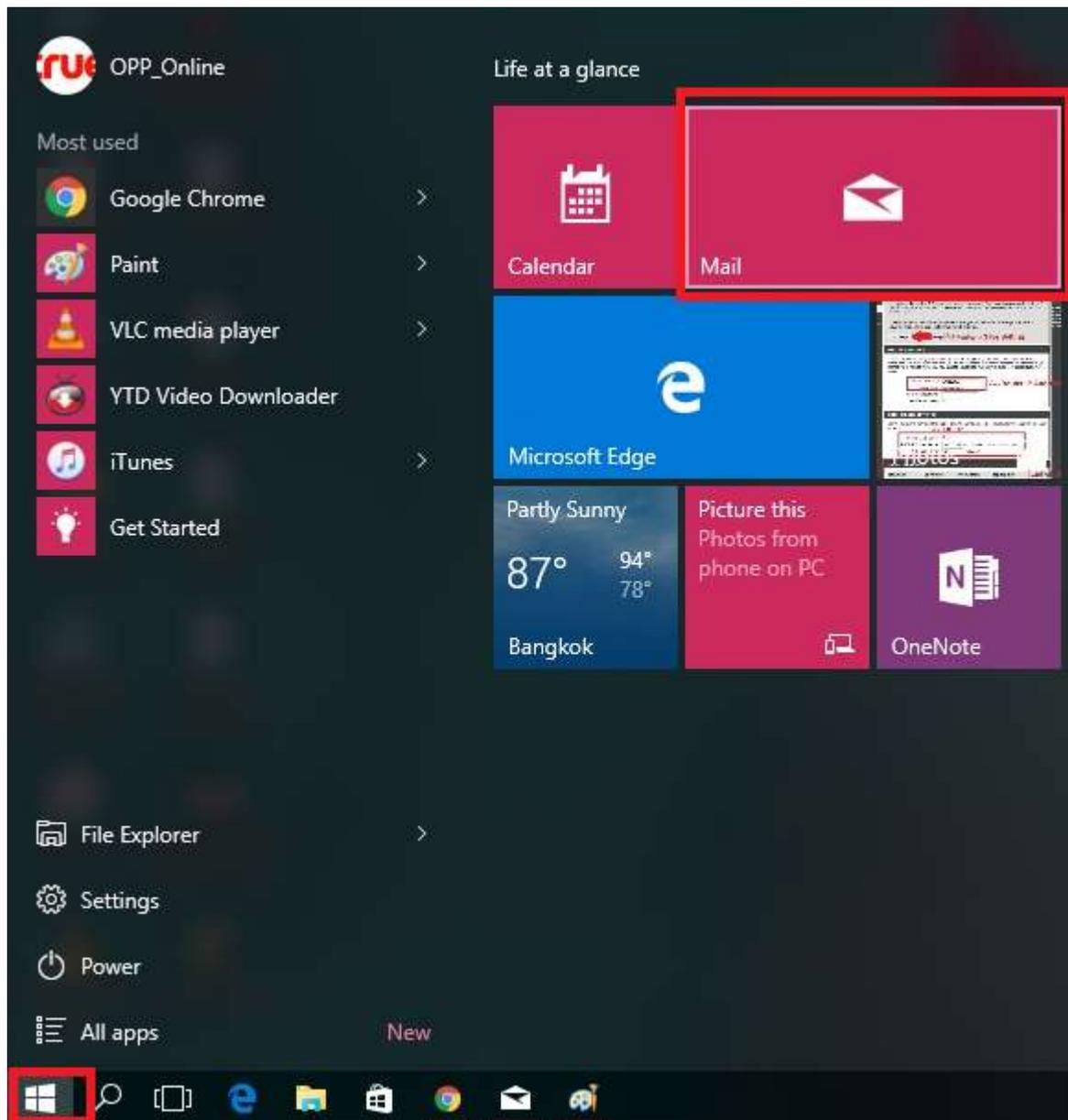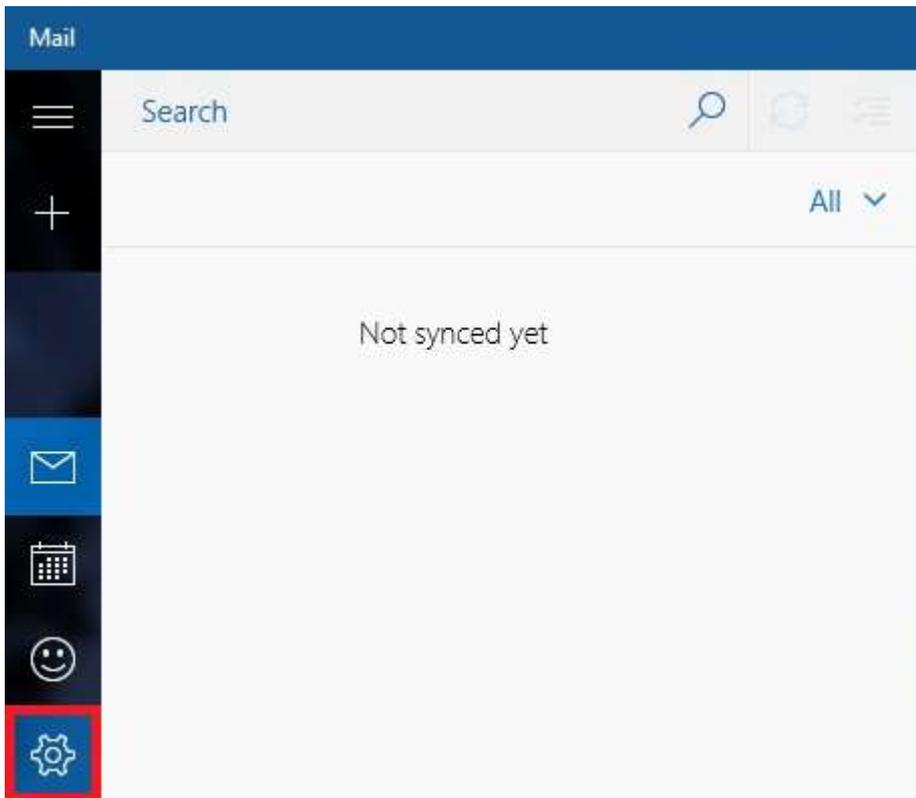# Set up Truemail account on Windows 10
