

## Windows 8 Mail app

1. Open the Windows 8 Mail app.
2. If you see the **Add an account** button when you start Mail, select **Add account > Exchange**.
3. If you don't see the **Add an account** option, open the main charm menu on the right side of the page, and then select **Settings > Accounts > Add an account > Exchange**.
4. On the **Add your Exchange account** page, type your email address and password, and then select **Connect**. Make sure that you enter your full email address (for example, tony@contoso.com) as your user name.

After you select **Connect**, Mail will perform an online search to find your email server settings.

5. If you see the message "Your email account is successfully configured.", select **Finish**. If you see the message "The mail server for <email address> needs this PC to be more secure before it starts syncing", select **Next**. Then, in the **Make my PC more secure** box, select **Enforce these policies**. When you see the message, "Your email account is successfully configured" select **Finish**.