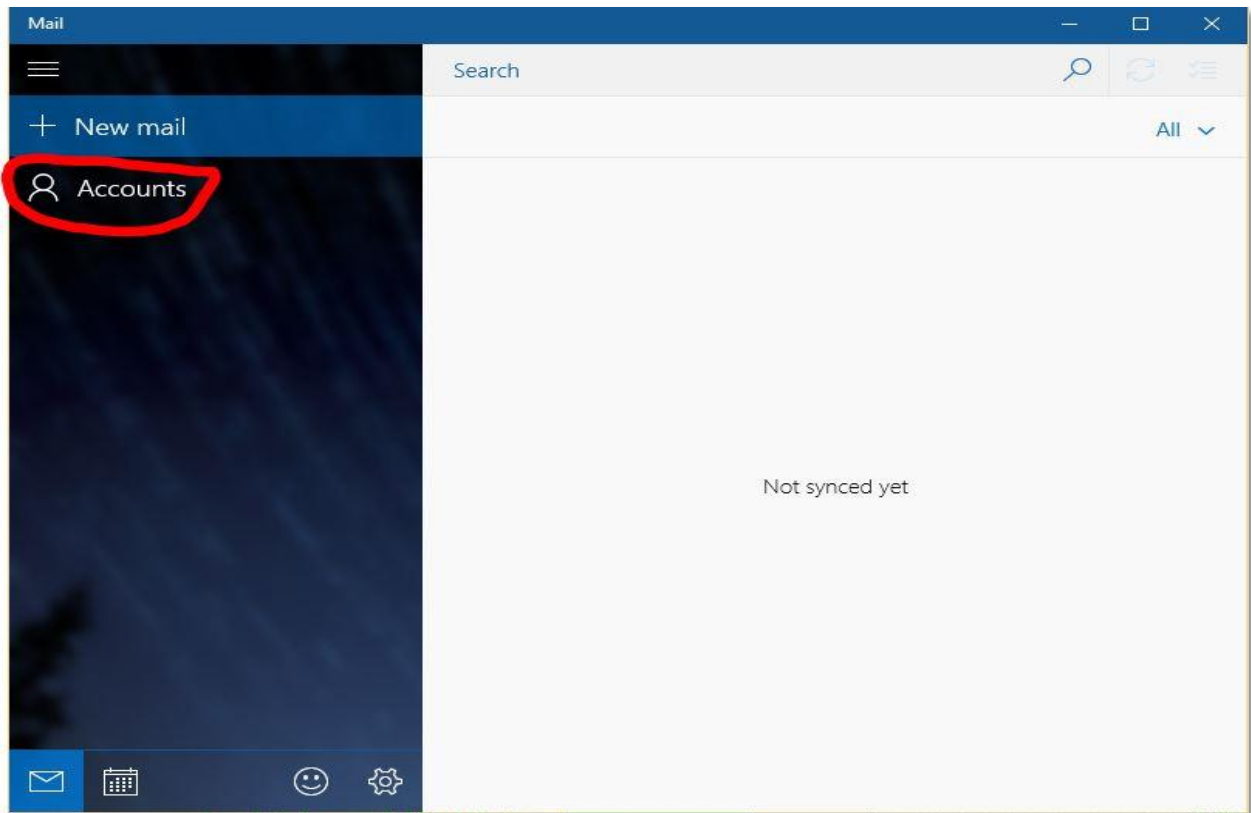
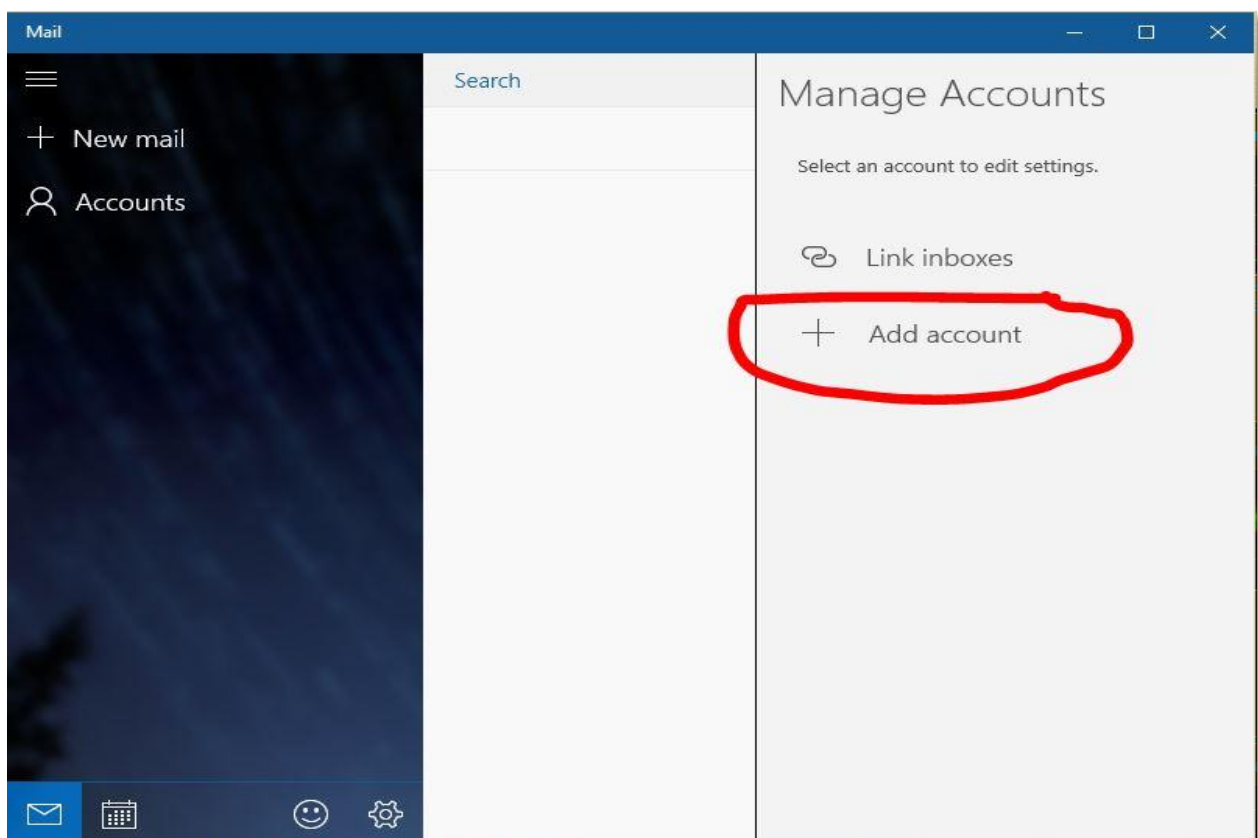


