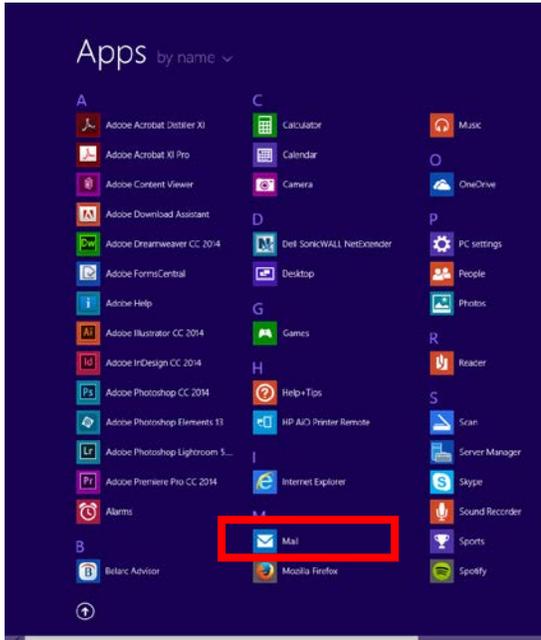
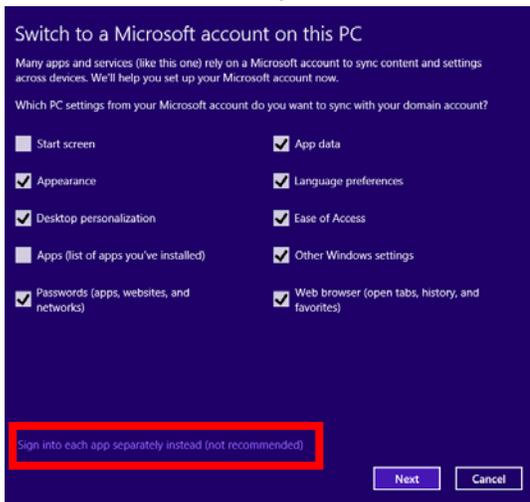


# How To Set Up Windows Mail App To Connect To BASD Email

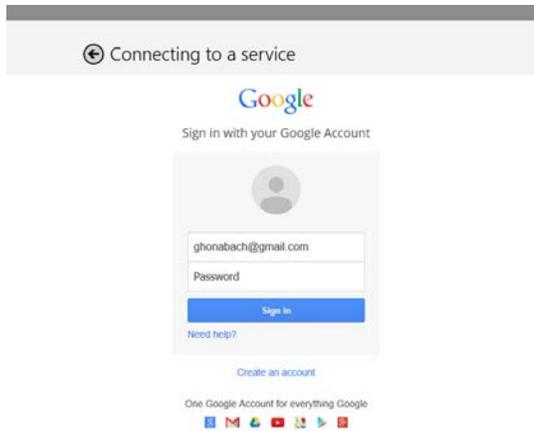
1. From the **START SCREEN**, swipe up or click on the **DOWN ARROW** in the bottom left corner to get to the **ALL APPS** view.
2. Open **MAIL** from the **START MENU**.



3. At the **SWITCH TO A MICROSOFT ACCOUNT ON THIS PC** screen, click the **SIGN INTO EACH APP SEPARATELY INSTEAD (NOT RECOMMENDED)** link.



- If you do not see this screen, you probably have signed up with a non-bloomsd.k12.pa.us account (Gmail, Microsoft, Yahoo... ) and might see a screen like this...



- If you do see this screen, hit the **BACK BUTTON** in the top left hand corner.
- On the next screen, choose the **EXCHANGE** option, and then continue with **STEP 6**.

## Mail

Add your email accounts



- If you sign in with a non-bloomsd.k12.pa.us account, and it goes straight to your inbox, proceed to **STEP 13** to add a new account, and then back to **STEP 6** to set up your **BASD ACCOUNT**.
4. On the **ADD YOUR MICROSOFT ACCOUNT** screen, sign in with your **MICROSOFT ACCOUNT** and click the **SAVE** button.

Add your Microsoft account

We'll save this info so you can use your account with Mail, Calendar, and People.



cstevens@bloomsd.k12.pa.us

•••••

[Sign up for a Microsoft account](#)

5. On the **ADD YOUR EMAIL ACCOUNT** screen, select the button next to **EXCHANGE ACTIVESYNC (EAS)** and click the **CONNECT** button.

Add your email account 

We couldn't find settings for cstevens@bloomsd.k12.pa.us. What kind of account is this?

Exchange Activesync (EAS)

IMAP

[Learn about using other account types with Mail.](#)

6. On the **ADD YOUR EXCHANGE ACCOUNT** screen, enter your **EMAIL ADDRESS** and **PASSWORD** for your **BASD EMAIL** account and click the **CONNECT** button.

Add your Exchange account 

To finish setting up this account, enter your password.

Email address

cstevens@bloomsd.k12.pa.us

Password

•••••

[Show more details](#)

7. If prompted to allow app to run in the background, choose **ALLOW**.
8. On the next **ADD YOUR EXCHANGE ACCOUNT** screen, fill in the **DOMAIN** as follows. Also, you will need to fill in your **USERNAME**. All other information should be retained from previous screen. Click the **CONNECT** button.

