Office 365

Configuring Windows 10 Mail

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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.

![Welcome Screen]

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

![Accounts Screen]
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.

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

Make my PC more secure
You must make your PC more secure to connect to this server. Windows will ensure that your PC complies with any server requirements, including password requirements, requiring sign-in after a specified period of inactivity, and limiting the number of incorrect attempts to sign in to your PC. Windows might also limit sign-in methods such as picture password.

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

![All done! Your account was set up successfully.](image)

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

![Accounts](image)
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**.
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.

Email

Miami
@miami.edu

Add account

Ready to go