Setup King Student email with Windows 10 Mail Client

Click in Cortana and type “mail”. Select Mail in the search to open the Windows 10 Mail client.
Click “Get started”

Click “Add account”
Scroll down and click “Advanced setup”

Choose an account

- Microsoft account
- Outlook.com
  Outlook.com, Live.com, Hotmail, MSN
- Exchange
  Exchange, Office 365
- Google
- Yahoo! Mail
- iCloud
- Other account
  POP, IMAP

Click “Internet email”

Advanced setup
Choose the kind of account you want to setup. If you’re not sure, check with your service provider.

Exchange ActiveSync
Includes Exchange and other accounts that use Exchange ActiveSync.

Internet email
POP or IMAP accounts that let you view your email in a web browser.
Input the required information like below:

Internet email account

Account name
Your King student email: @student.king.edu

Your name

Your Name: {your name}
We'll send your messages using this name.

Incoming email server
Outlook.office365.com: outlook.office365.com

Account type
Choose IMAP4: IMAP4

Email address
Your King student email: @student.king.edu

User name
Your King student email: @student.king.edu
Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password
Your King portal password: ********

Outgoing (SMTP) email server
smtp.office365.com: smtp.office365.com

All checked
✓ Outgoing server requires authentication
✓ Use the same user name and password for sending email
✓ Require SSL for incoming email
✓ Require SSL for outgoing email

Cancel  Sign in
Your King student email account has now been setup. Click “Done”.

All done!
Your account was set up successfully.

Email: @student.king.edu

Click “Ready to go” to start accessing your email account.
Your King student email is now working!