



Activ8me Windows 10 Mail Setup

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Activ8me Windows 10 Mail Setup

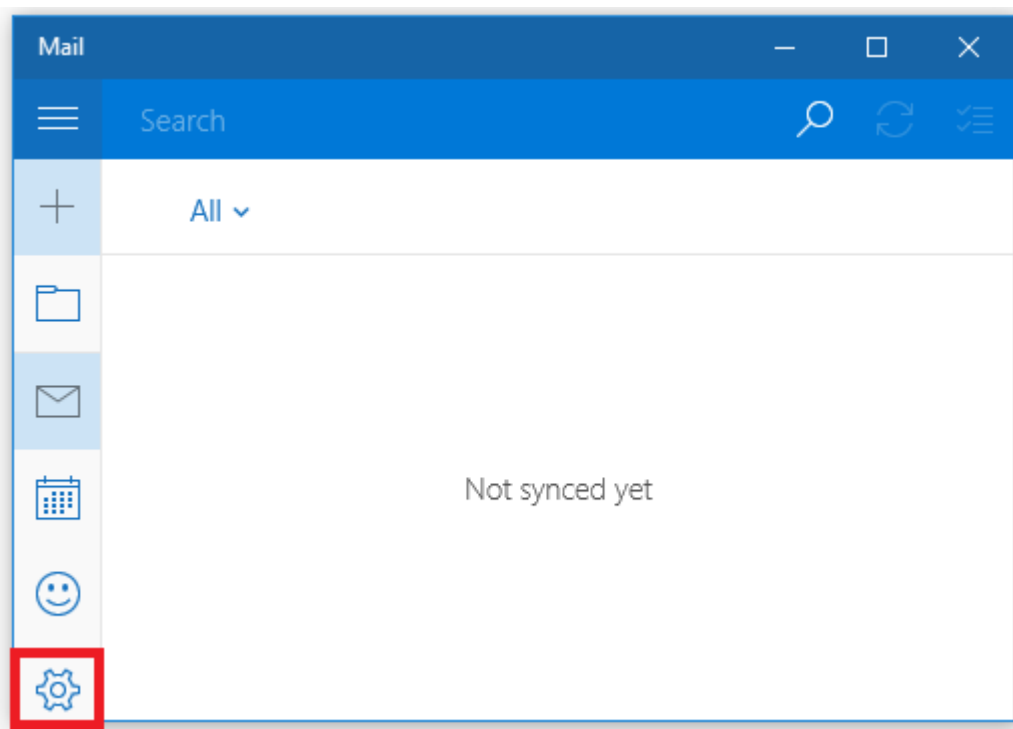
Windows 10 Mail

New Email Setup

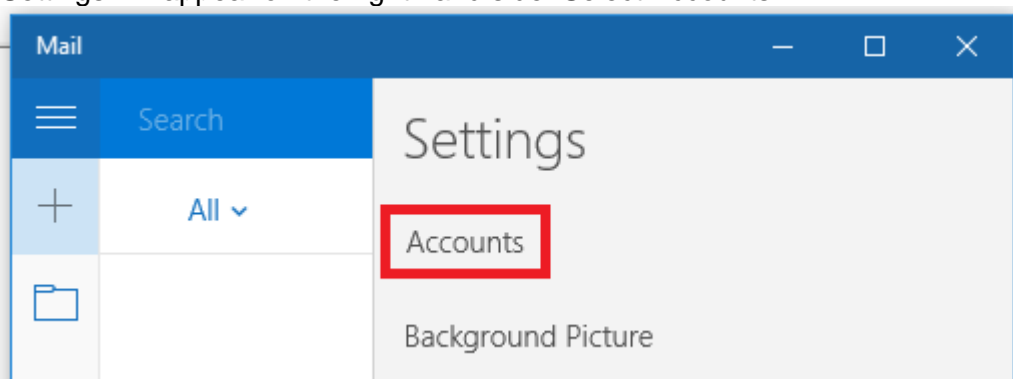
Open "Mail" the default email client on Windows 10.

If opening for the first time you will be presented with an email configuration wizard. If this is the case skip to [advanced set-up](#)

Otherwise click on the cog settings button towards the bottom of the program.



