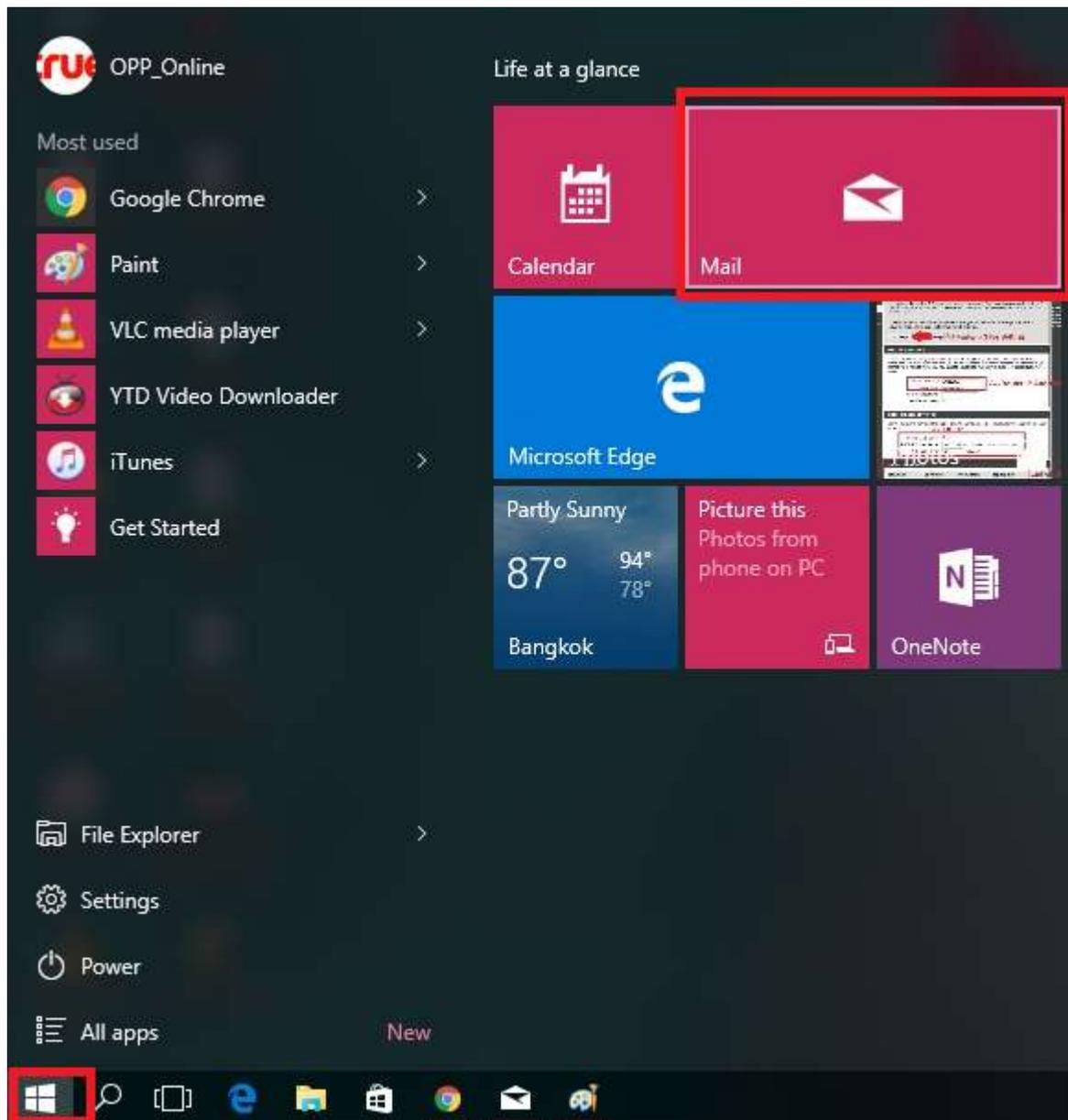
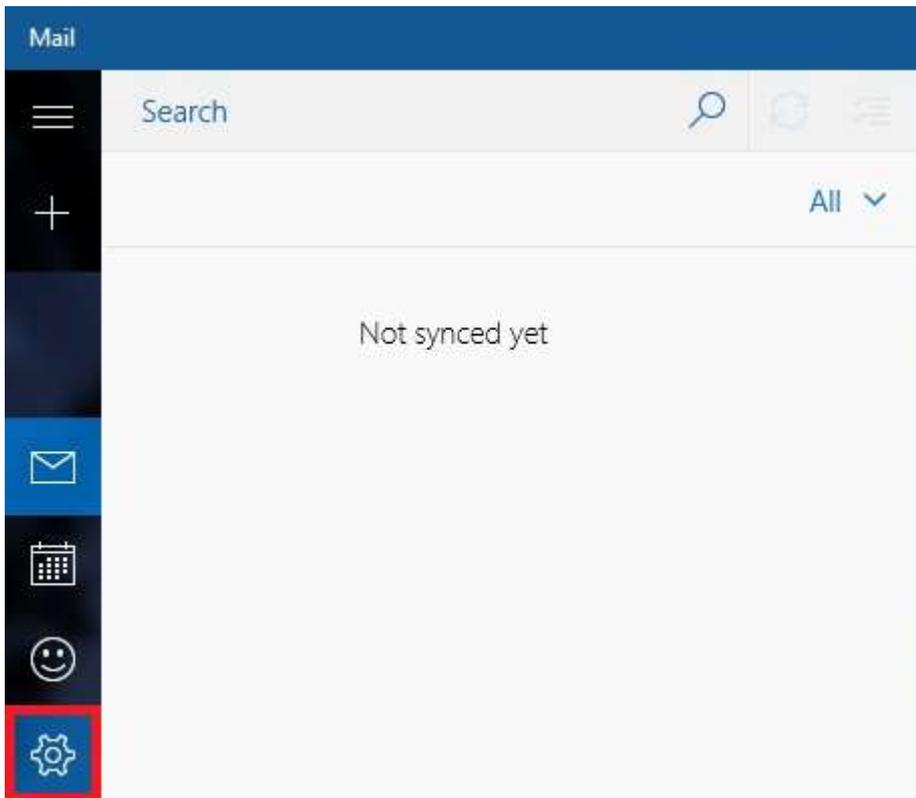