Windows 10 Mail Setup

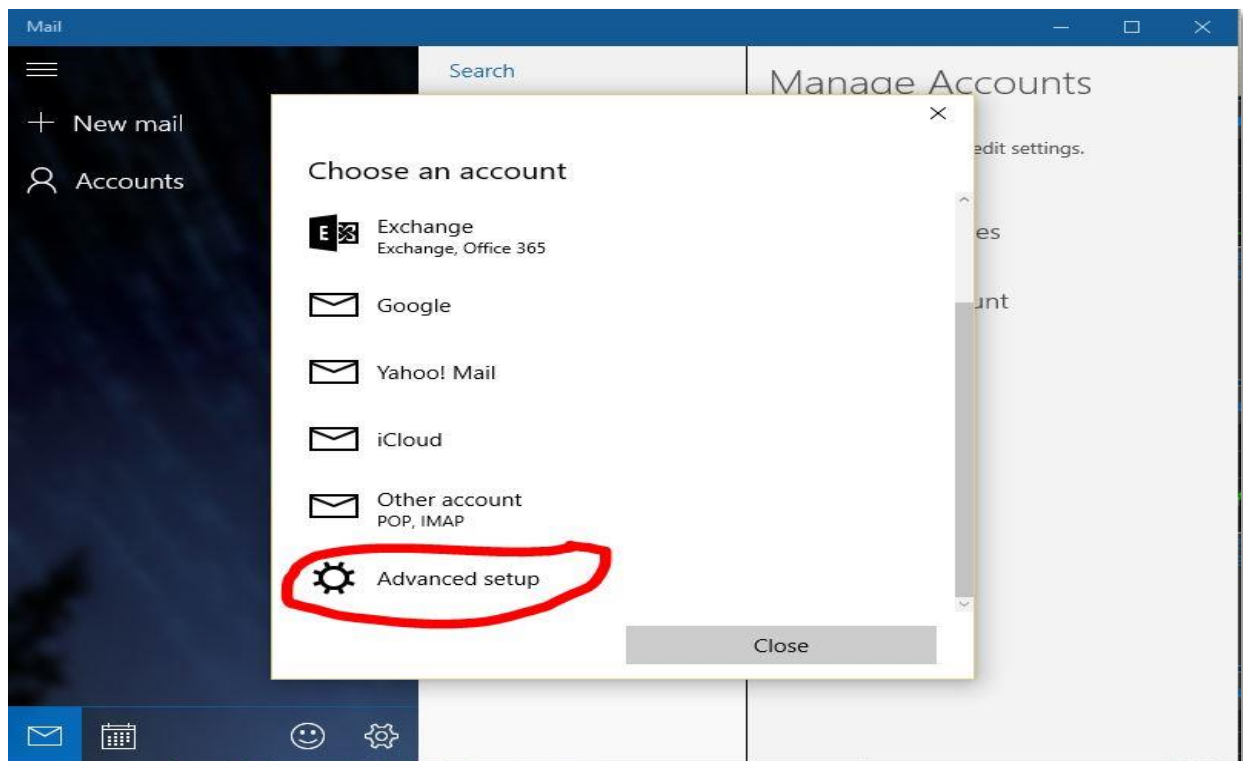
1. Go to Mail (Windows App)
2. Click on **Accounts** in Mail



