



Setup Email in Windows 8 Mail

IMAP Setup:

1. Launch your Email App
 - a. Press the **WINDOWS** key on your keyboard to access the Windows 8 Start menu
 - b. Select **Mail**
2. Add an email account
 - a. Once the Mail app has loaded, press the **WINDOWS** key and the "i" key on your keyboard simultaneously to bring up the settings menu
 - b. Select **Accounts**
 - c. Click **Add an Account**
 - d. Select **Other account**
 - e. Select **IMAP**
 - f. Select the option to **Show more details**
3. Enter account settings
 - a. Email address: *Your rfnow email address*
 - b. Username: *Your rfnow email address*
 - c. Password: *Your rfnow email password*
 - d. Incoming (IMAP) email server: **mail.rfnow.com**
 - i. Port: **993**
 - e. Incoming server requires SSL: **Yes**
 - f. Outgoing (SMTP) email server: **smtp.rfnow.com**
 - i. Port: **587**
 - g. Outgoing server requires SSL: **Yes**
 - h. Outgoing server requires authentication: **Yes**
4. Click **Connect**