

# #10 Windows 10 Mail & Calendar App Settings



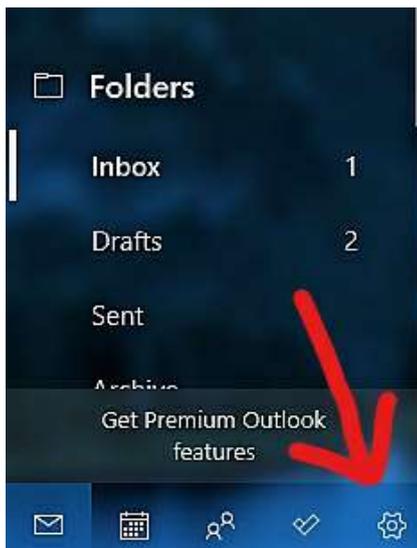
The Windows 10 Mail and Calendar App is perhaps one of the most used apps in Windows 10. It is designed to provide a simple and clear method of managing multiple email accounts contacts and calendars from one or more accounts.

It looks similar in design and layout to the Outlook.com (Microsoft webmail service) website, and borrows some features from the Microsoft Office Outlook mail client as well, which is designed for business use.

I am often asked by my clients how to change simple things like the name that shows at the top of emails they send, or how to adjust how frequently the app checks for new emails.

### To add a new email account to the app, or change an email account's settings:

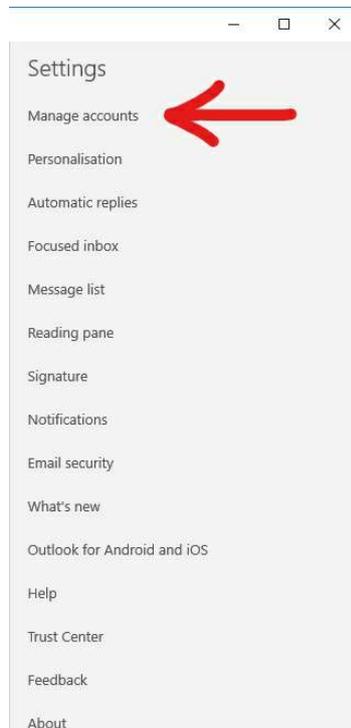
(1) Open the Mail App and click the SETTINGS cog at the bottom right of the accounts and folders list:



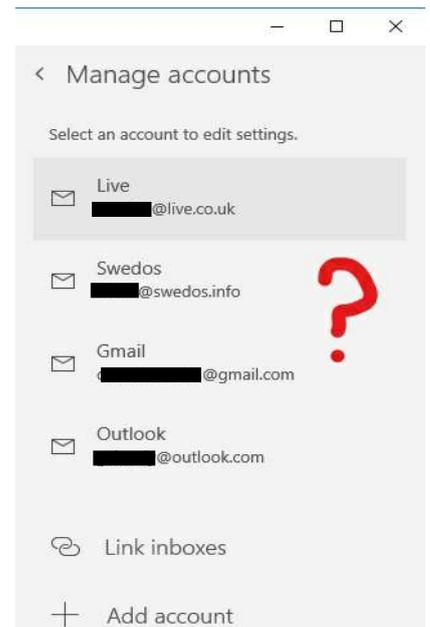
Note the five buttons that allow you to switch tasks:

Mail, Calendar, People, To-Do\* (Lists) and App Settings

(2) Click "Manage Accounts"



(3) To add a new account click "Add Account" or to change an account's settings, click the account from the list shown on your device.



(This example shows the accounts on my computer, yours will be different)

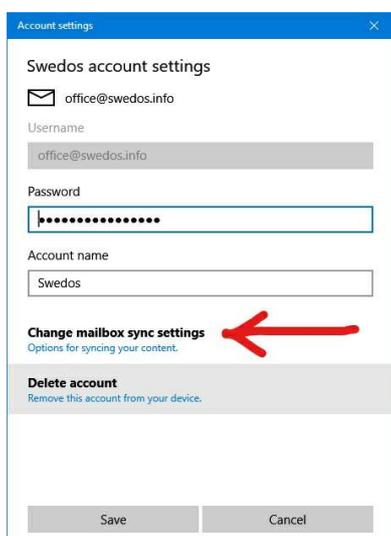
\*To-Do was added to the Mail App as part of the April 2018 Update to Windows 10

To add a new account to the app from a modern email service such as Microsoft Outlook or Google Gmail, click the relevant button in the window that appears, and simply enter your email address and password for the account you are adding. If you are adding an older IMAP or POP account such as one from BT Internet or TalkTalk click ADVANCED then IMAP/WEBMAIL account. You will need to enter the correct settings provided by your Internet Services provider. (Explore the help section of their website for details.)