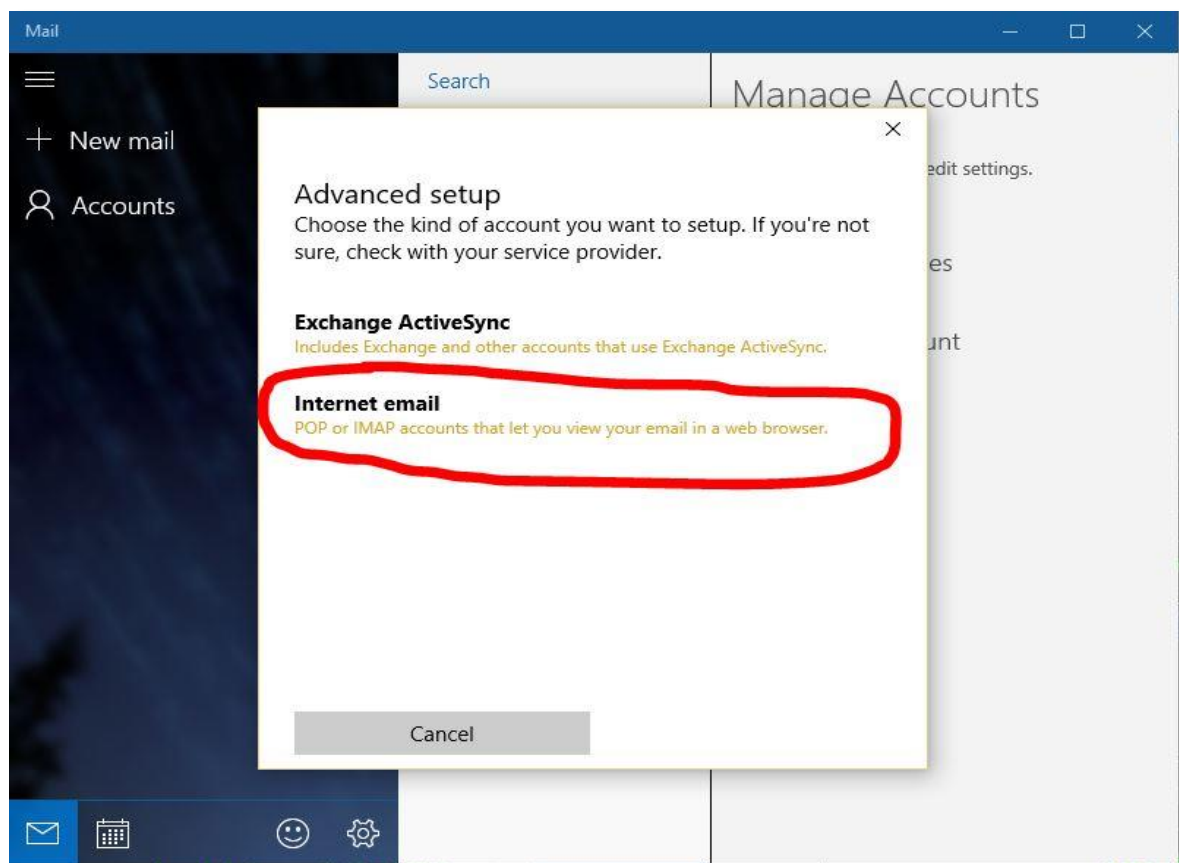
3. Click on **Add Account**



4. Click on **Advanced setup**



5. Click on **Internet email**



6. Input all the following information needed

Incoming email server: **liham.gov.ph**

Outgoing email server: **liham.gov.ph**

Account type: **IMAP4**

Mail

≡

+ New mail

👤 Accounts

Internet email account

Account name

postmaster@icto.dost.gov.ph

Your name

postmaster@icto.dost.gov.ph

We'll send your messages using this name.

