



Office 365

Configuring Windows 10 Mail

Point Solutions - Support Gables One Suite 1100

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Technical Support Email itsupportcenter@miami.edu

IT Training <http://www.miami.edu/it/training>

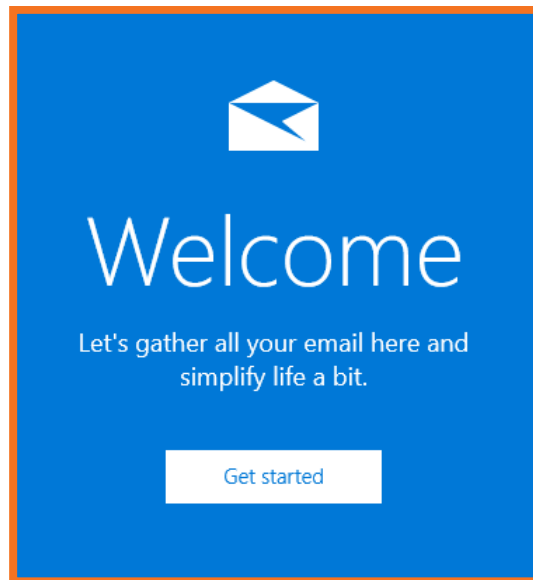
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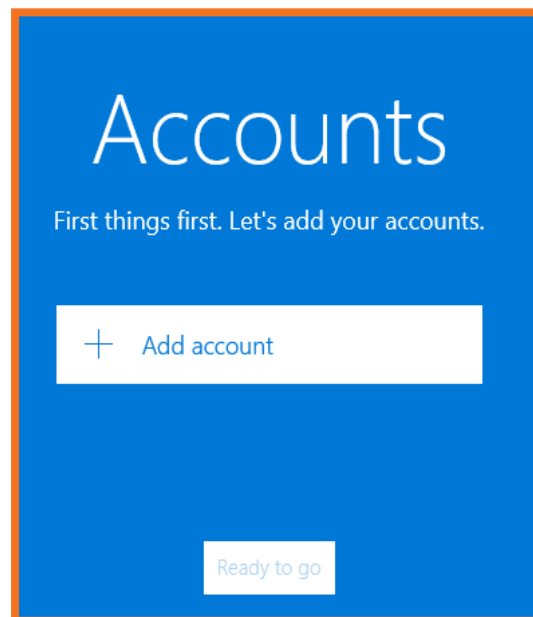
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How to Add an Office 365 Mailbox from Windows 10 Mail

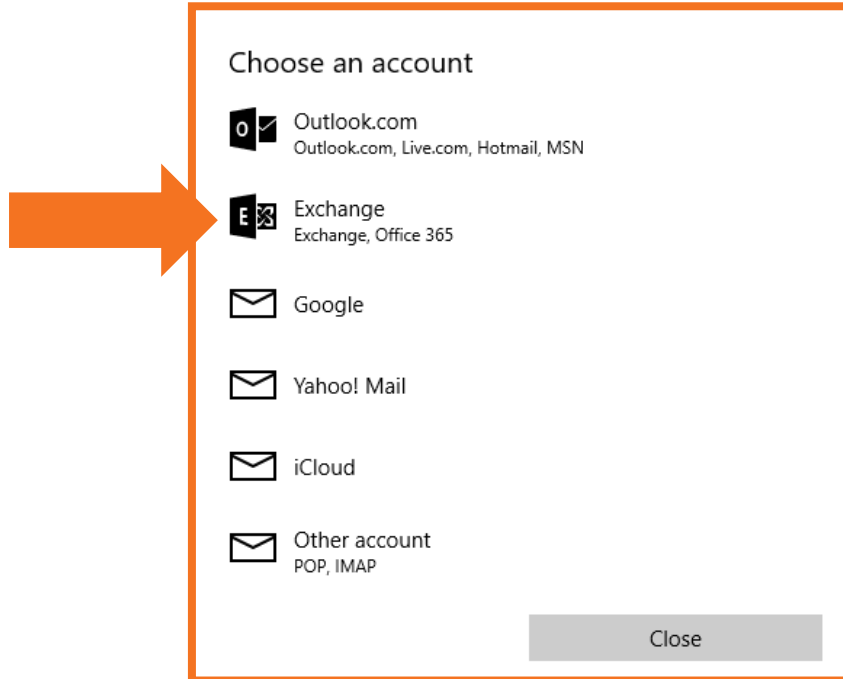
1. Open the Mail app.
2. For first time setup, click **Get Started** on the "Welcome" screen. If you do not see the Get Started option, skip to step 3.



