

### Set Up an Email Account on Windows 8 Mail

Mail Business accounts can be set up in Windows 8 Mail for email use only. To access your address book, calendar, tasks and drives , please log in to [IONOS Webmail](#).

- Open the Windows 8 Mail App.
- Enter your Microsoft login info and click Save. If you have not yet created a Microsoft account, you can use the Register for a Microsoft Account link.
- On your keyboard, press Windows key + C simultaneously to open the settings.
- In Preferences, click Accounts, and then click Add Account.
- Select Other Account from the list.
- Select IMAP (The Windows 8 mail app does not support POP accounts) and click Connect.
- The input panel for your account data opens. Expand it by clicking Show more details.
- Fill in the fields with your [email account information](#) and the settings for the email servers.



| SETTING  | VALUE                               |
|--|-------------------------------------|
| E-mail address   | Your full IONOS email address       |
| Username   | Your full IONOS email address       |
| Password   | The password for your email account |
| Incoming (IMAP) email server                                 | imap.ionos.co.uk                    |
| Incoming server requires SSL                                 | Checked                             |
| Outgoing (SMTP) email server                                 | smtp.ionos.co.uk                    |
| Outgoing server requires SSL                                 | Checked                             |
| Outgoing server requires authentication                      | Checked                             |
| Use the same username and password to send and receive email | Checked                             |

Click Connect when you are finished.