Incoming email server

liham.gov.ph

Account type

IMAP4

Email address

postmaster@icto.dost.gov.ph

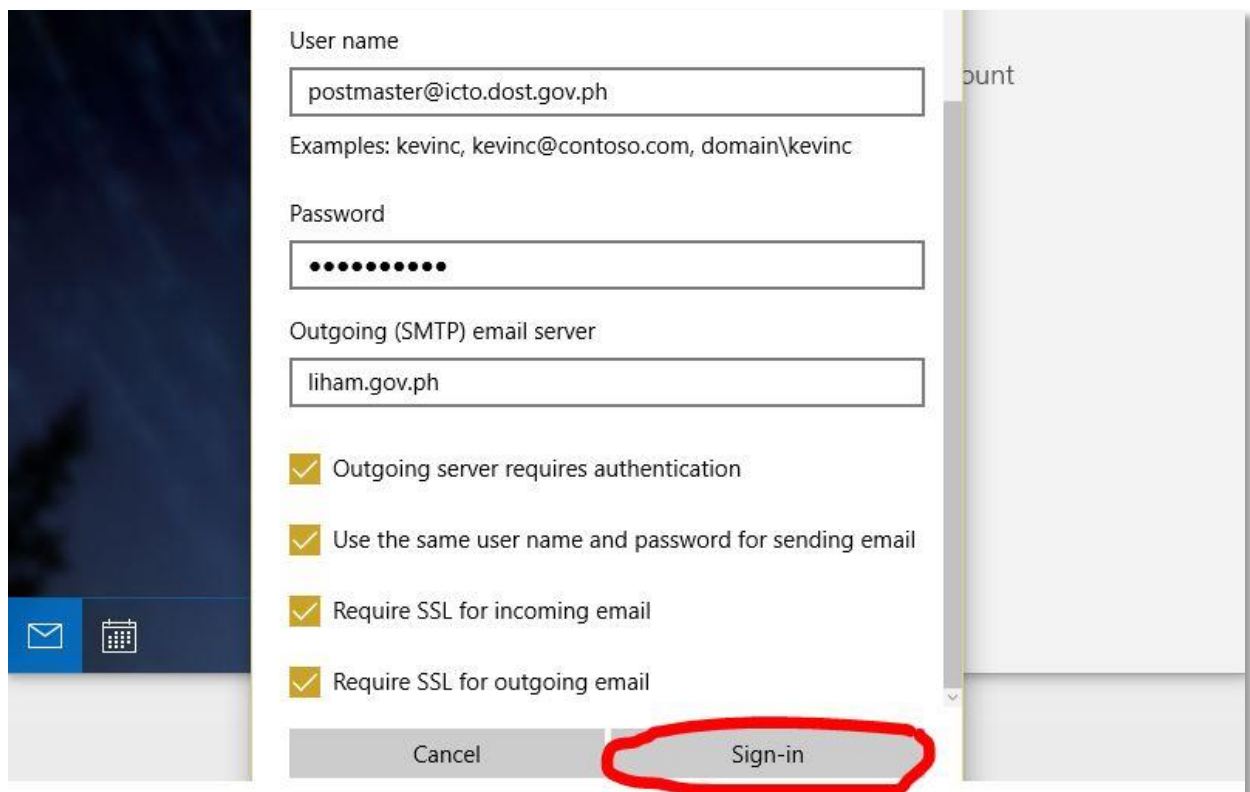
User name

postmaster@icto.dost.gov.ph

Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password

7. After completing all the fields, click **Sign-in**



This screenshot shows the Outlook account setup dialog box. The 'User name' field contains 'postmaster@icto.dost.gov.ph'. Below it, examples are listed: 'Examples: kevinc, kevinc@contoso.com, domain\kevinc'. The 'Password' field is masked with dots. The 'Outgoing (SMTP) email server' field contains 