

[Exchange 2019] Guide to Add Email Account on Windows Mail

- 1) Open Windows Mail by going to Start -> All Apps -> Mail
- 2) Go to Settings (gear icon) -> Manage accounts -> Add account
- 3) Select "Advanced setup", then select "Exchange ActiveSync"
- 4) Enter the following configuration:
 - Email address: <your email address>
 - Password: <your password>
 - User name: <your email address>
 - Domain: S19
 - Server: webmail19.mycloudmailbox.com
 - Server requires encrypted (SSL) connection: Yes (Tick)
 - Account name: <any descriptive name for your own reference>
- 5) Lastly, when prompted "Are you trying to add, update, or remove your email account?", click on "Yes"