


Figure 13



Figure 14

For the connection to be established to the mail server, you need to accept a set of policies of the mail server. These policies are described in the document "[Mobile Mail clients](#)" and are aligned with the [Acceptable Use Policy for Telematics Resources at ETH Zurich \(BOT\)](#). These policies merely pertain to the communication of Windows Mail with the mail server and do not affect the local configuration of your computer!

Select "Enforce these policies".



Figure 15

Windows Mail configuration

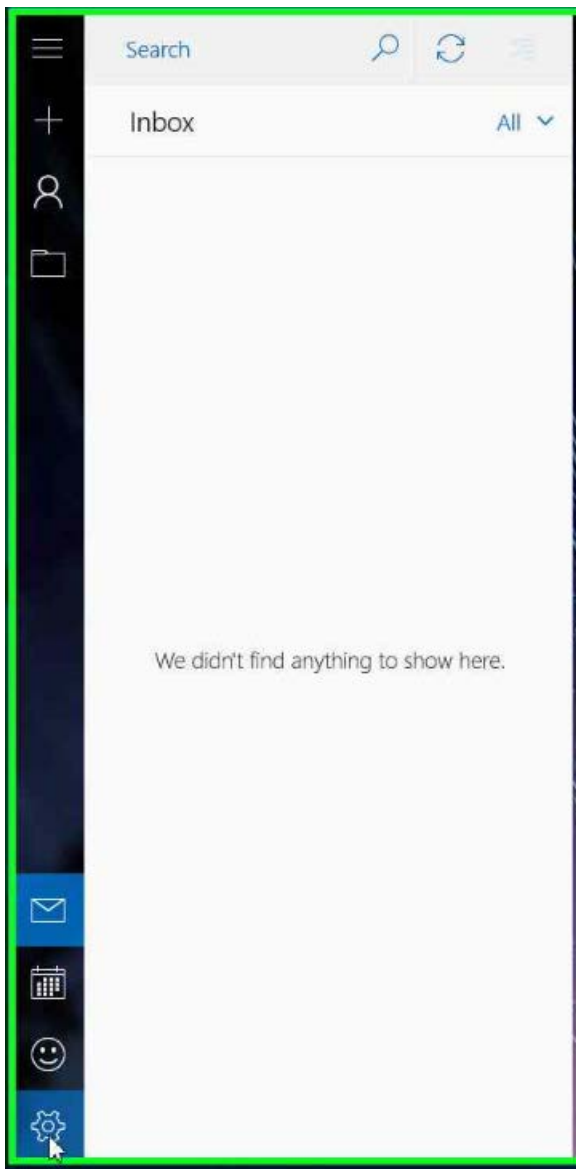
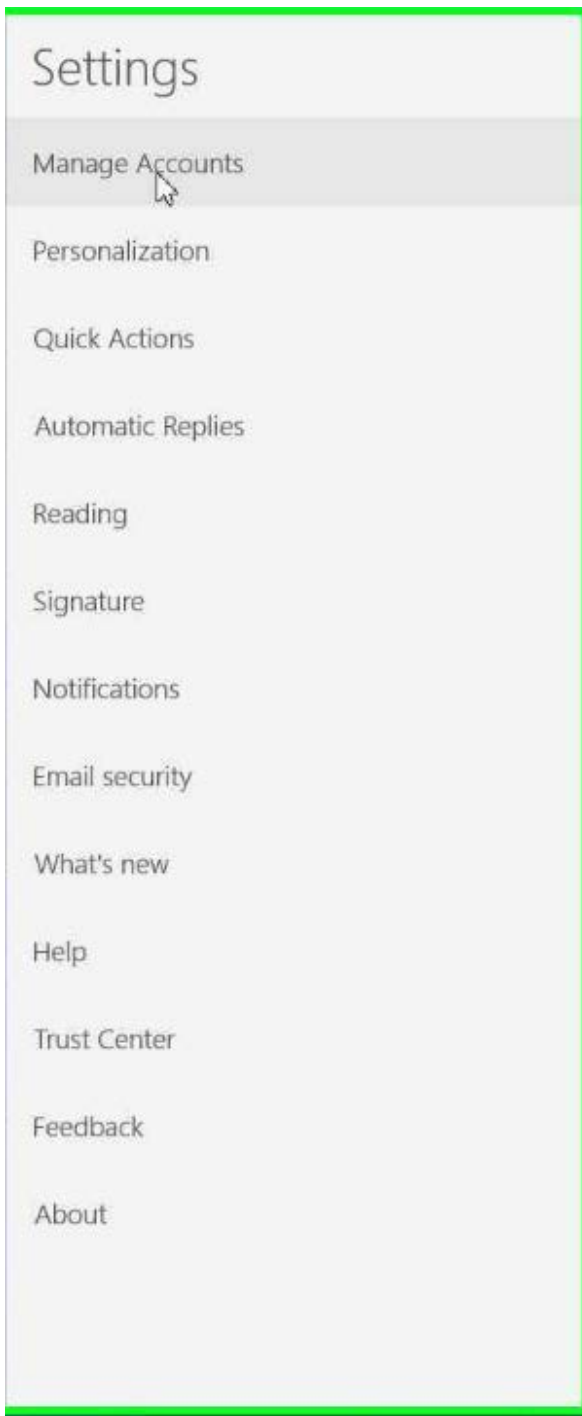


Figure 16

By default, Windows Mail only synchronises last month's e-mails with the mail server. To display more e-mails, click the gear icon (Settings) at the bottom left.