'liham.gov.ph'. Four checkboxes are checked: 'Outgoing server requires authentication', 'Use the same user name and password for sending email', 'Require SSL for incoming email', and 'Require SSL for outgoing email'. At the bottom, there are 'Cancel' and 'Sign-in' buttons. The 'Sign-in' button is highlighted with a red oval.

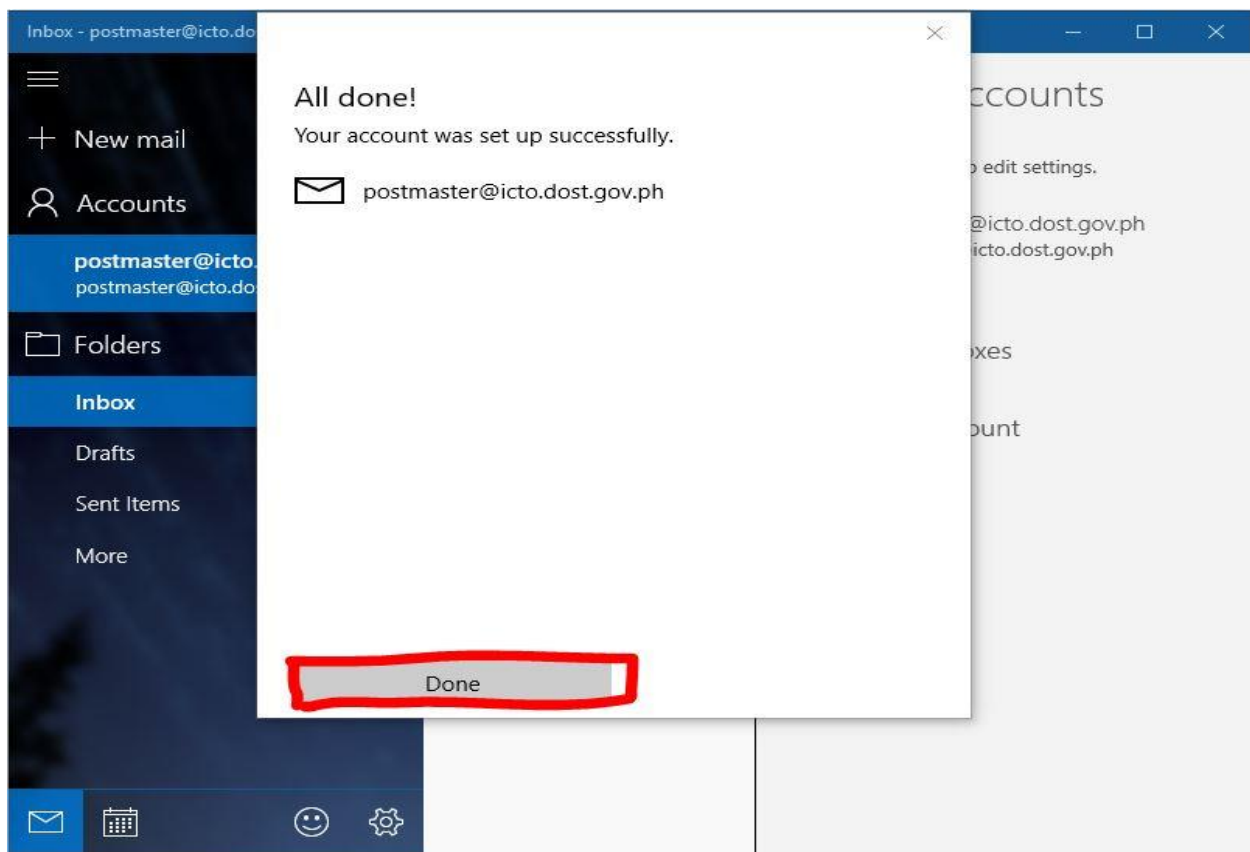
User name
postmaster@icto.dost.gov.ph
Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password
.....

Outgoing (SMTP) email server
liham.gov.ph

- ☒ 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



8. Click Sync

