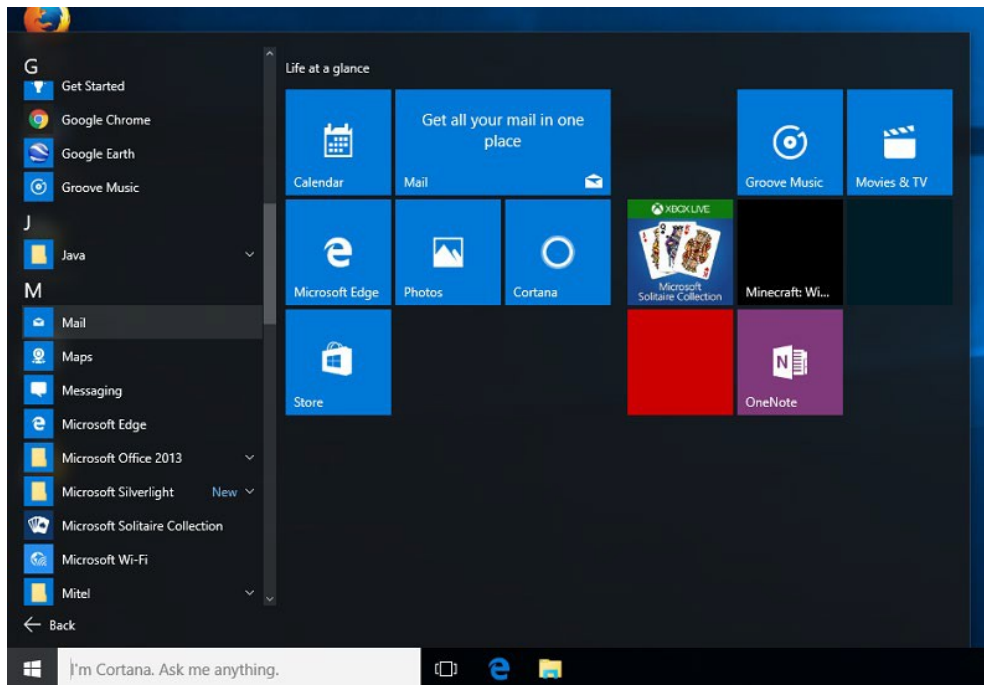
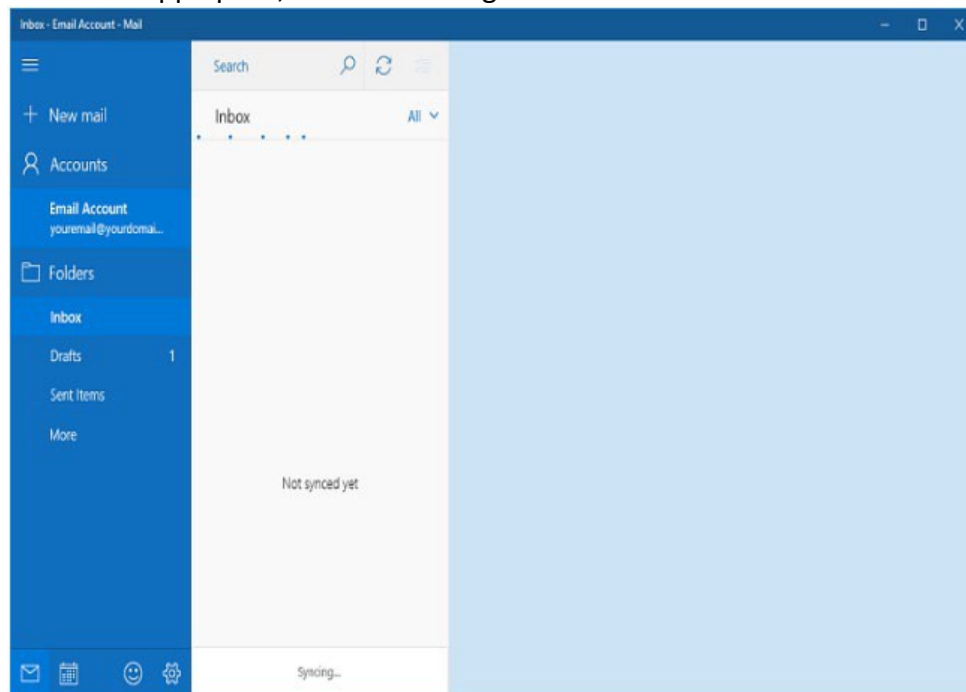