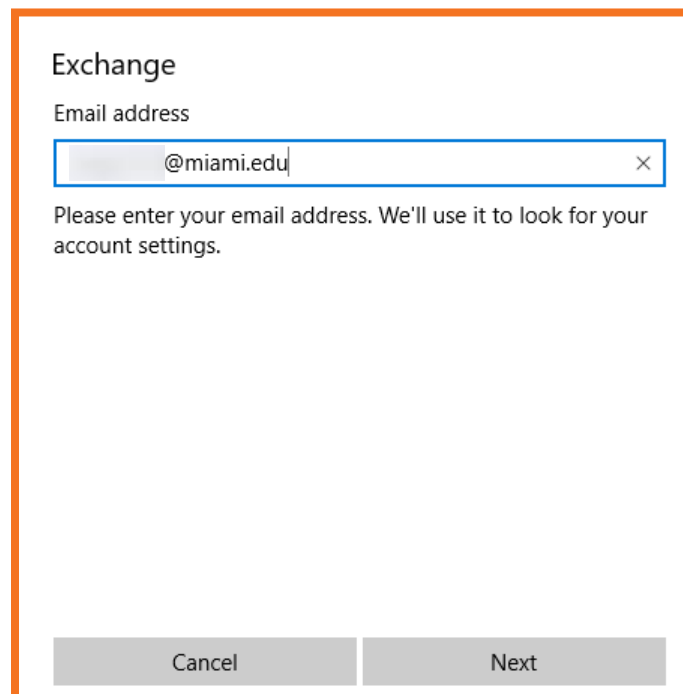
3. On the "Accounts" screen, click **+ Add account** button.



4. On the "Choose an account" screen, click **Exchange - Exchange, Office 365** button.



5. On the "Exchange" screen, enter the @miami.edu address of the account you are configuring (e.g. s.ibis@miami.edu).
6. Click **Next**.



7. Enter your account password
8. Click **Sign In**

Exchange

Email address

@miami.edu

Password

.....

We'll save this information, so you don't have to sign in every time.

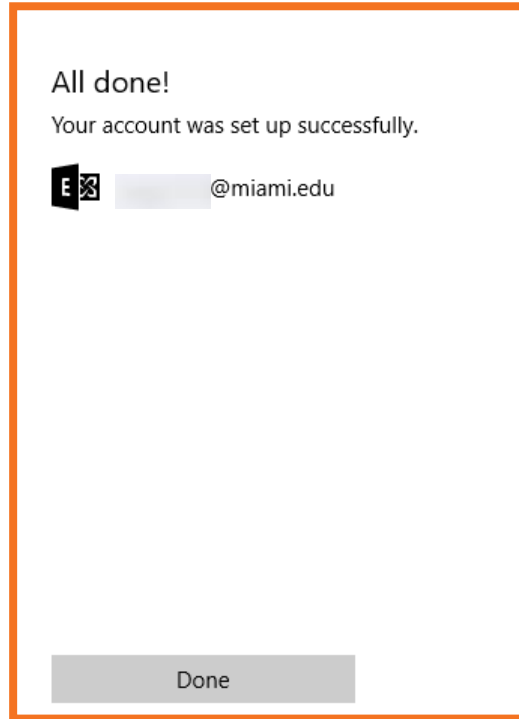
If you're adding a business Exchange account, your network administrator will be able to remotely delete your content and settings from your device.

