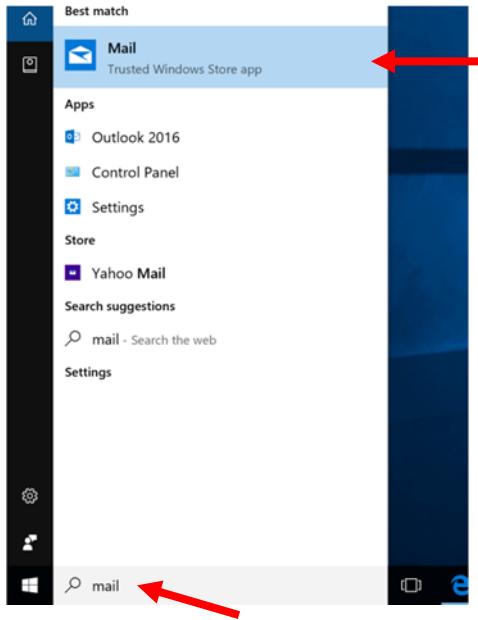




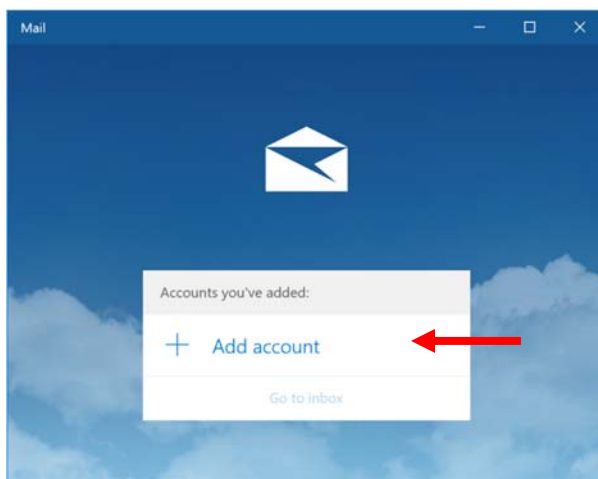
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415 4th Street
Brookings, SD 57006
(605) 692-6211
e-mail: support@swiftel.net

*This tutorial is intended to assist Swiftel customers with setting up their swiftel.net or brookings.net email accounts on the **Windows 10 Mail application.***

- 1) Type “mail” into the search portion of the taskbar and click/tap on the Windows 10 **Mail** application to open Mail.



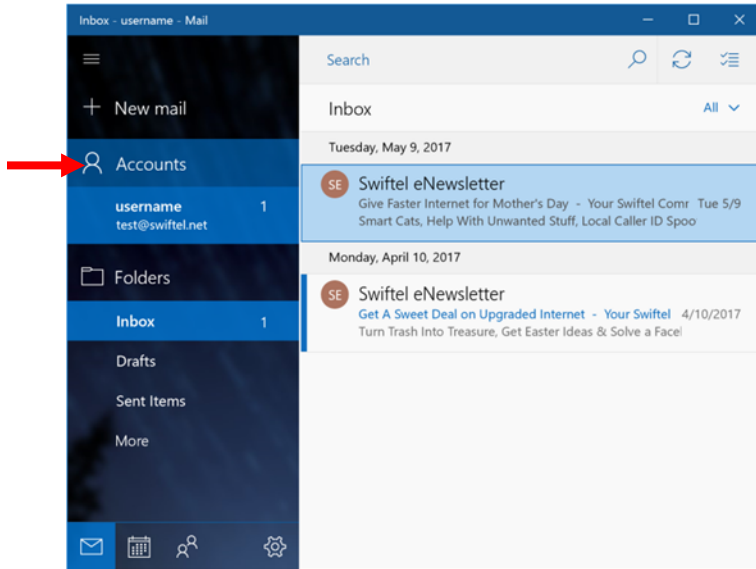
- 2) If this is the first time the Windows Mail application has been opened, then the following screen will be displayed; click/tap on **Add account** to continue. (If you’ve already used the Mail app before then see the **Alternative** steps below)