Set up Truemail account on Windows 10

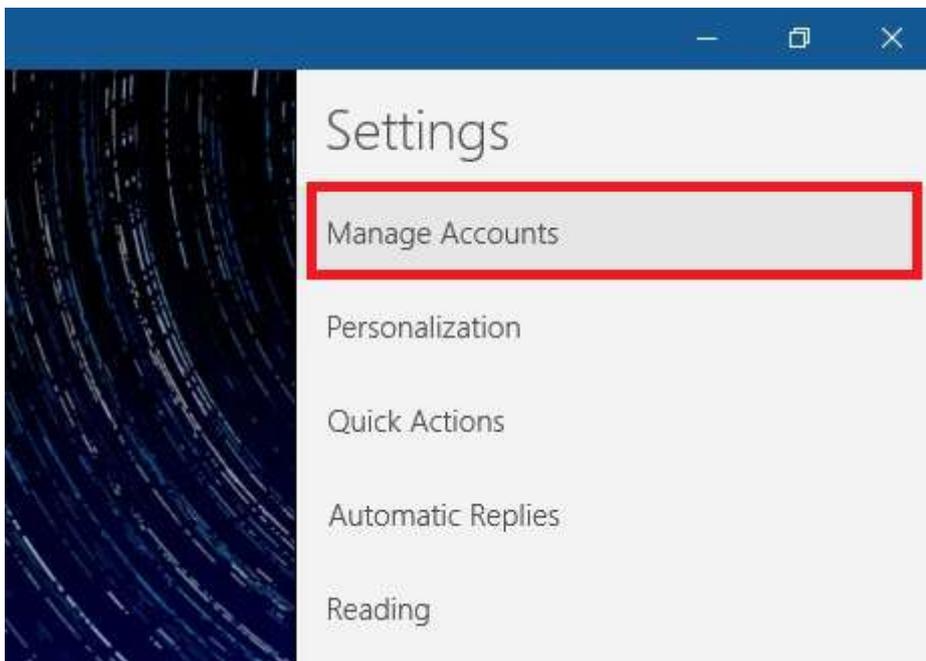
1. At Home screen, click Windows icon (bottom left) and select Mail