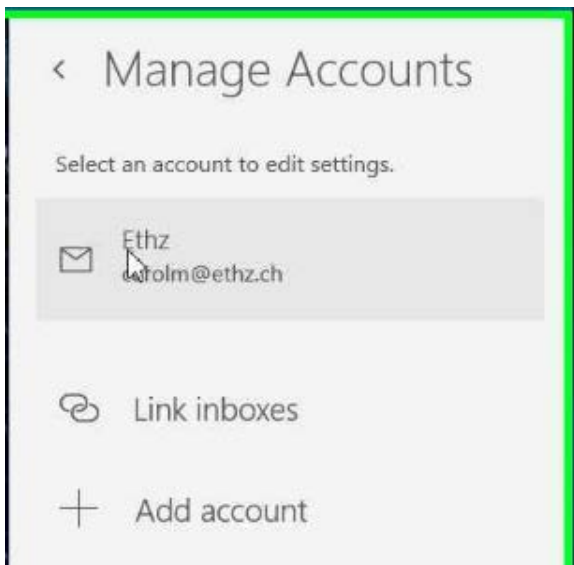
Windows Mail configuration



Select "Manage Accounts".

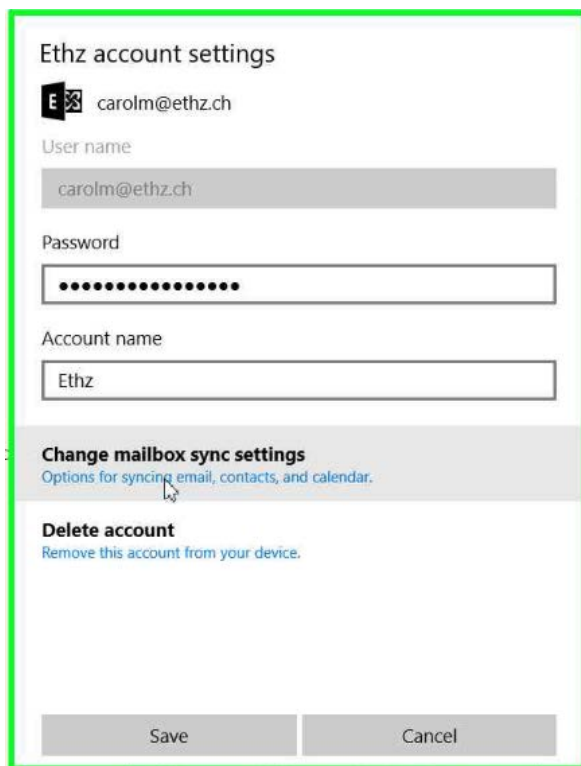
Figure 17

Windows Mail configuration



Click the desired mail account.

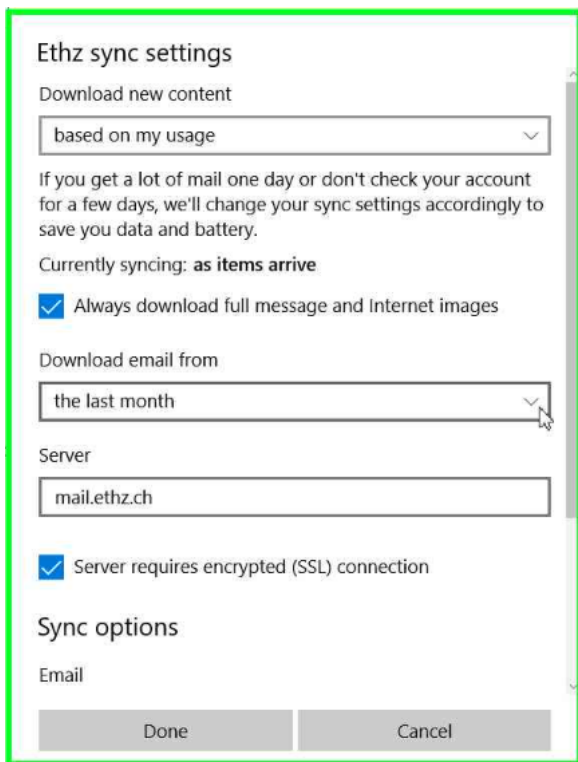
Figure 18



Select "Change mailbox sync settings".

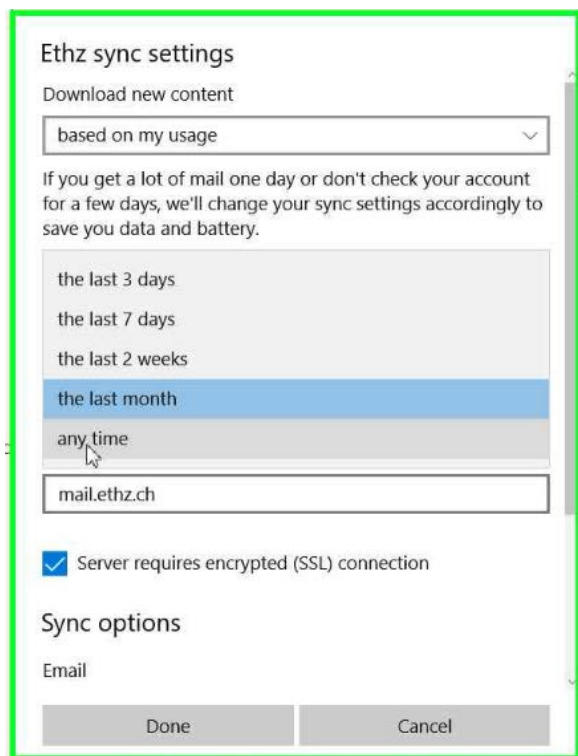
Figure 19

Windows Mail configuration



Click "Download email from".

Figure 20



Select a time period.

Figure 21

Last update: 4 January, 2017