

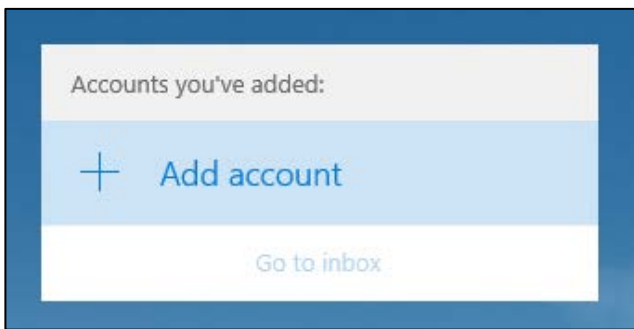
Connecting Ship Email to Windows Mail

To set up your email with the built-in Windows Mail app on your PC, follow these directions:

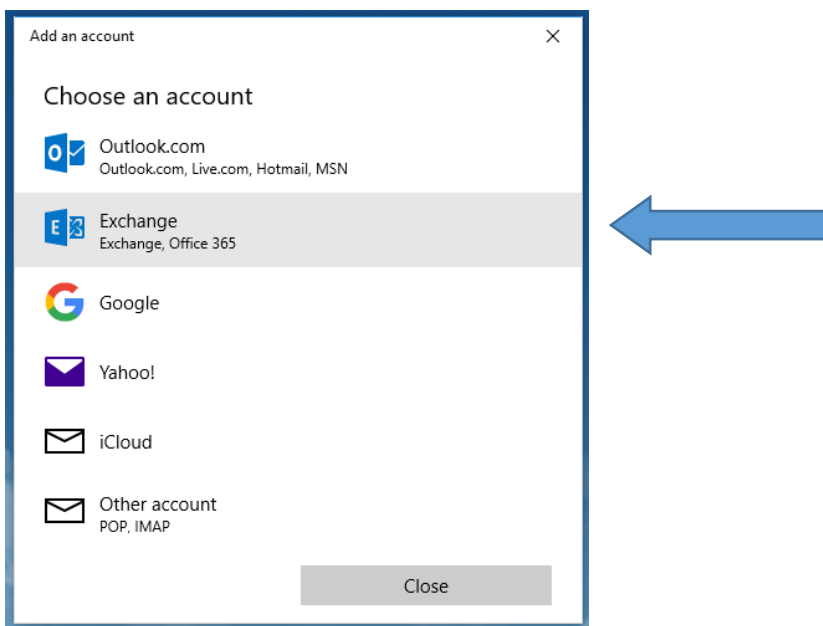
1. Open Mail by clicking on the Start button and then clicking on **Mail**.



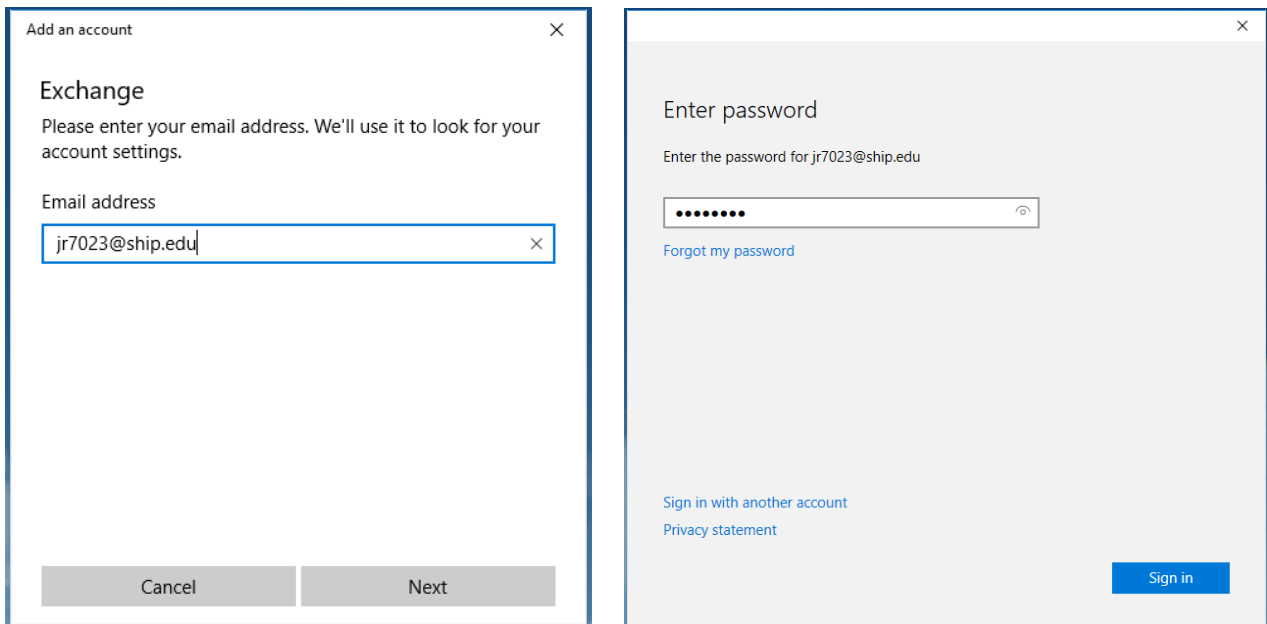
2. When prompted, choose **Add account**. If you have an existing account, you will need to open Settings (click the Gear icon in the lower left corner of the Mail window), then choose **Manage Accounts**, and then select **Add account**.