Cancel Sign-in

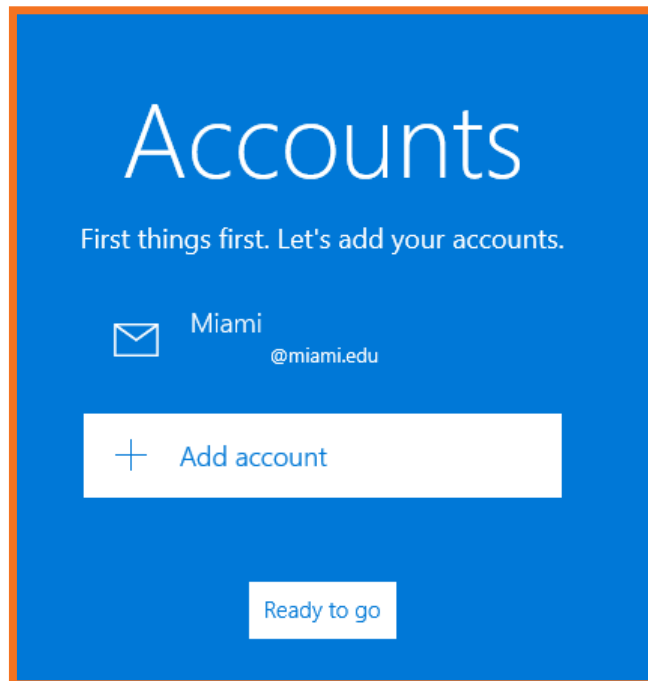
9. If you receive a message that reads “Make my PC more secure”, select **Enforce these policies**.