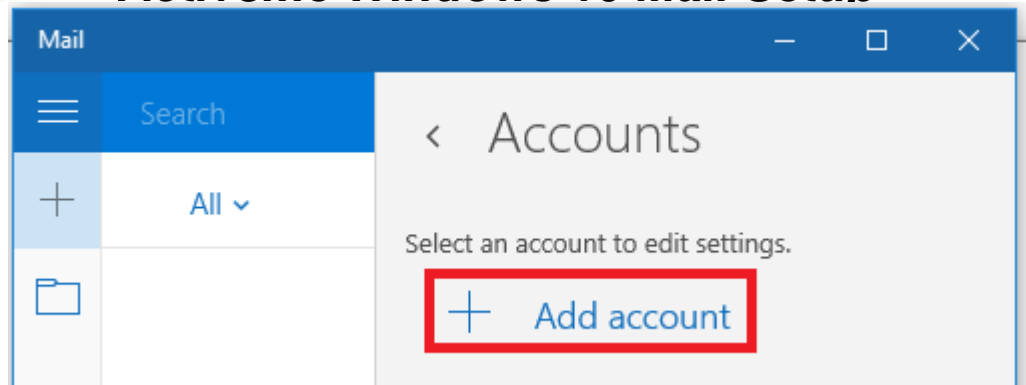
Settings will appear on the right hand side. Select Accounts.





Activ8me Windows 10 Mail Setup


Select the option
"+ Add account"



When asked to choose an account, select the "Advanced set-up" option.

You may need to scroll to the bottom if the option isn't visible by default.

Choose an account

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

Advanced set-up

Within Advanced set-up select the "Internet Email" option.

Choose the kind of account you want to set up. 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.



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This screen is where you must type all the required configuration for the email client.

Account name: Activ8me or the Customers email address/name

Your name: The name which will be shown on outgoing emails

Incoming email server: mail.activ8.net.au

Account type:
Either POP3 or IMAP4. Customer can select which option they want.

POP will download emails from our server to the device.

IMAP will mirror what's on the Activ8me webmail.

Username:
The username must be the full email address. If the email domain isn't specified then outgoing email will not send.

Password:
The customers email account password.

Outgoing server required authentication must be ticked

Use the same username and password for sending email must be ticked

Require SSL for incoming email can be unticked

Require SSL for outgoing email can be unticked

Once filled in click the Sign-In button

Internet email account

Account name

Activ8me

Your name

We'll send your messages using this name.

Incoming email server

mail.activ8.net.au

Account type

POP3

Username

@activ8.net.au

Password

••••••••

Outgoing (SMTP) email server

mail.activ8.net.au

- Outgoing server requires authentication
- Use the same username and password for sending email
- Require SSL for incoming email
- Require SSL for outgoing email

Cancel

Sign-in



Activ8me Windows 10 Mail Setup

Email configuration is now complete.

Click the “Done” button to be taken back to the Mail inbox.

All done!

Your account was set up successfully.