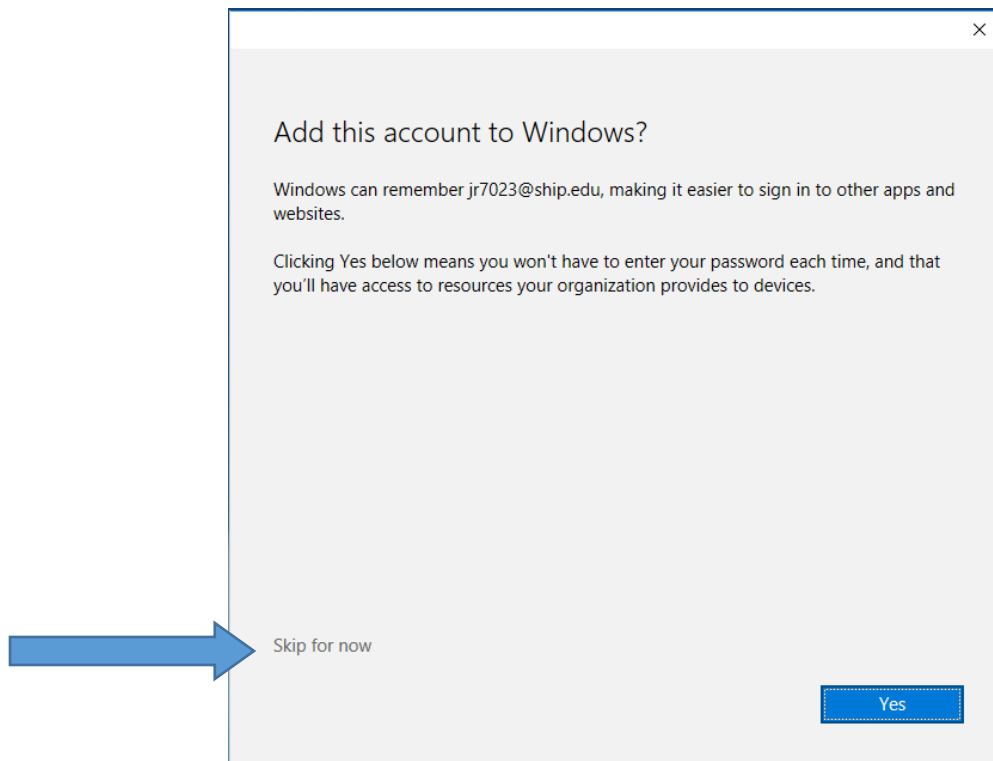
3. When you are asked to choose an account, choose **Exchange**.