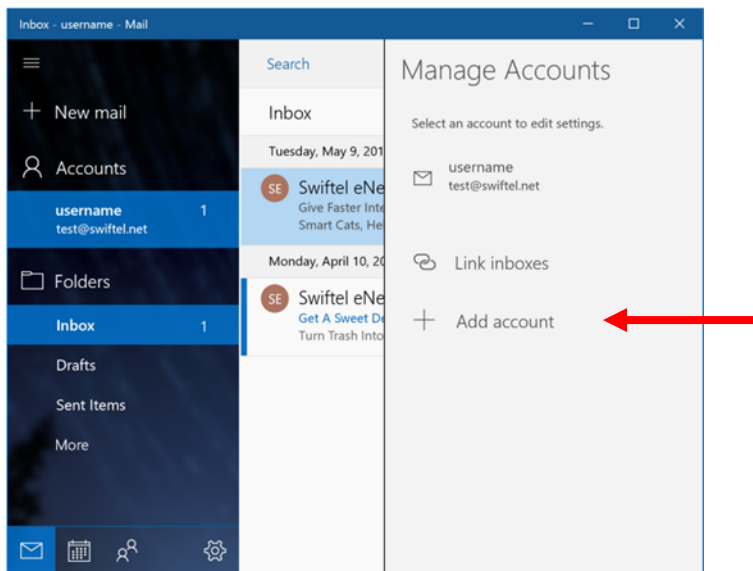


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2 (Alternative) – Part 1: If you've used the Mail app before, then you will see this screen instead. To add a new account, click/tap on the **Accounts** tab on the left hand side of the screen and proceed to Part 2 (below).



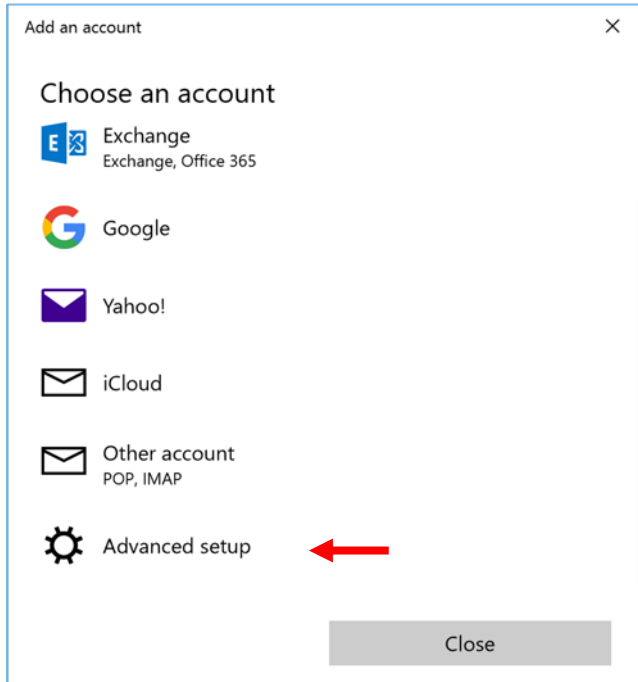
2 (Alternative) – Part 2: A menu will appear on the right hand side of the screen. Click/tap on **Add account** to begin.



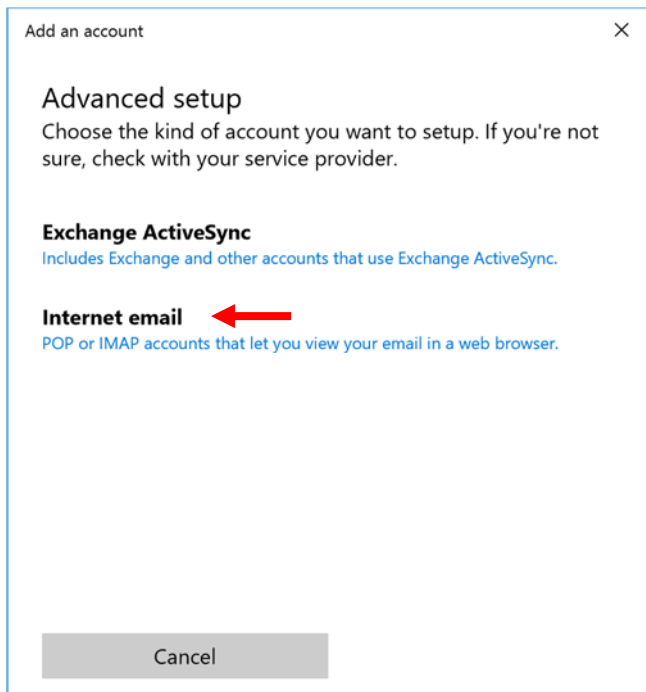


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- 3) A list of account options will appear. Scroll to the bottom of the list and click/tap on the **Advanced setup** option.



- 4) Now, click/tap on the **Internet email** option (indicated below).





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5) A list of required information will appear. Fill these in according to the examples below.

Add an account

Internet email account

Email address

test@swiftel.net

User name

test

Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password

.....

Account name

username

Cancel Sign in

Enter your email address here.