Or follow these steps to check or update settings for the app:

(4) Click “Change Mailbox settings”

If this option is “greyed out” it means it is temporarily unavailable. Wait for your email content to sync. (This may take a while if you have a lot of content in your email account.)



There are many different settings available: You can decide how often the app checks for new email, how much email (over a period of time) should be downloaded and synchronised to the Mail app on your device, the name shown at the top of emails you send, whether the the account is static or synchronised, there is a link to change advanced settings such as server settings, or delete the account.

**A) Select how often email is downloaded.** Hopefully you can choose “As items arrive” from the drop down list, so that email arrives instantly, but if this isn’t available (for example if you are with BT) choose a time frequency that suits your needs.

**B) Choose the amount of email that is downloaded to your device.** If you are setting up the app on device that has lots of storage space, and your email account doesn’t use lots of different folders, select the “Download from” option to “any time.”

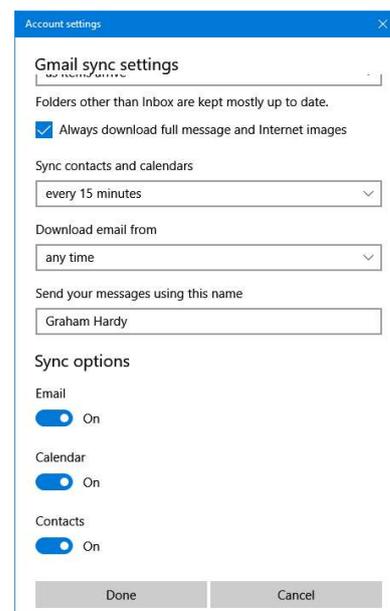
If you are setting up the app on a Windows 10 Tablet or 2:1 device with limited storage, or if your account uses lots of different folders, choose a shorter time period such as one or three months. This will mean the app doesn’t spend so long synchronising content. (Your older email will still be available on your email provider’s website.) Also save space by not downloading the all message content.

**C) Check the name shown on the top of emails you send is correct.** Type the name or text you want to be seen in the box.

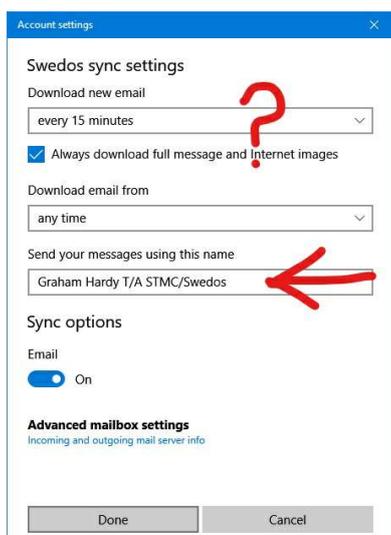
**D) Choose which items sync.** Modern email accounts may allow you to synchronise email, contacts and calendars. It is best to only store contacts against one email account and set the apps on your devices to only use that data. The example shown left only allows for email to be synchronised.

I use Gmail for my calendar, and Outlook.com for my contacts. Therefore I have turned off the calendar option on my Outlook account (not shown.)

This example shows a Gmail account offers controls for calendars and contacts too:

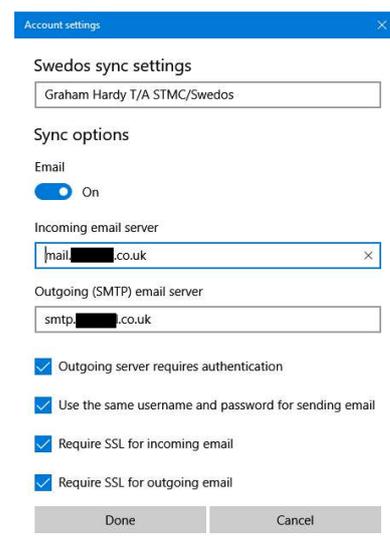


(5) Change the settings you require. (Details shown on right):



(My main email account doesn’t include contacts or a calendar.)

(6) [Optionally] Click “Advanced Mailbox Settings” to change mail server and security settings for your account:



(7) Click “DONE” when you are happy that everything is as you desire.