

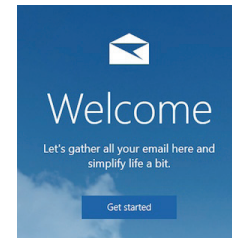
Spartan 365 Email (spartanmail): Windows 10 Mail Setup Using Exchange

This article details how to configure Windows 10 Mail for use with an MSU Spartan 365 Email account using an Exchange connection, which is the recommended option. (Please note that our primary support for is for the current version of Microsoft Outlook).

Step 1: First-Run Mail Setup

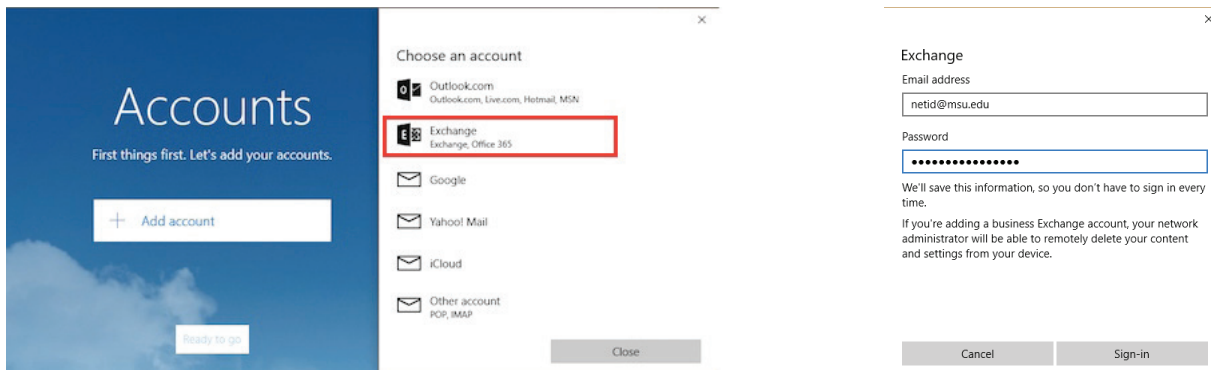
After opening the Mail app, select Get started on the welcome page.

Note: If you have already set up or tried setting up an account, you can add another account when in the app by selecting Settings (The gear icon in the bottom left), then select Accounts, then select + Add Account



Step 2: Adding a New Account

Select Add Account, then select Exchange from the account list.



Step 3: Adding a New Account (Continued)

On the new screen, type in your MSU email address in the email address field, then select next.

Type your MSU email password in the password field, then select Sign-in.

Step 4: Complete Setup

Your account is now set up, and your page should show as shown below. Select Done, then select Ready to go to complete the setup process.

Missing Email

Note: By default, the Mail app only downloads the past month's worth of mail to inbox and other folders. To change this, do the following steps.

1. Select Settings (The gear icon)
2. Select Accounts from the Settings list, then select your Msu account from the list, and select Change mailbox sync settings.
3. Find the Download email from menu item, and change the time frame to the desired number. Using the time frame any time will load all of your email.

