

# Windows Mail

1. Open the Windows Mail app
2. Click on **Accounts** on the left, then click on **Add account** on the right



3. Scroll down and select **Advanced setup**

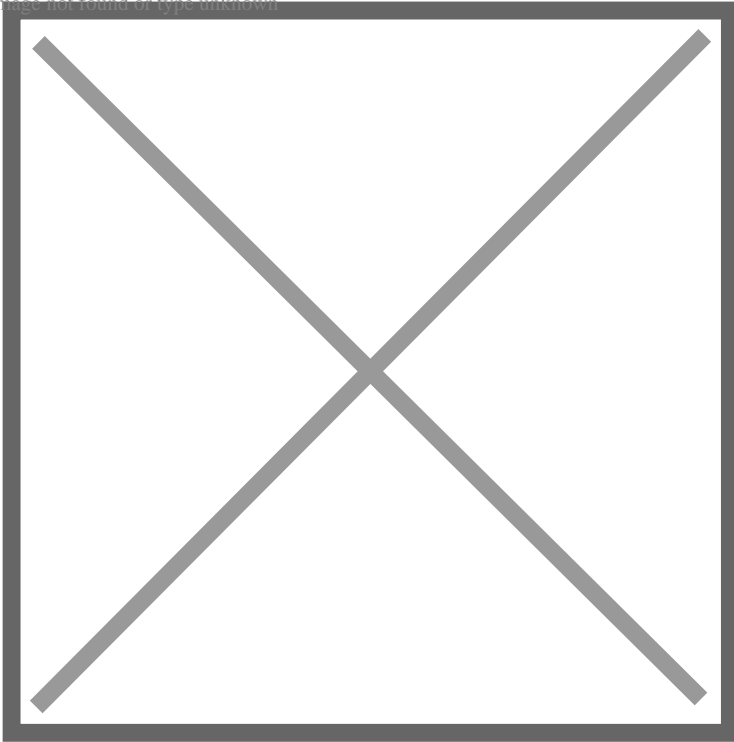


4. Select **Exchange ActiveSync**



5. Fill in the details as follows
  - Email address - **your email address**
  - Password - **your account password**
  - Username - **your email address**
  - Domain - **Leave this blank**
  - Server - **hex.barweb.com.au**
  - Server requires encrypted (SSL) connection - **ticked**
  - Account Name - **This is up to you, eg. Work Email**
6. Click **Sign In**

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7. Click **yes** to the pop up message (*BarWeb does not enforce any security policies*)

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8. Click **Done**

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