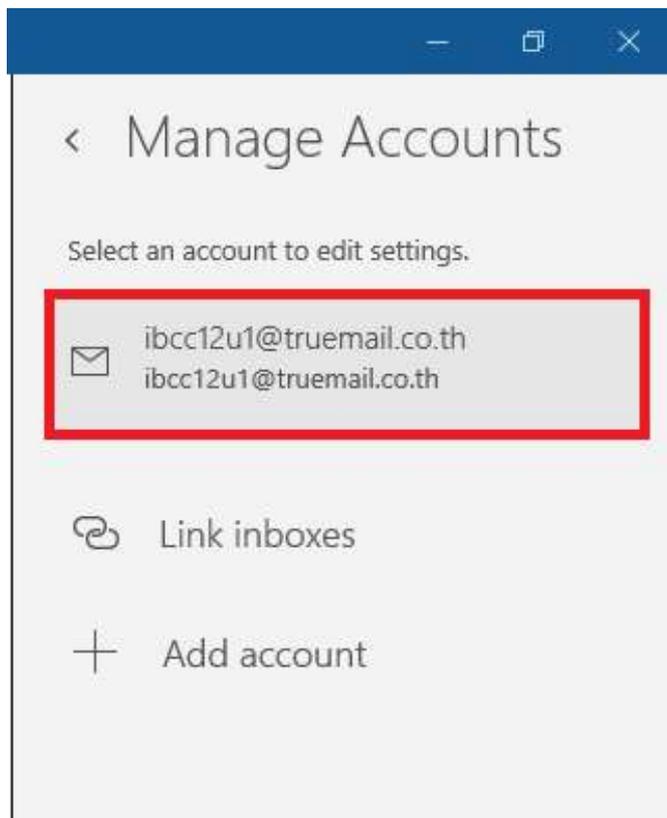
2. At Mail page, select gear sign (bottom left)