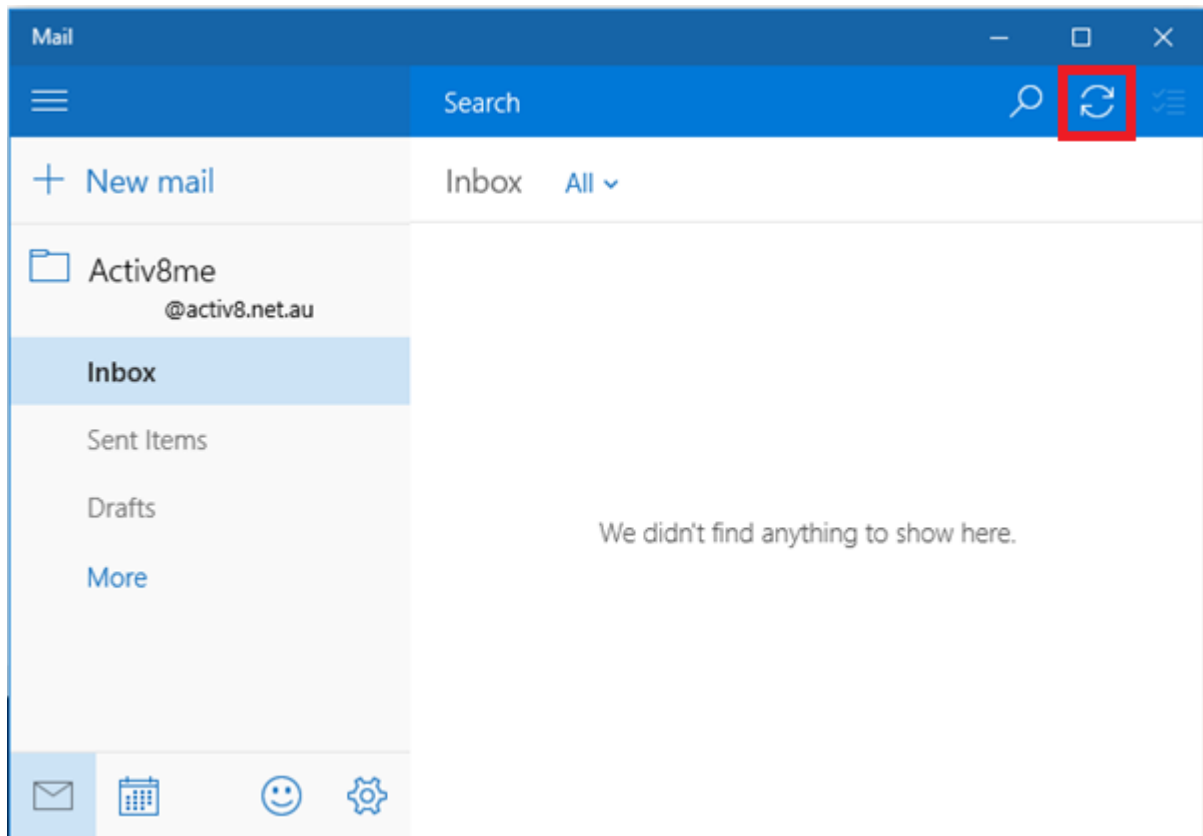


@activ8.net.au

Done

Below is a screenshot of the newly configured account.

Click the “Sync” button on the top right to bring any new emails in from the server.



