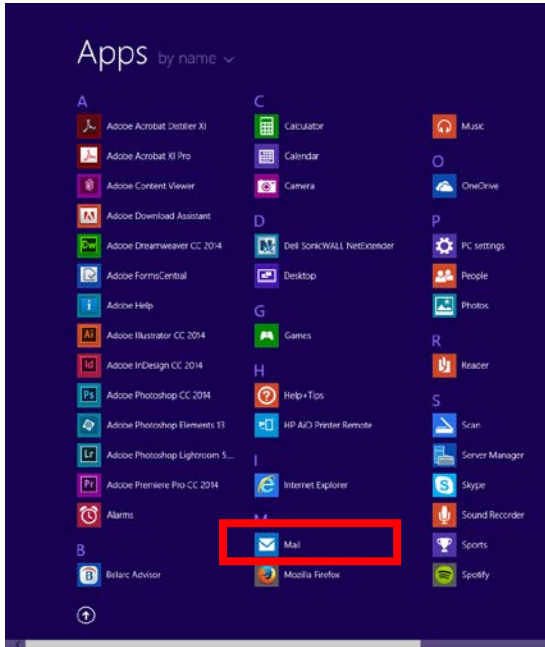
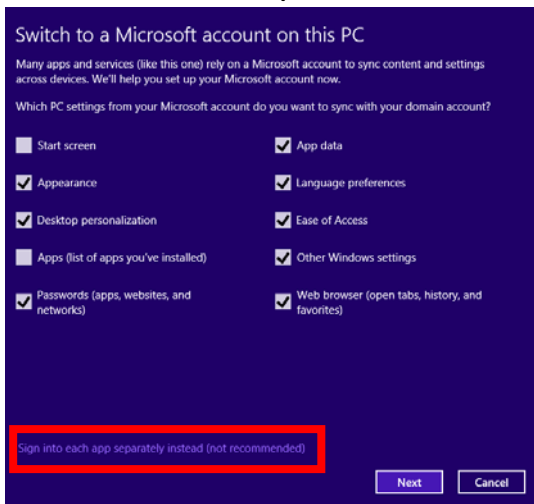


How To Set Up Windows Mail App To Connect To BASD Email

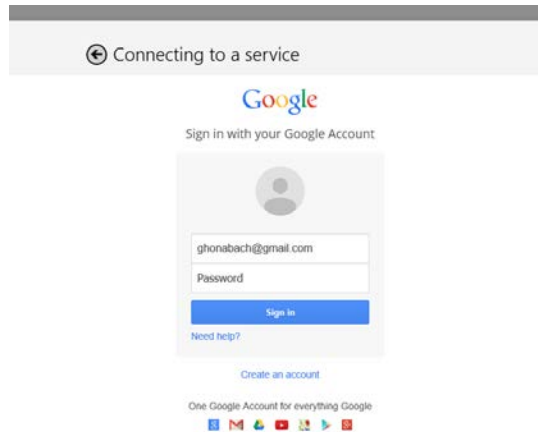
1. From the **START SCREEN**, swipe up or click on the **DOWN ARROW** in the bottom left corner to get to the **ALL APPS** view.
2. Open **MAIL** from the **START MENU**.



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...



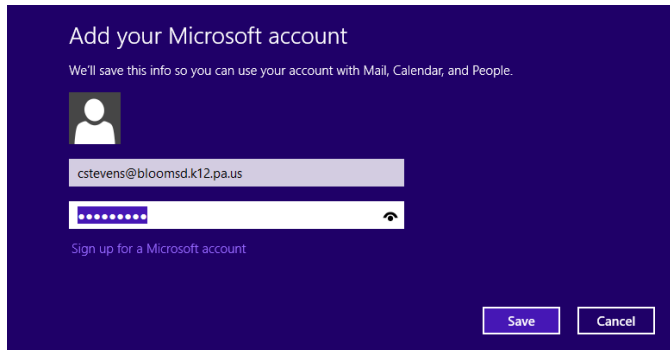
- If you do see this screen, hit the **BACK BUTTON** in the top left hand corner.
- On the next screen, choose the **EXCHANGE** option, and then continue with **STEP 6**.

