Windows mail setup

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Set-Up Exchange on Windows 10 mail

1. Select the start button and choose the mail icon on the start screen. If you cannot see this, then use the search bar to find 'Mail'. The Windows 10 application will now open.

2. When you are in the Windows 10 mail application, select the cog on the bottom left of the screen, and then select 'Accounts'.

3. From here, select the Exchange / Office 365 option

4. Enter your email address and password in the next stages and follow the steps

5. The above pop-out box will appear. Select 'Enforce these policies'. And congratulations, you have added your Exchange or Office 365 account to your Windows

10 device!

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