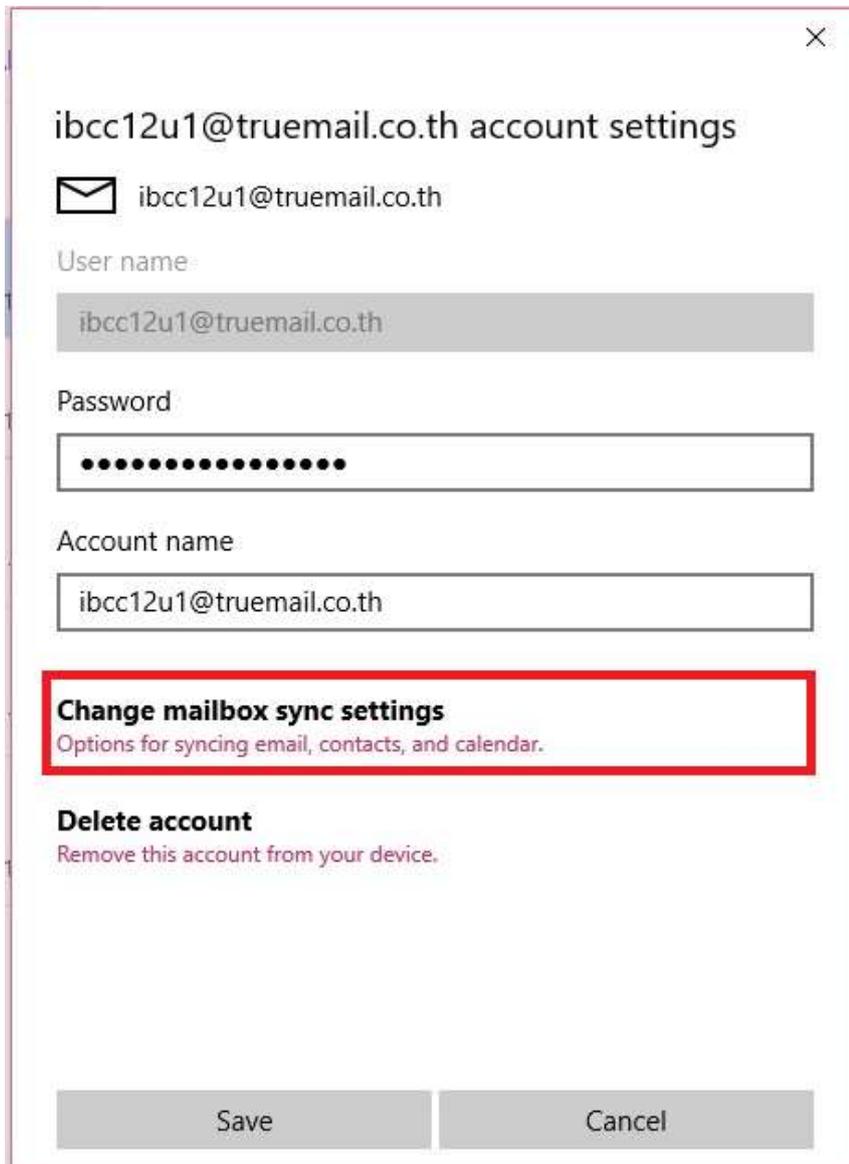
3. Settings → Manage Accounts



4. Choose preferred Truemail



5. Check whether the [Password] and [Account name] is correct and then choose [Change mailbox sync settings] to set up more about Sync Mail



ibcc12u1@truemail.co.th account settings

 ibcc12u1@truemail.co.th

User name

ibcc12u1@truemail.co.th

Password

.....

Account name

ibcc12u1@truemail.co.th

Change mailbox sync settings
Options for syncing email, contacts, and calendar.

Delete account
Remove this account from your device.

Save Cancel

6. Sync Mail set up as follows:

- **Download new email** : drop down options are
 - based on my usage : Default every 2 hours
 - every 15 minutes
 - every 30 minutes
 - hourly
 - every 2 hours
 - manually : must press Refresh to Sync email

ibcc12u1@truemail.co.th sync settings

Download new email

- based on my usage
- every 15 minutes
- every 30 minutes
- hourly
- every 2 hours
- manually

the last 3 months

Your name

CTCC

We'll send your messages using this name.

Sync options

Email

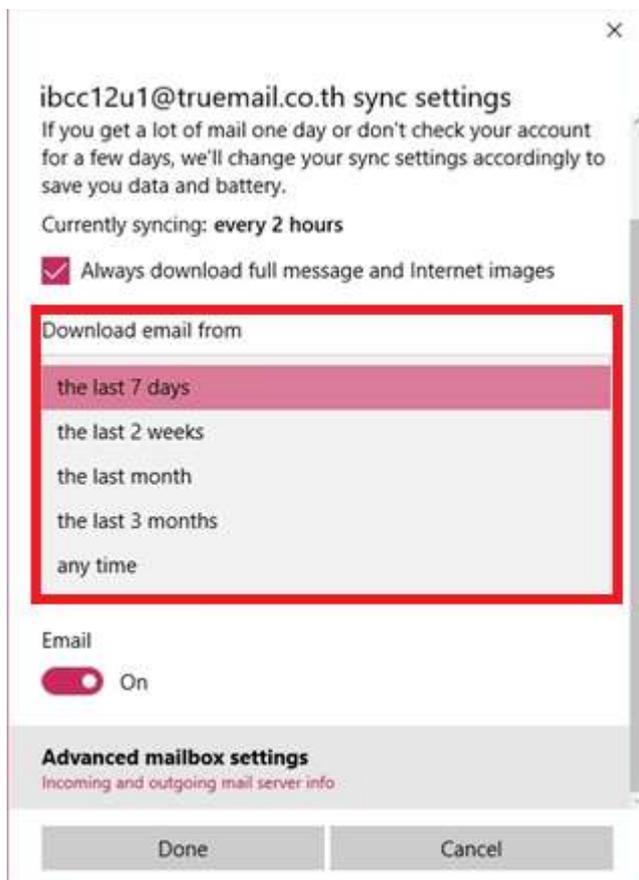
On

Done Cancel

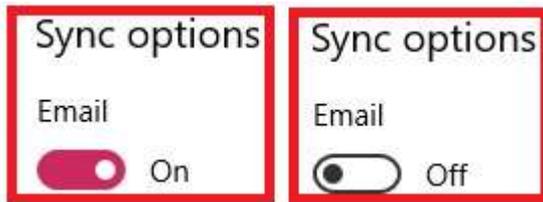
- **Always download full message and internet images**, place a check mark

- Always download full message and Internet images

- **Download email from** : drop down options are
 - the last 7 days
 - the last 2 weeks
 - the last month
 - the last 3 months
 - any time



- **Sync options** :
 - If choose **On**, program will Sync email according to Download new email and Download email from
 - If choose **Off**, program will not Sync anything, must press Refresh to Sync email



7. Click Advanced mailbox settings, you'll find Incoming / Outgoing email server, check the settings and then press Done