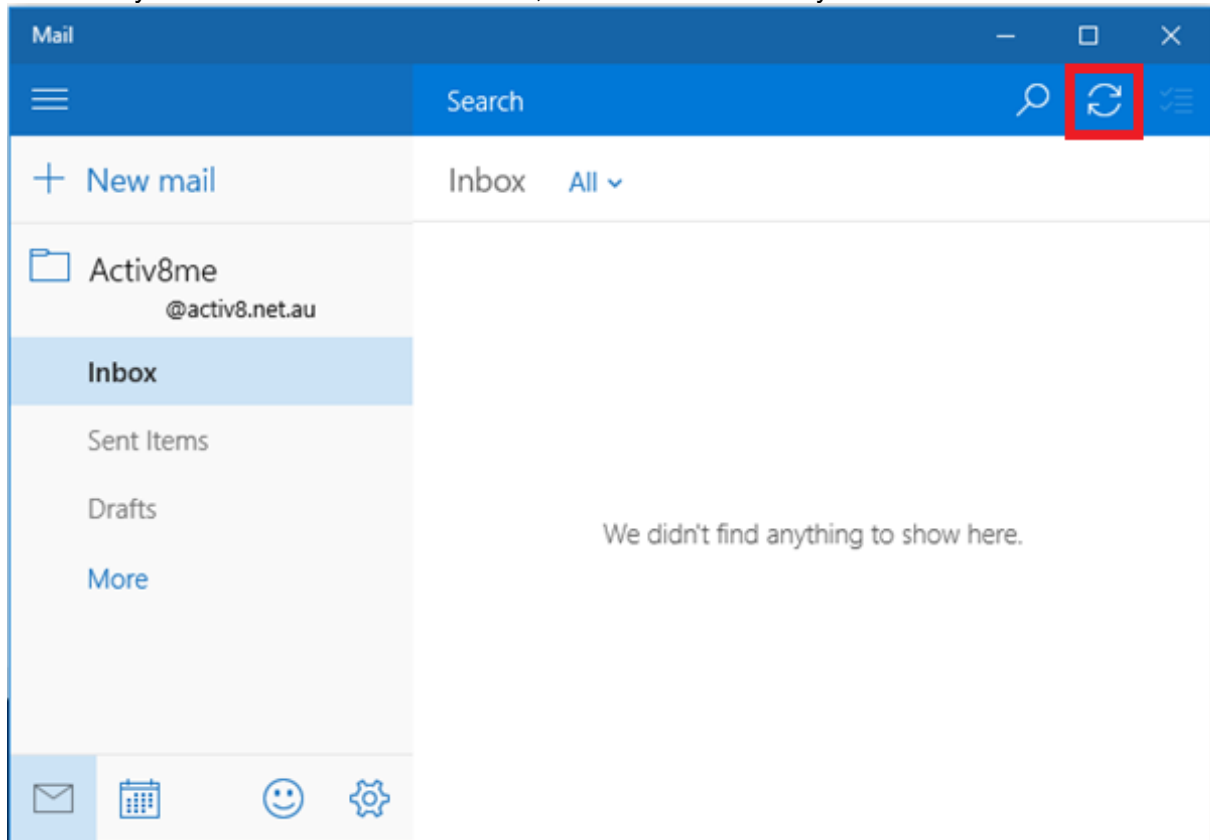


Activ8me Windows 10 Mail Setup

Syncing Email or Send/Receive

On the top right of the Mail program there is a "Sync" button. See the below screenshot.

This will sync Mail with Activ8me servers, send and receive any new emails.