10. Once the “All done! Your account was set up successfully” window appears, click **Done**

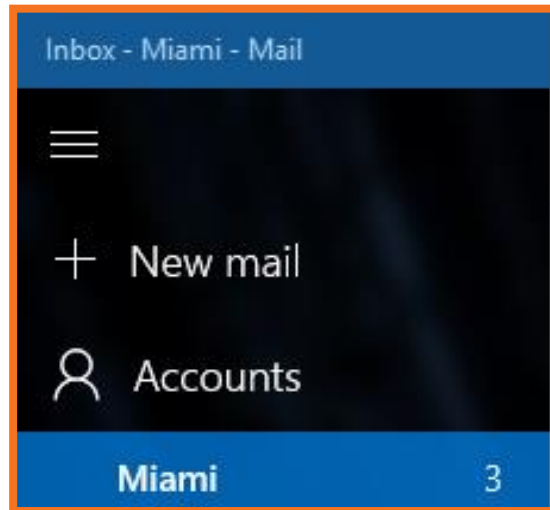


11. Your account will now appear under Accounts. Click **Ready to go** to access your mailbox.

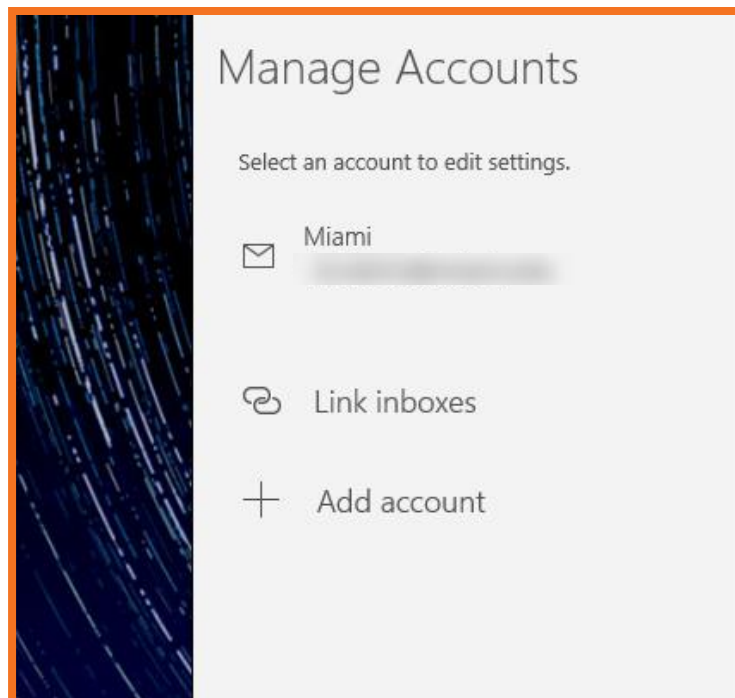


How to Remove an Office 365 Mailbox from Windows 10 Mail

1. Open the Mail app.
2. Click Accounts on the left-hand side of the window.





3. Select the account you'd like to remove.




4. On the account settings page select **Delete account**.


Miami account settings

User name



Password



Account name

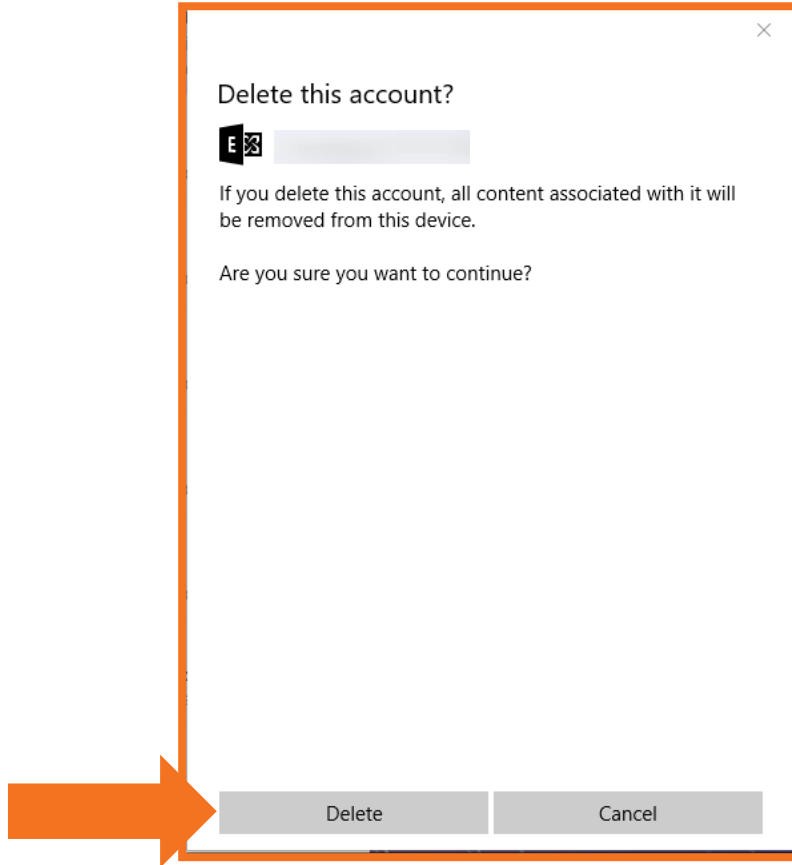
Miami

Change mailbox sync settings
Options for syncing email, contacts, and calendar.

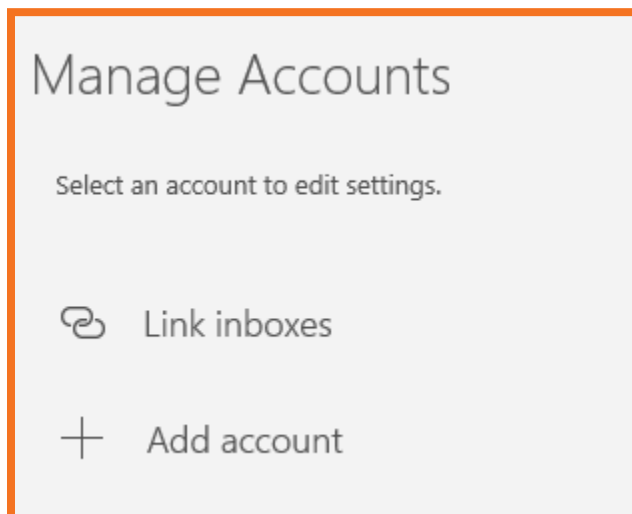
Delete account
Remove this account from your device.

Save Cancel

5. On the Delete this account? Screen select **Delete**.



6. Your account will no longer appear under Accounts.



Accounts

First things first. Let's add your accounts.



Miami

@miami.edu



Add account

Ready to go