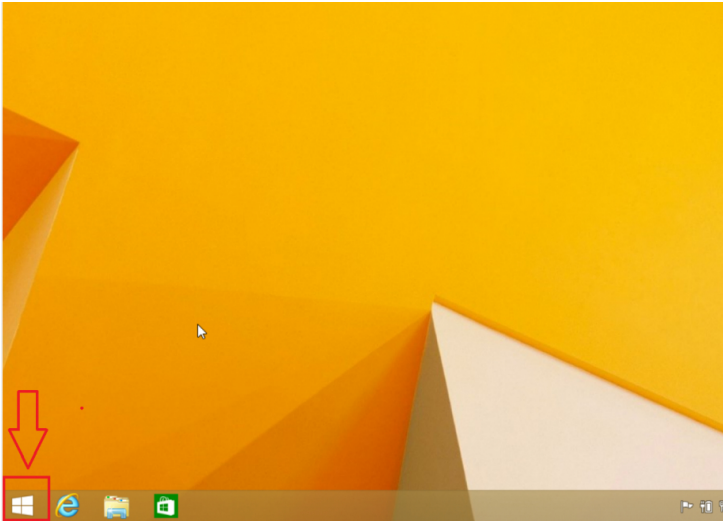


Windows 8 Mail App E-mail Setup

Windows 8 is available for desktop and laptop computers along with tablets. The instructions below give directions that refer to clicking or tapping. If you are using a desktop or laptop computer click with your left mouse button. If you are using a tablet tap with your finger.

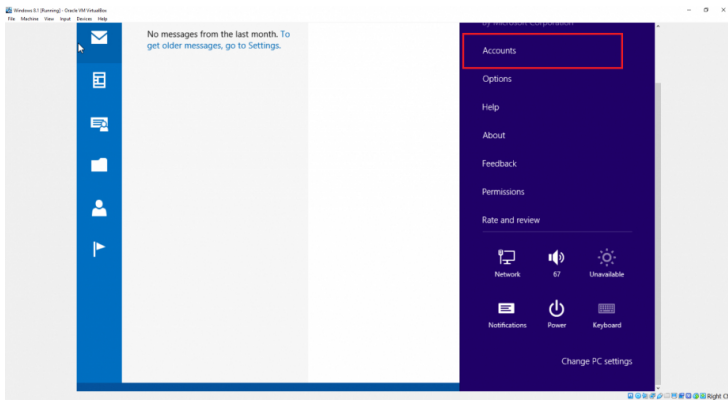
Setting up your Amplex e-mail address on Windows 8 is a very simple process. Begin by accessing the start menu by pressing the Windows Key on your computer keyboard or tablet or by swiping in from the right and tapping start.



Locate the **Mail** icon and press or tap the box



Access the charms bar by moving your mouse to the lower right corner of the screen or by swiping in from the right and **click or tap settings**.

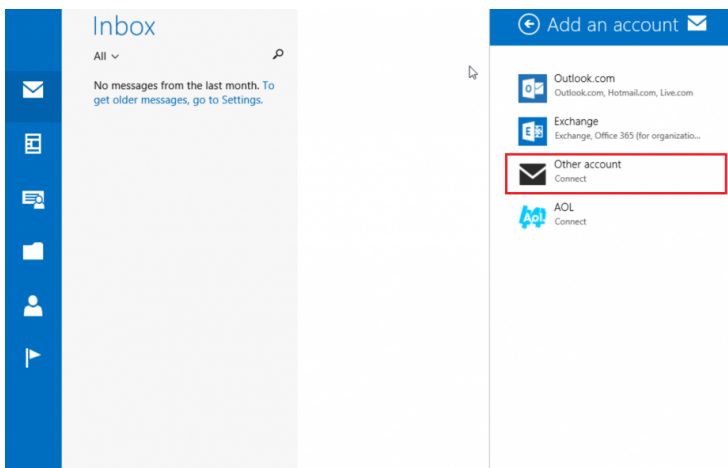


Click or tap on Accounts from the menu that appears.

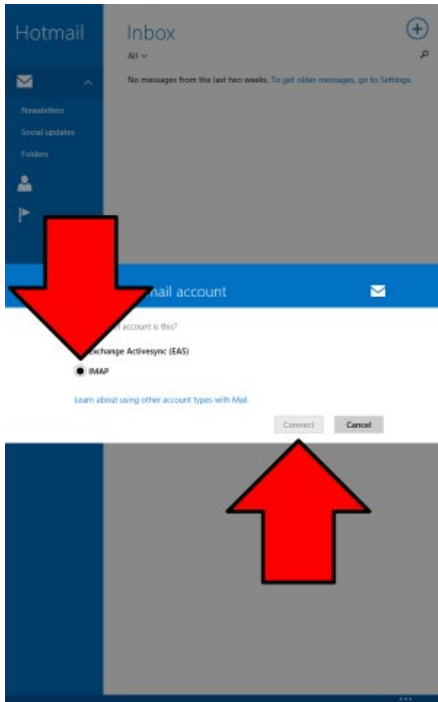
Click or tap Add an account

[Add an account](#)

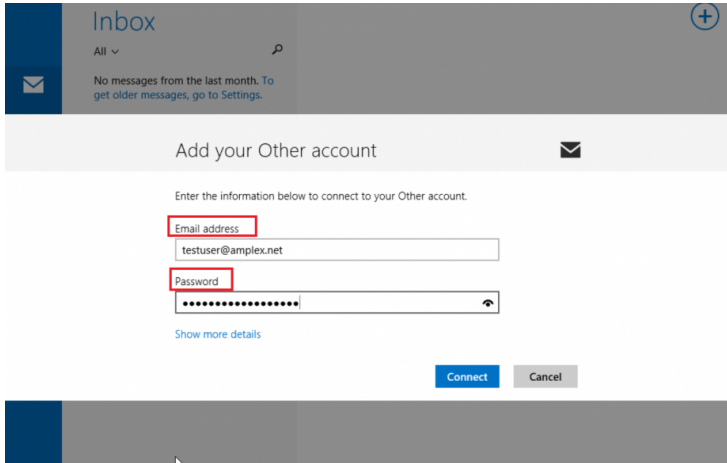
Click or tap Other account



Click or tap on the circle next to **IMAP** then **click or tap connect**.



In the empty box below e-mail address **type your full amplex e-mail address**. In the empty box below password **type your e-mail password**. Click or tap **Connect**.



In the empty box under Username **type your full Amplex e-mail address** including the @amplex.net. In the empty box under Incoming (IMAP) email server **type mail.amplex.net**. In the empty box under Outgoing (SMTP) email server **type mail.amplex.net**. All other settings should remain checked. The ports listed below are the ones that they should be changed to. Click or tap **Connect**.

The screenshot shows an email configuration interface. The following fields are highlighted with red boxes:

- Email address:** elindow@amplex.net
- Username:** elindow@amplex.net
- Password:** [Redacted]
- Incoming (IMAP) email server:** mail.amplex.net
- Outgoing (SMTP) email server:** mail.amplex.net

Additional configuration details include:

- Port 993:** Associated with the Incoming (IMAP) email server.
- Incoming server requires SSL
- Port 465:** Associated with the Outgoing (SMTP) email server.
- Outgoing server requires SSL
- Outgoing server requires authentication
- Use the same username and password to send and receive email

At the bottom, there is a [Show fewer details](#) link and two buttons: **Connect** and **Cancel**.

Your account should now be setup and you can view your e-mail by going to the Mail App. If you have multiple e-mail addresses setup in Mail App you may need to tap on Amplex on the lower left hand corner to access your Amplex mail box.