Mail

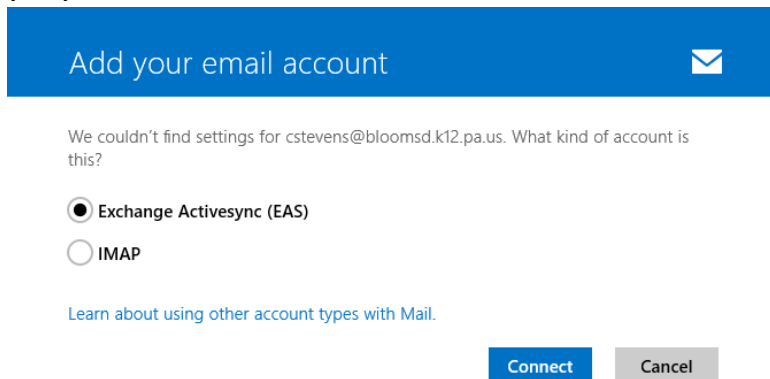
Add your email accounts



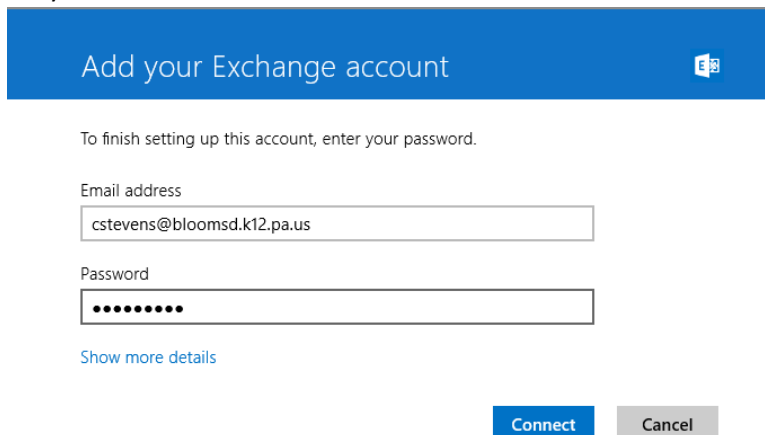
- If you sign in with a non-bloomsd.k12.pa.us account, and it goes straight to your inbox, proceed to **STEP 13** to add a new account, and then back to **STEP 6** to set up your **BASD ACCOUNT**.
4. On the **ADD YOUR MICROSOFT ACCOUNT** screen, sign in with your **MICROSOFT ACCOUNT** and click the **SAVE**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



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



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



- If prompted to allow app to run in the background, choose **ALLOW**.
- 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](#)

Connect

Cancel

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](#)

Connect Cancel

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.

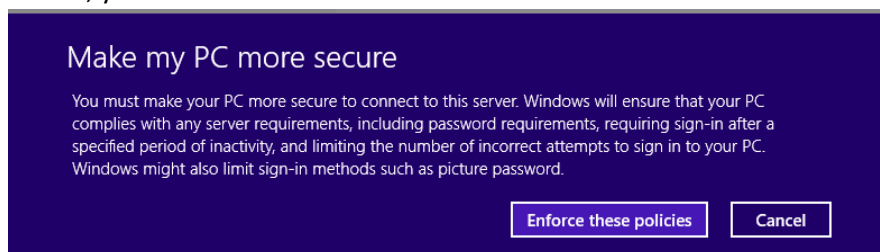
This can happen if you're connecting to a malicious server or if a company uses the same certificate for multiple servers.

We recommend that you cancel.

