

# Windows Mail

Windows 8 and higher support email, contacts and calendar via Exchange ActiveSync.

1. Open the *Mail* app.
2. If you have not previously used Mail, you can click *Add Account* in the main window. Proceed to step 4.
3. Click *Accounts* in the sidebar on the left, then click *Add Account* on the far right.
4. Select *Exchange*.
5. Enter your email address ( ) and click *Next*.
6. Enter your password and click *Log in*.

Once you have set up the Mail app, you can also use the People and Calendar apps.