

Windows 10 Mail Setup Instructions for Students

Windows 10 email supports Microsoft 365 multi-factor authentication and does not require an application password. (You need to set up multi-factor authentication for the Microsoft 365 portal beforehand.)

It works in the same way as Outlook (Web Mail) on the Microsoft 365 portal.

1. Windows 10 Mail Setup Procedure

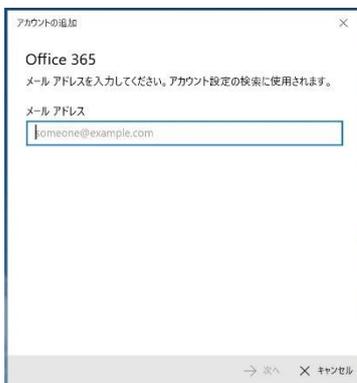
- ① When you open Mail, click "+ Add Account".



- ② Click Add Account Office 365.



- ③ Enter your university email address 「student number@edu.cc.saga-u.ac.jp」



④ Click Work or School Account.



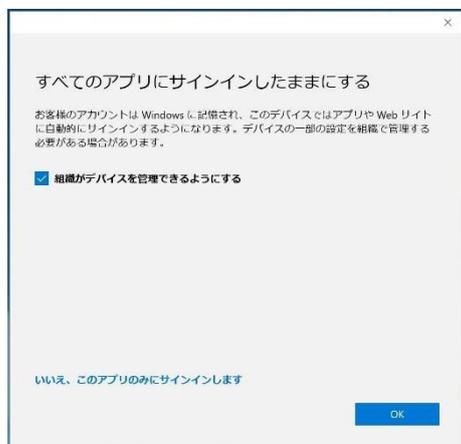
⑤ Enter the password.



⑥ Performs approval procedures for Microsoft 365 multi-factor authentication.



⑦ Click "No, I only sign in to this app".



⑧ Click Finish.

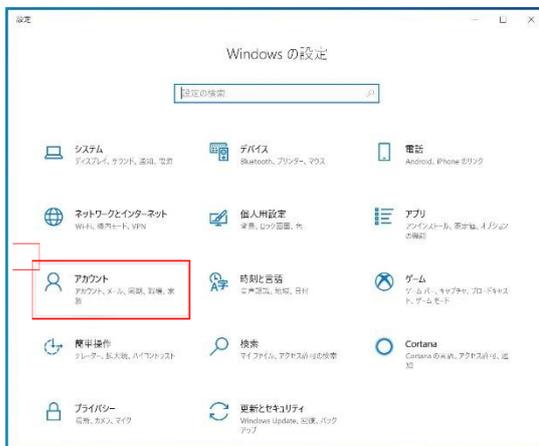


That's all for Windows 10 mail.

2. To delete a Windows 10 mail account

If you want to delete an email account that you have set up in Windows 10 Mail, follow the steps below.

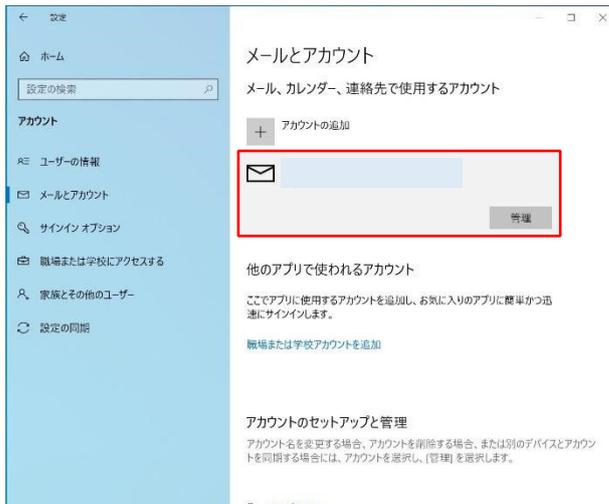
① From the Start button, click Settings (Gear), and then click Accounts.



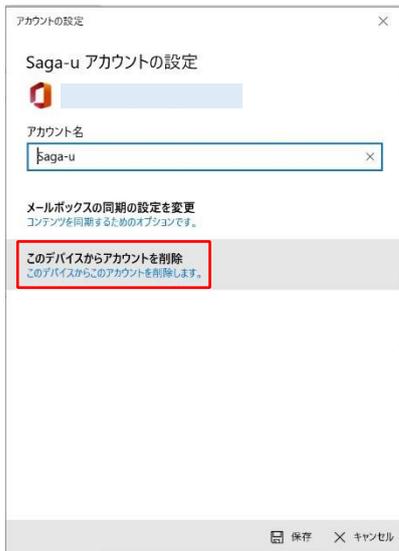
② Click Mail and Accounts.



- ③ Click the email address in the red box and click the Manage button.



- ④ Click Remove account from this device.



- ⑤ Click the Delete button.



⑥ Click Finish.



This completes the deletion of the mail account in Windows 10 Mail.