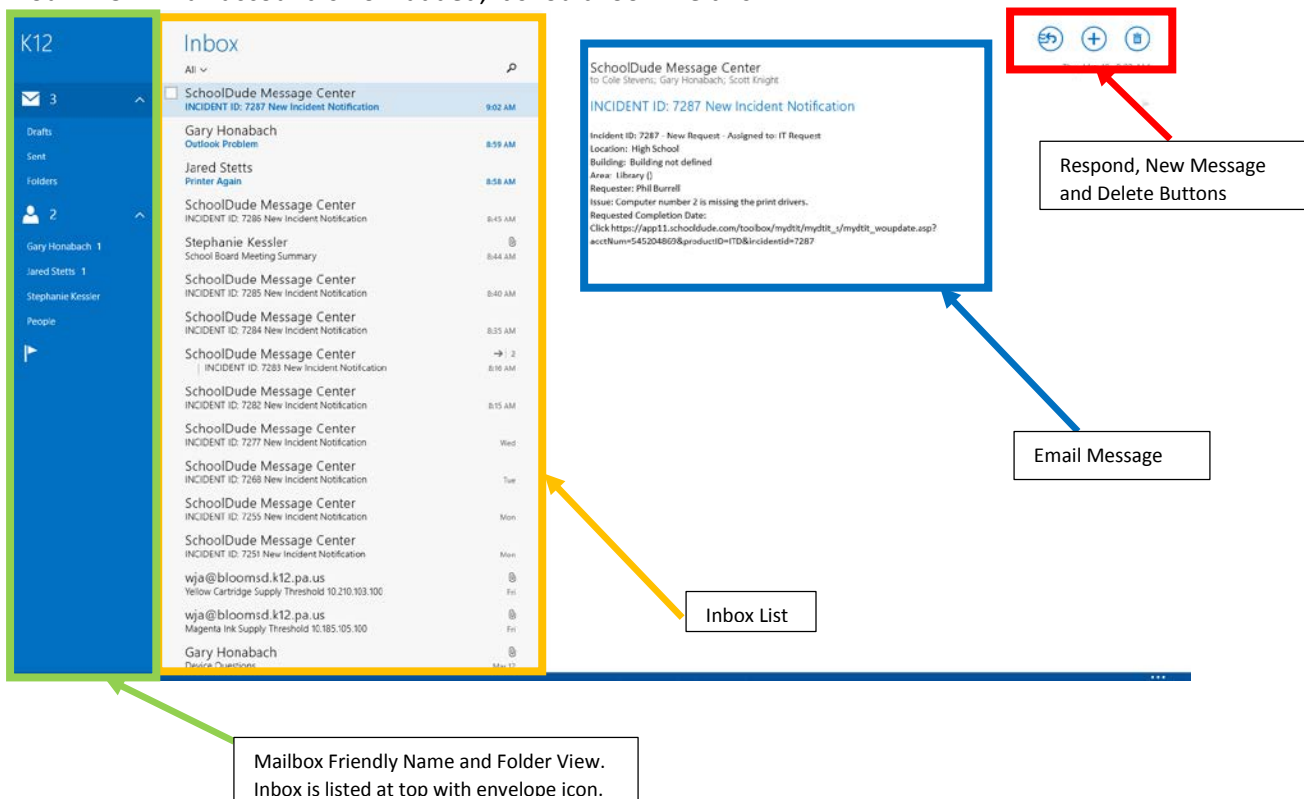
Connect anyway

Cancel

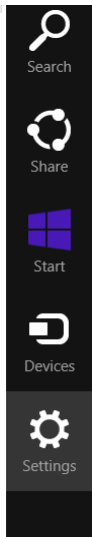
11. On the **MAKE MY PC MORE SECURE** screen, click the **ENFORCE THESE POLICIES** button. If you do not, you will not be able to connect to the BASD Email server.



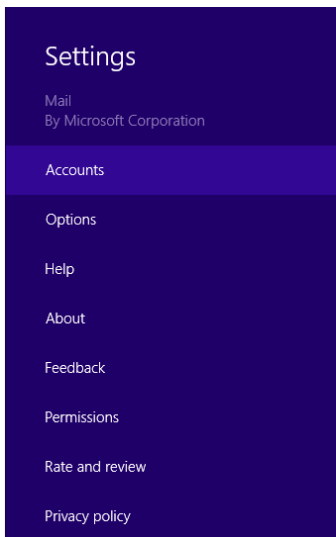
12. Your BASD Email account is now added, it should look like this...



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.

← K12 

Account name

K12

Download new email

As items arrive

Download email from

The last month

Content to sync

☒ Email

☒ Contacts

☒ Calendar

Show email notifications

Email from favorites

Automatically download external images

On

Use an email signature

Yes

Sent from Windows Mail

Send automatic replies

Off

Preferred email address

cstevens@bloomsd.k12.pa.us

Password

••••••••