Enter everything before the '@' symbol of your email address here.

Enter your email password.

This field is the account name. You can put your own name here.

Add an account

Internet email account

Send your messages using this name

username

Incoming email server

mail.swiftel.net

Account type

IMAP4

Outgoing (SMTP) email server

smtp.swiftel.net

☒ Outgoing server requires authentication

Cancel Sign in

Same rule applies here; you can put your own name here.

This line must be entered exactly the same as this example.

Choose **IMAP4** from the drop-down list.

This line must also be entered exactly the same as this example.



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Add an account

Internet email account

Account type

IMAP4

Outgoing (SMTP) email server

smtp.swiftel.net

☒ Outgoing server requires authentication

☒ Use the same user name and password for sending email

☒ Require SSL for incoming email

☒ Require SSL for outgoing email

Cancel Sign in

Make sure all four boxes are checked.

Once you've filled in all the fields above, click/tap on the **Sign in** button.

6) Click/tap on **Done** to finish.

Add an account

All done!

Your account was set up successfully.

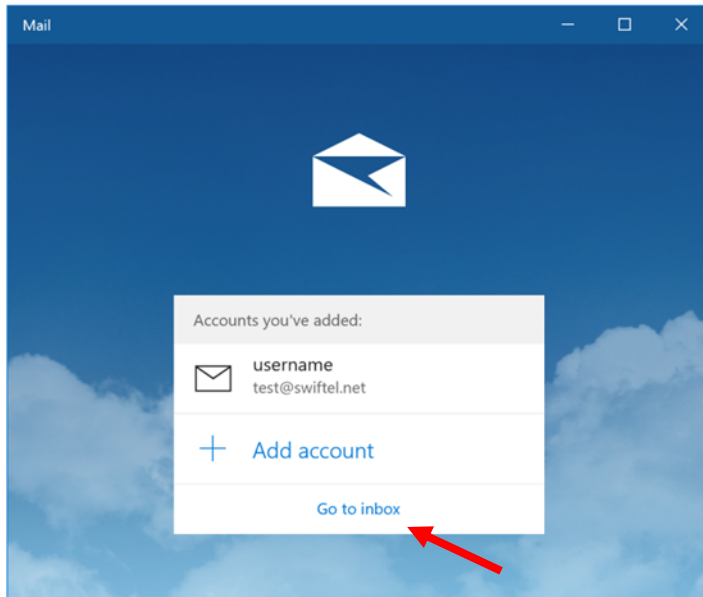
test@swiftel.net

Done



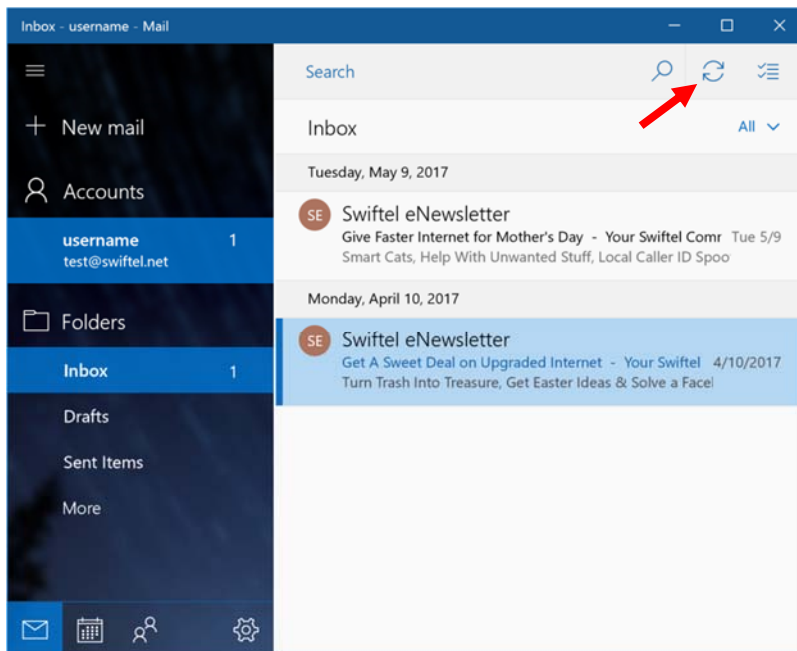
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- 7) You'll then be brought back to this screen. You may now click/tap on **Go to inbox** to look at your email.



- 8) You should see something similar to this screen once you're all finished.

****If your inbox does not show any items/mail inside of it, then click/tap on the refresh button to import your most recent emails.**



We thank you for using this tutorial and hope that it has been helpful and successful in setting up your email.