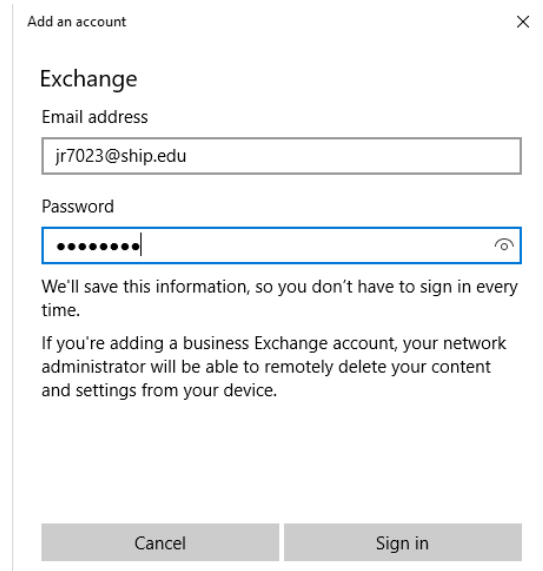
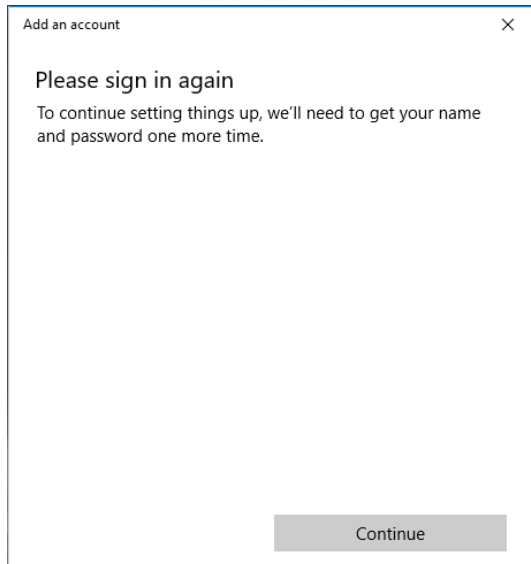
4. Enter your Ship email address and click **Next**. When prompted, enter your password and click **Sign in**.



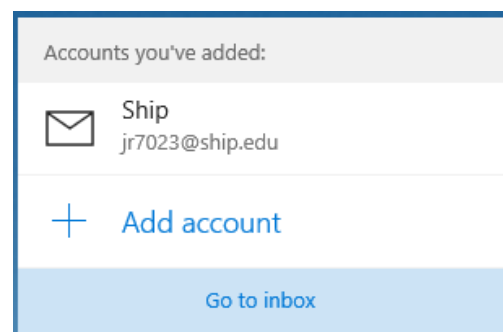
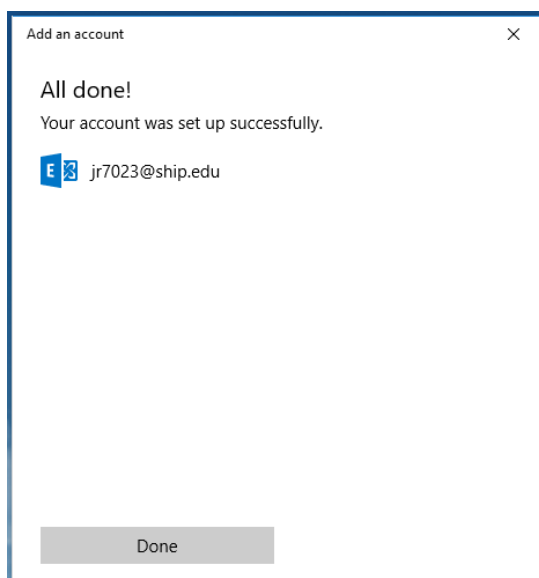
5. When asked if you would like to Add this account to Windows, select **Skip for now**.



- If you are prompted to sign in again, click **Continue**, verify your email address and enter your password and click **Sign in**.



- The Add Account Wizard should now be complete. Click **Done** to return to the Add account dialog. Click on **Go to Inbox** to return to the Inbox. At this point, you are back at the Inbox, and you will begin to see email messages appear as they synchronize to Windows Mail.



Need Help?

The Technology Help Desk can assist you with adding your mail account!

Bring your laptop or mobile device to the Help Desk (Ezra Lehman Library for students or MCT 071 for employees) and we can help you install Microsoft Office.

717-477-HELP (x4357)

helpdesk@ship.edu