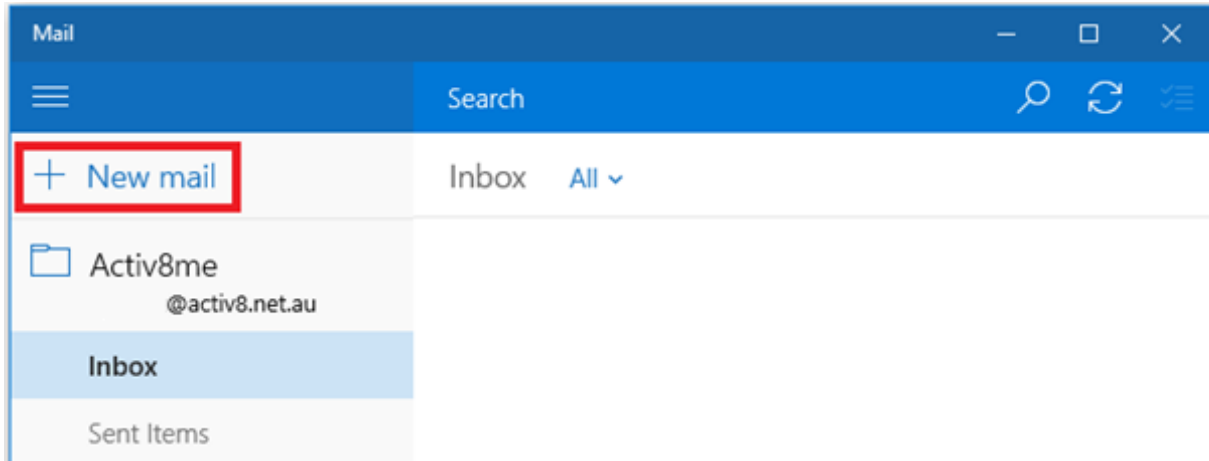




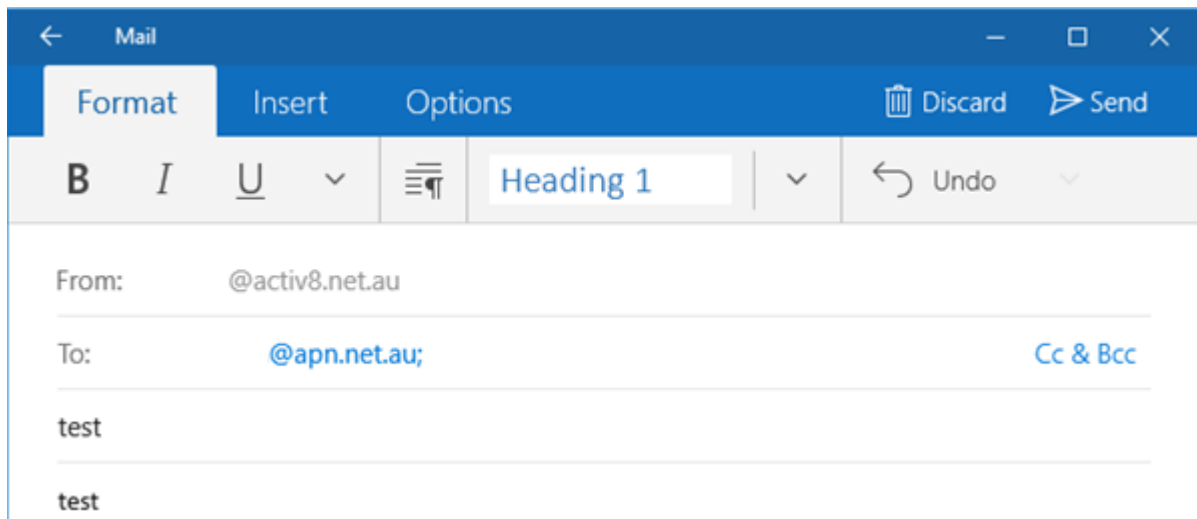
Activ8me Windows 10 Mail Setup

Sending Email

To send a new email click on the “+ New mail” button on the left.



Enter the “To” address, subject, email content then click the Send button on the top right.



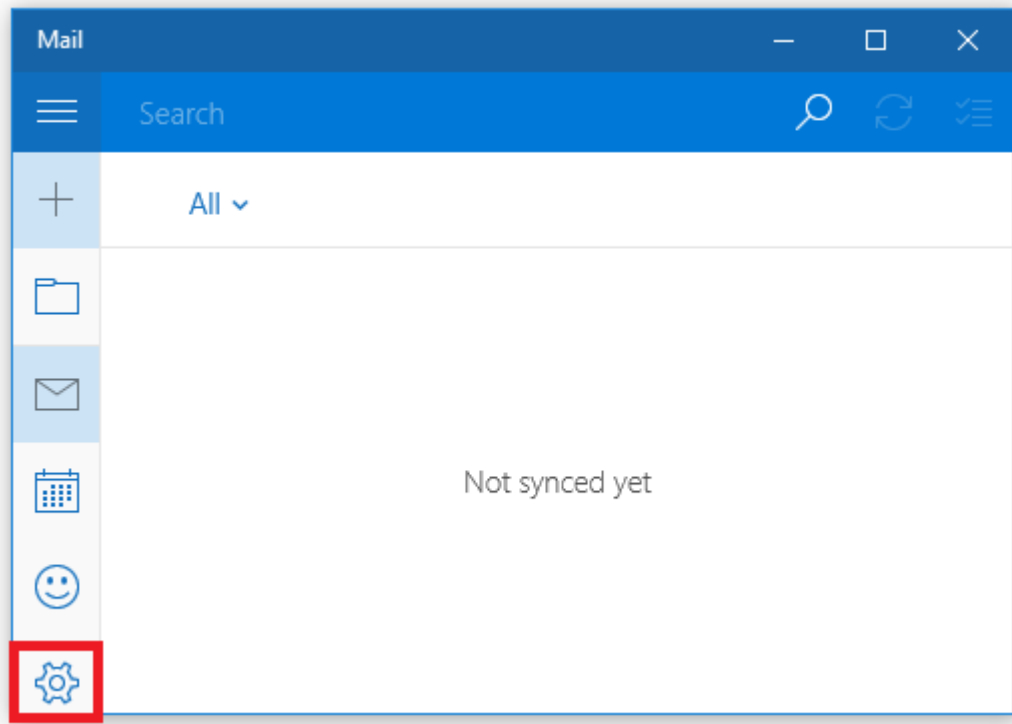
If required click “Sync” again.



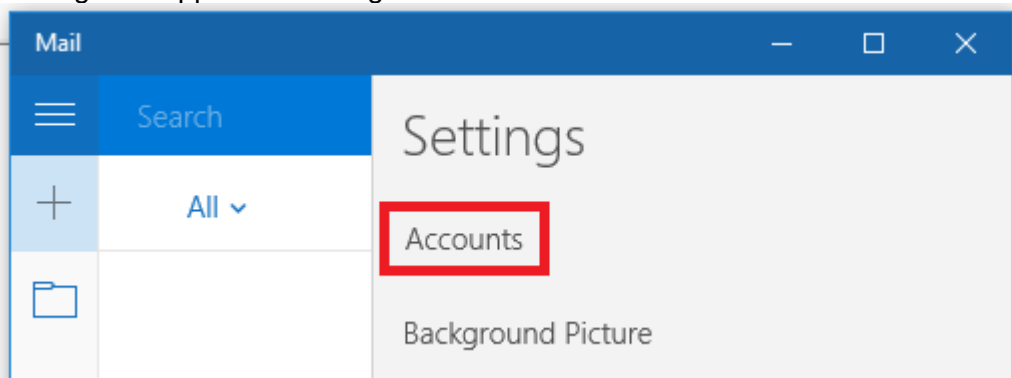
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Troubleshooting Configuration

To check or modify an email account which is already setup click on the cog settings button towards the bottom of the program.



