

Windows Mail Setup Instructions

Mail in Windows supports Microsoft (Office) 365 multi-factor authentication, so no application passwords are required. (You must first set up multi-factor authentication for the Microsoft 365 portal.) It is also available in the same way as Outlook (webmail) in the Microsoft 365 portal.

1. Windows Mail Setup Instructions

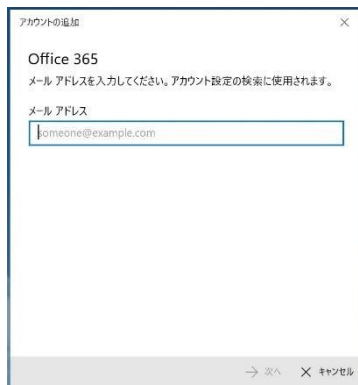
- ① After launching the mail, click "+ Add account".



- ② Under Add an account, click Office 365.



- ③ Enter your university email address, User ID@cc.saga-u.ac.jp.



④ Click Work or School Account.



⑤ Enter the password.



⑥ Perform the approval process for Microsoft 365 multi-factor authentication.



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



⑧ Click finish.

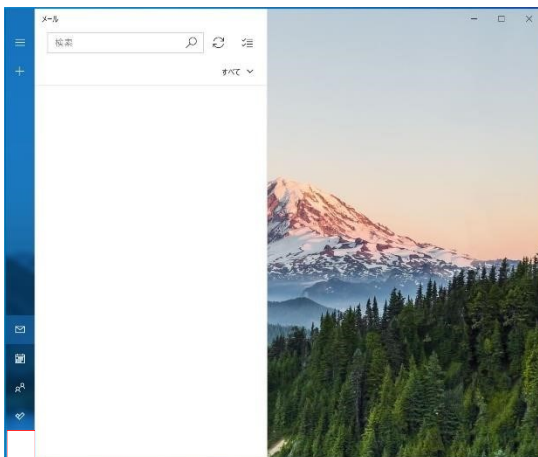


This completes the Windows 10 mail setup.

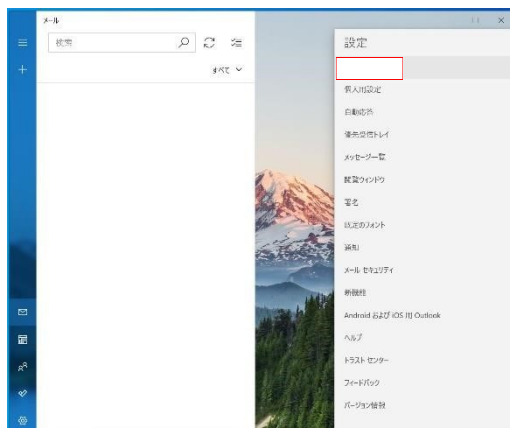
2. To add a mail account:

If you want to add an edu.cc mail account, follow these steps:

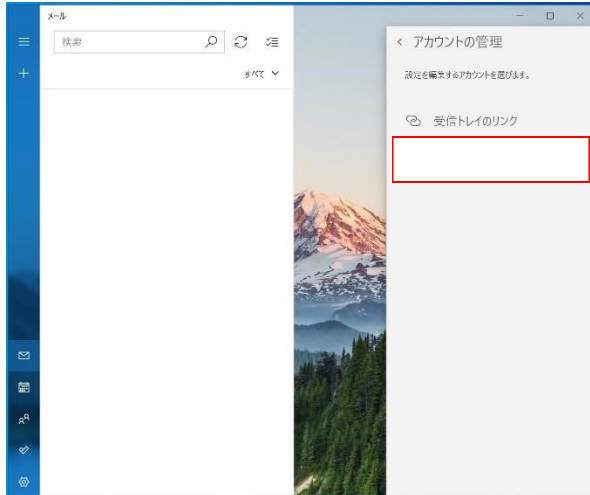
① Start Windows Mail, and click Gear at the bottom left.



② Click Manage Accounts.



③ Click + Add Account.

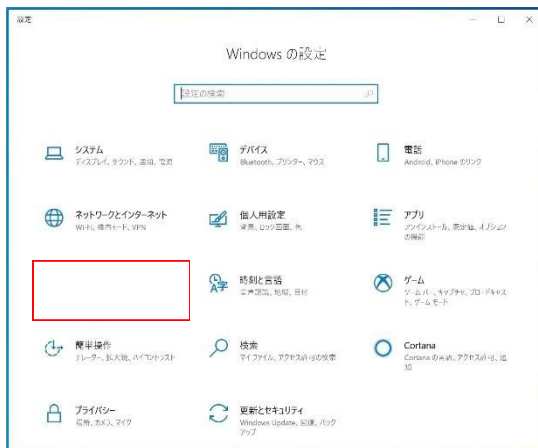


④ Follow the steps from ③ in 1.Windows Mail Setup Instructions

3. To delete a Windows Mail account

To delete a mail account set in Windows Mail, follow the procedure below.

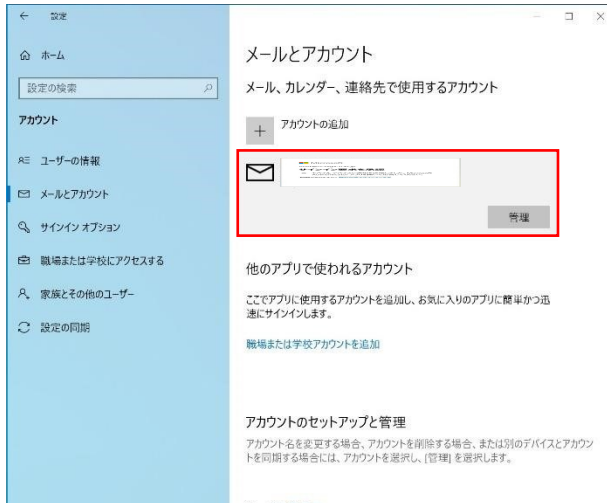
① From the Start button, click Settings (Gear), and then click Accounts.



② Click Mail & Accounts.



- ③ Click the mail address in the red frame 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 your Windows Mail email account.