Changing Email Settings on Windows 10 Mail

1. Open the **Mail App** in Windows 10
2. Click on the **Start** button and find **Mail**

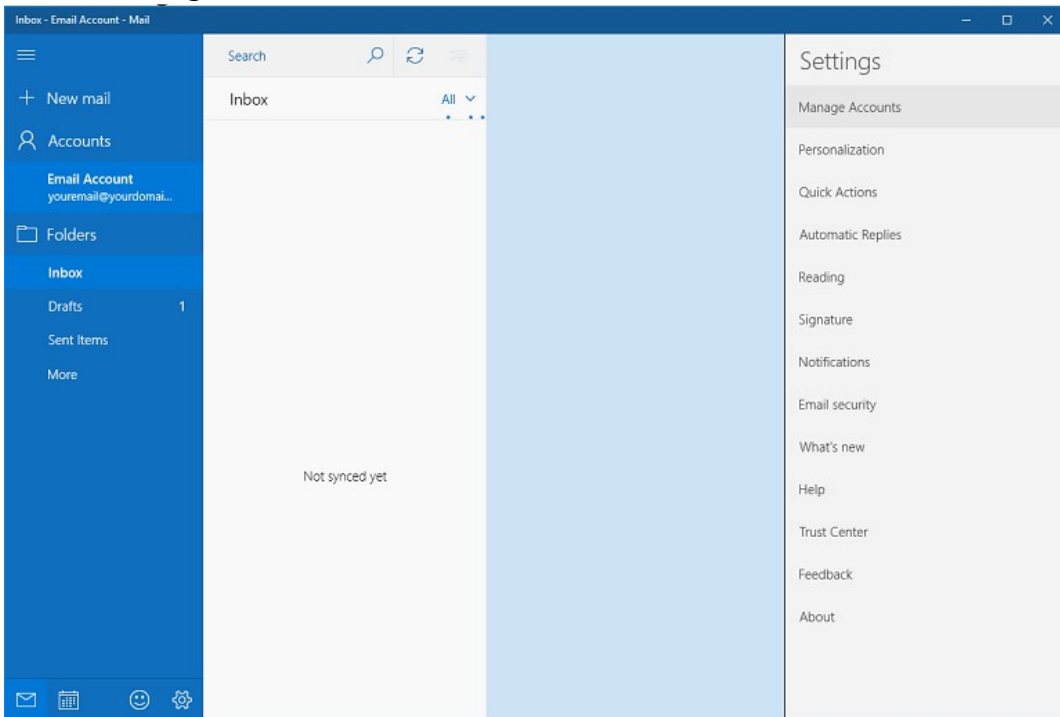


3. When the app opens, look for the cog wheel in the lower left.

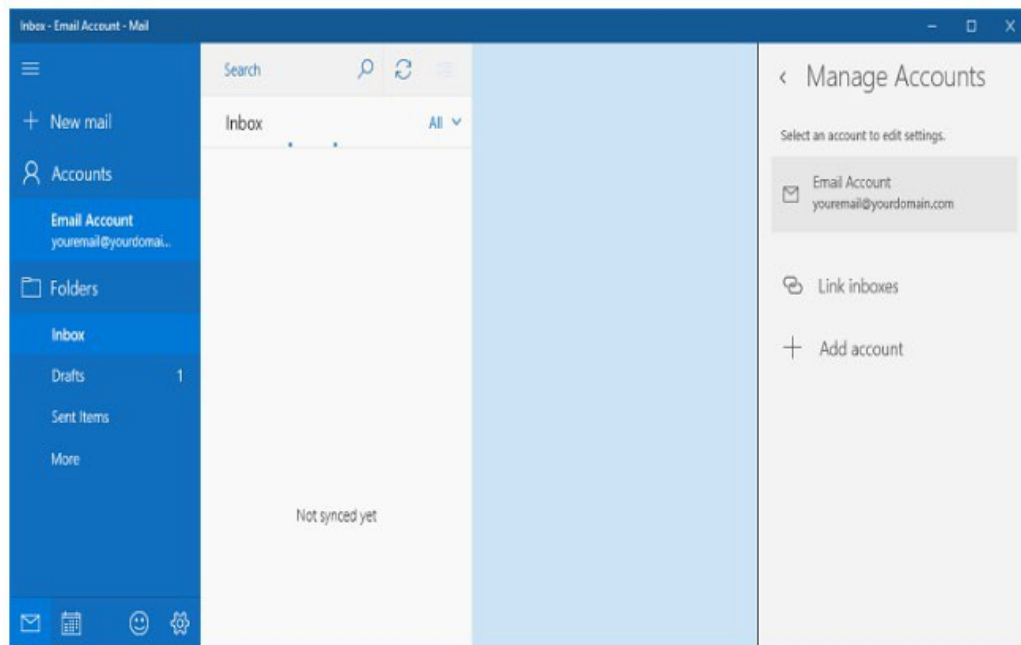


4. To set up a new account or verify settings on an existing account, click the cog wheel to open **Settings**.

5. Click on **Manage Accounts**.

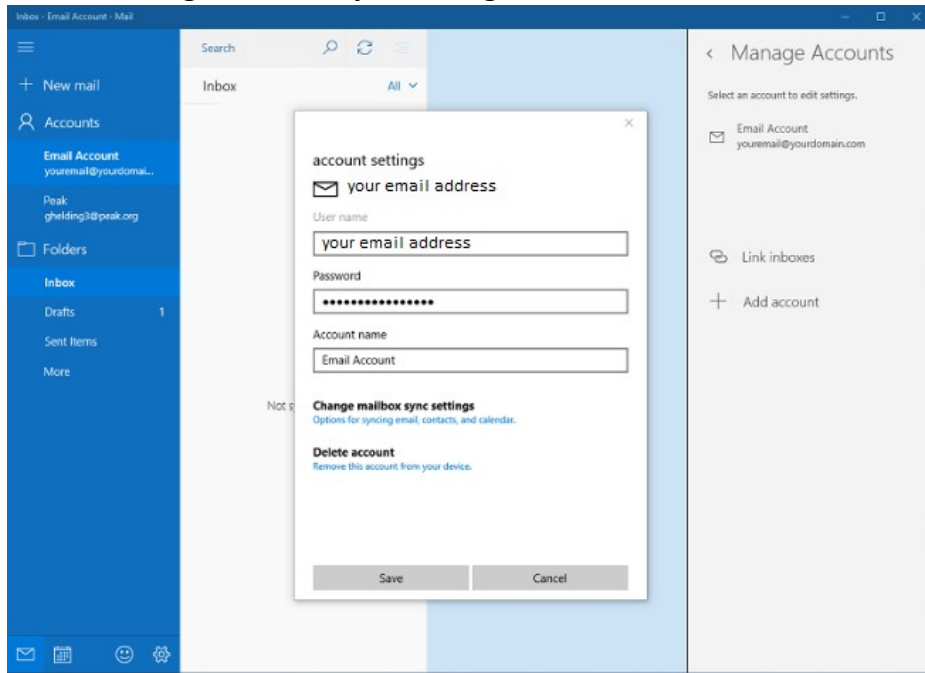


6. Select your account to edit the settings.

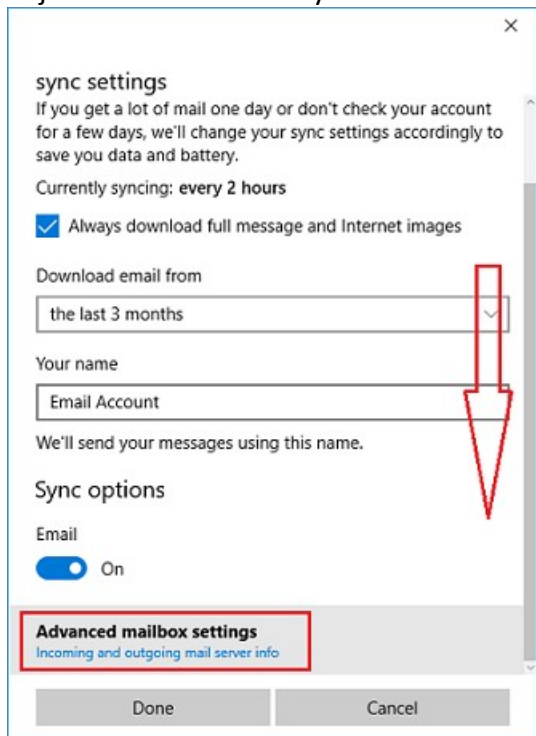


7. Verify the Username is the **FULL** email address.
8. If you are viewing this document after changing your password, enter your new password in the **Password** field.
 - a. If you have not changed your password since migrating to the new email platform, it is highly recommended that you change your password. For instructions on how to change your email password, go to www.grm.net/email and click on the "How to Change Your Password" link.
9. You can also leave your Account Name alone. It is simply the name of the profile.

10. Click on **Change Mailbox Sync Settings**.



11. On **Sync Settings**, the customer can set / adjust the Download Email from setting and adjust their name if they want.



12. Select **Advanced Mailbox Settings** to adjust server settings.

sync settings

We'll send your messages using this name.

Sync options

Email

On

Incoming email server

mail.grm.net:993

Outgoing (SMTP) email server

mail.grm.net:587

Outgoing server requires authentication

Use the same user name and password for sending email

Require SSL for incoming email

Require SSL for outgoing email

Done Cancel

13. Scroll down to verify / change the actual email server settings.

- Verify the preferred email account is turned **On**. Change if needed.
- Verify / change the **Incoming Mail Server** to **mail.grm.net**
 - Add either **:993** if using IMAP or **:995** if using POP.
- Verify / change the **Outgoing Mail Server** to **mail.grm.net:587**
- Verify the **Outgoing Server Requires Authentication** is checked.
- Verify the **Use the Same User Name and Password for Sending Email** is also checked.
- Place a checkmark in **Require SSL for incoming email** and **Require SSL for outgoing email**

14. Once you have finished with this set-up, **Close** out of this window.

15. **Test** the email client to verify all settings are correct.

16. If your email is **NOT** functioning properly, call Tech Support at 800-721-2577.