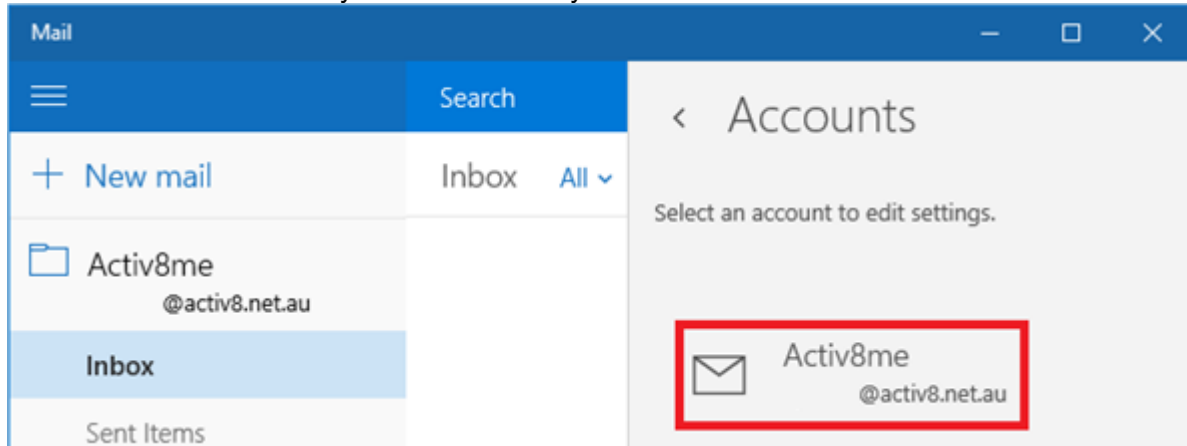
Settings will appear on the right hand side. Select Accounts.





Activ8me Windows 10 Mail Setup

Select the account which you want to modify.



The email account settings will display as shown on the screenshot.

Password for the incoming connection can be modified here.

Account name can be changed if the customer wishes.

Change mailbox sync settings displays further configuration options for the email account.

Delete account will permanently remove the email account from Mail.

Activ8me account settings



@activ8.net.au

Password

Account name

Change mailbox sync settings

Options for syncing email, contacts and calendar.

Delete account

Remove this account from your device.

IF THE ACCOUNT IS USING POP3 ALL EMAILS WILL BE DELETED AND CANNOT BE RECOVERED.



Activ8me Windows 10 Mail Setup

Select "Change mailbox sync settings" to access the configuration options.

Account Sync Settings

Download new email dropdown menu allows you to select how often a sync is automatically completed.

By default the email account will automatically sync every 2 hours.

Always download full message and internet images can be selected by the customer.

Download email from can be selected by the customer

Your name can be selected by the customer

Sync options for email should be turned on. If turned off the customer will be unable to send/receive email from the email account.

Advanced mailbox settings aren't shown by default. Click on this button to display further settings.

Advanced options should be set as follows:

Incoming email server:
mail.activ8.net.au

Outgoing email server:
mail.activ8.net.au

Outgoing server required authentication must be ticked

Use the same username and password for sending email must be ticked

Require SSL for incoming email can be unticked

Require SSL for outgoing email can be unticked

Activ8me sync settings

Download new email

based on my usage

If you get a lot of mail one day or don't check your account for a few days, we'll change your sync settings accordingly to save you data and battery.

Currently syncing: every 2 hours

Always download full message and Internet images

Download email from

the last 3 months

Your name

ApnTest

We'll send your messages using this name.

Sync options

Email

On

Advanced mailbox settings

Incoming and outgoing mail server info

Done

Cancel

Incoming email server

mail.activ8.net.au

Outgoing (SMTP) email server

mail.activ8.net.au

Outgoing server requires authentication

Use the same username and password for sending email

Require SSL for incoming email

Require SSL for outgoing email

Done

Cancel