# Add your Exchange account

We couldn't find settings for cstevens@bloomsd.k12.pa.us. Provide us with more info and we'll try connecting again.

Email address

Domain

Username

Password

[Show more details](#)

- 9. On the next **ADD YOUR EXCHANGE ACCOUNT** screen, fill in the **SERVER ADDRESS** as follows. All other information should be retained from previous screen. Click the **CONNECT** button.

# Add your Exchange account

We still can't find settings for cstevens@bloomsd.k12.pa.us. Providing this additional info may help. If you don't know this information, search online or check with your provider.

Email address

Server address

Domain

Username

Password

[Show fewer details](#)

- 10. On the final **ADD YOUR EXCHANGE ACCOUNT** screen, click the **CONNECT ANYWAY** button.

## Add your Exchange account



### There's a problem with a server's security certificate

It might not be safe to connect to this server because:

The address in the certificate doesn't match the server's address.

This can happen if you're connecting to a malicious server or if a company uses the same certificate for multiple servers.

We recommend that you cancel.

Connect anyway

Cancel

11. On the **MAKE MY PC MORE SECURE** screen, click the **ENFORCE THESE POLICIES** button. If you do not, you will not be able to connect to the BASD Email server.

## Make my PC more secure

You must make your PC more secure to connect to this server. Windows will ensure that your PC complies with any server requirements, including password requirements, requiring sign-in after a specified period of inactivity, and limiting the number of incorrect attempts to sign in to your PC. Windows might also limit sign-in methods such as picture password.

Enforce these policies

Cancel

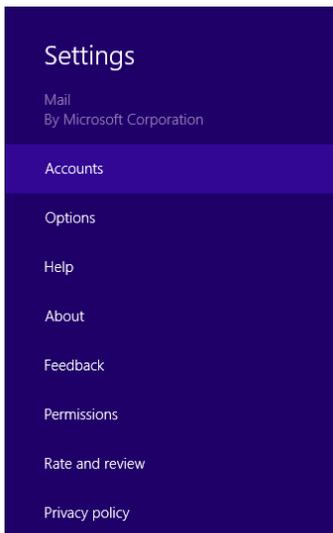
12. Your BASD Email account is now added, it should look like this...

The screenshot shows the Windows Mail application interface. On the left, the navigation pane displays the account name 'K12' and a list of folders including Drafts, Sent, and Folders. Below this, it shows contacts for Gary Honabach, Jared Stetts, and Stephanie Kessler. The main area is divided into two panes. The left pane shows an 'Inbox' list with several 'SchoolDude Message Center' emails, each with an incident ID and a time. The right pane shows a detailed view of an email from 'SchoolDude Message Center' with the subject 'INCIDENT ID: 7287 New Incident Notification'. The email body contains details about a request for IT support, including location, area, requester, and issue. A red box highlights three icons at the top right of the email view: a reply icon, a plus sign, and a delete icon. A red arrow points from this box to a text box labeled 'Respond, New Message and Delete Buttons'. A blue arrow points from the email content to a text box labeled 'Email Message'. A yellow arrow points from the inbox list to a text box labeled 'Inbox List'. A green arrow points from the navigation pane to a text box labeled 'Mailbox Friendly Name and Folder View. Inbox is listed at top with envelope icon.'

13. To change settings, such as the Friendly Name for the mailbox, which messages are synced from the BASD Email server, or to add new accounts move the pointer to the upper right corner or swipe in from the right to get the **CHARMS BAR** and click on the **SETTINGS** charm. The Mail App must be open for this to work.



14. Click on the **ACCOUNTS** link.



15. You will see two accounts listed (which is why Friendly Names make things easier). The top one (with the "O" icon) is your **MICROSOFT ACCOUNT** and the bottom one (with the "E" icon) is your **BASD EMAIL ACCOUNT**. This is also where you would add another account (Gmail, Yahoo, etc.) if you wanted. Select your BASD Email account to change the settings.

## Accounts

K12  
cstevens@bloomsd.k12.pa.us

K12  
cstevens@bloomsd.k12.pa.us

[Add an account](#)

16. Scroll to the top of the sidebar that opens in the Mail App to change the FRIENDLY NAME. You can also change other settings such as DOWNLOAD EMAIL FROM (if you would like to have more than the default of one month of mail showing), CONTENT TO SYNC (if you would like to sync your Contacts and Calendar, all are synced by default), SHOW EMAIL NOTIFICATIONS (if you would like to be notified of new email, email from favorites is default) and whether or not you want to USE A SIGNATURE and a text box to edit your signature.

The screenshot shows the account settings sidebar for the 'K12' account. The header is a blue bar with a back arrow, the account name 'K12', and an envelope icon. Below the header, various settings are listed with their current values:

- Account name:** K12
- Download new email:** As items arrive
- Download email from:** The last month
- Content to sync:** Email, Contacts, and Calendar are all checked.
- Show email notifications:** Email from favorites
- Automatically download external images:** On
- Use an email signature:** Yes. The signature text is 'Sent from Windows Mail'.
- Send automatic replies:** Off
- Preferred email address:** cstevens@bloomsd.k12.pa.us
- Password:** Masked with dots.