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Read on to learn how to:

- locate your phone's built-in email app
- connect with and manage an email account via your phone's native email app
- set up email notifications

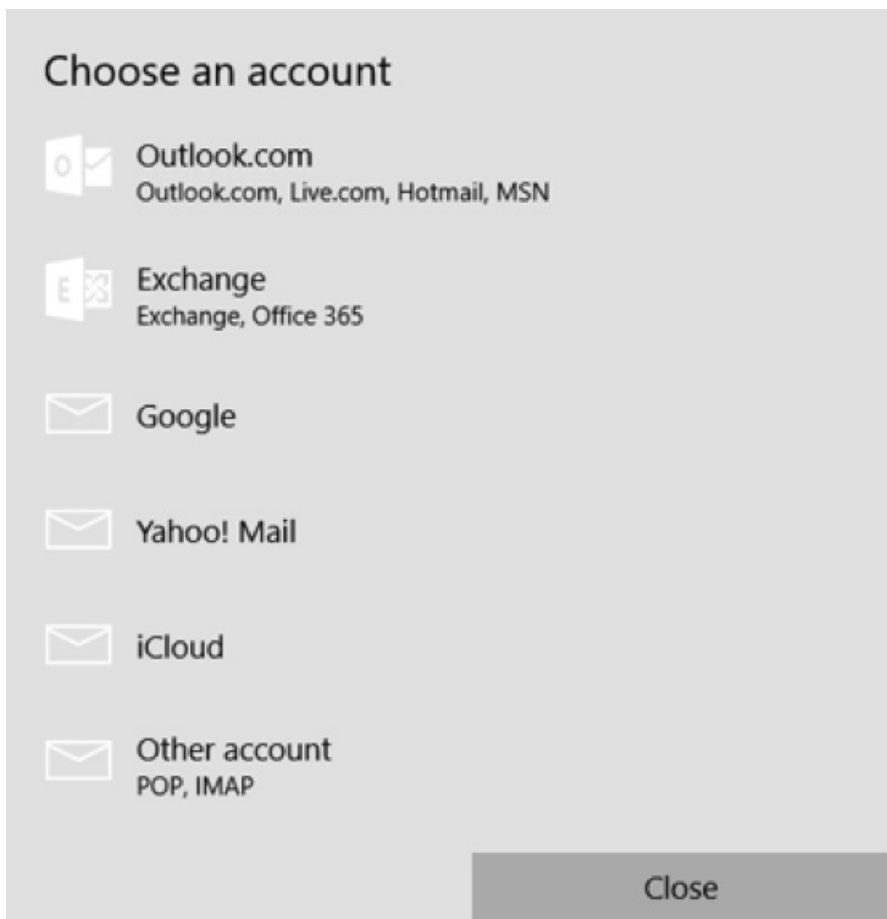
Follow these step by step instructions to set up email on a Windows 10 phone

There can be some slight variations to the set up process depending on where you're based and which network provider you use, as well as the make/model of your phone. If the button you need isn't immediately obvious, scrolling down the screen should get you to where you need to go.

Step 1: To get started, tap on the three dots at the bottom of the home page to go to Settings and then tap on Manage Accounts > Add account.

Step 2: Select the kind of account you'd like to add. Windows will let you connect to your existing Outlook, Google, Yahoo!, etc. accounts or you can set up a POP or IMAP email account. If you are adding a Google account, you'll need to sign in first, using your 2-step verification code if you've selected that extra security feature. Tap on 'Allow' to give Windows permission to access your account to complete the process.

Step 3: If you receive an error message for your Google account asking you to check the email address and try again, you have three chances to try again before you are given the option to progress to the 'Advanced' setup. Tap on the button marked 'Advanced' to complete the process that way, as outlined later in this guide.



Step 4: Once you've inputted the requested information for the type of email account you're setting up, tap on 'Sign in' and fill in your email address and password.

Step 5: Tap on 'Done' to complete the set up process and your phone will start synchronising with your email account.

How to set up your email account using the advanced setup

Step 1: If your phone fails to connect to your Google account three times you will automatically be given the option to use the advanced setup. Otherwise, select 'Advanced setup' when you go to Manage Accounts > Add account. You may have to scroll down the screen to find this option.

Step 2: Fill in your account name, which is the name used in the left pane of the Mail app and then your name, which is what people see when they receive emails from you.

Step 3: Input the incoming email server. If you don't know what this is, contact your service provider or network administrator.

Step 4: Choose a POP3 or IMAP4 account type. Again, if you don't know which one to select, speak to your service provider or network administrator.

Step 5: Type in your email address, user name (which is usually the same as your email address) and your password.

Step 6: Type in your outgoing (SMTP) email server, which you can get from your service provider or network administrator.

Step 7: All four checkboxes at the bottom of the window will be selected. Unless you have a good reason to deselect them, leave them as they are.

Step 8: When you've completed filling out all the necessary information, go to Sign in > Done. Your email should now synchronise with your phone.

How to set up notifications on your Windows phone

Step 1: Go into the Mail app and tap on Settings > Options

Step 2: This will bring up a drop-down list of all your email accounts. Tap on the account you want to set up Notifications for and then scroll down to tap on 'Notifications.'

Step 3: Tap on the option to switch on notifications, which will give you email alerts in the Action Centre and customise what happens when you get an alert, e.g. choose the sound accompanying an alert.

We now know how to set up email on a Windows phone and turn on notifications. Great job!

Now that you're familiar with the set up process, you might want to explore how to customise your mail with signatures, etc. and set up your calendar.

Next steps

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