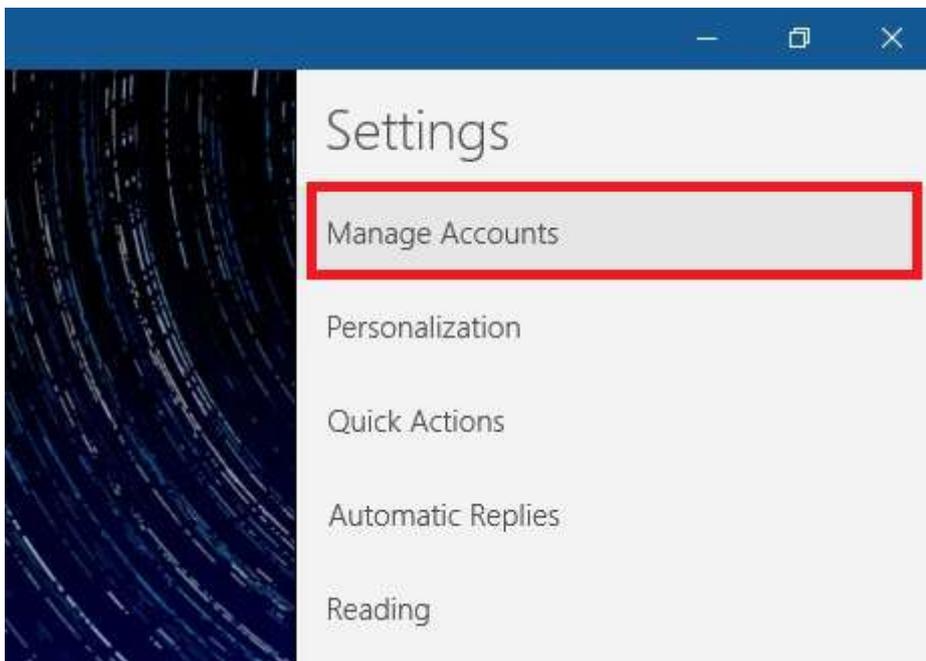
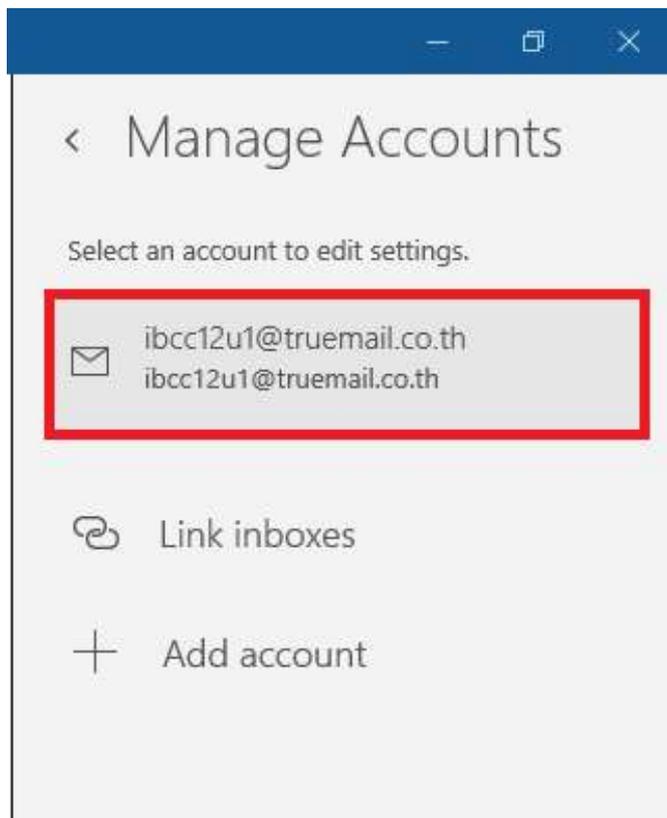1. At Home screen, click Windows icon (bottom left) and select Mail

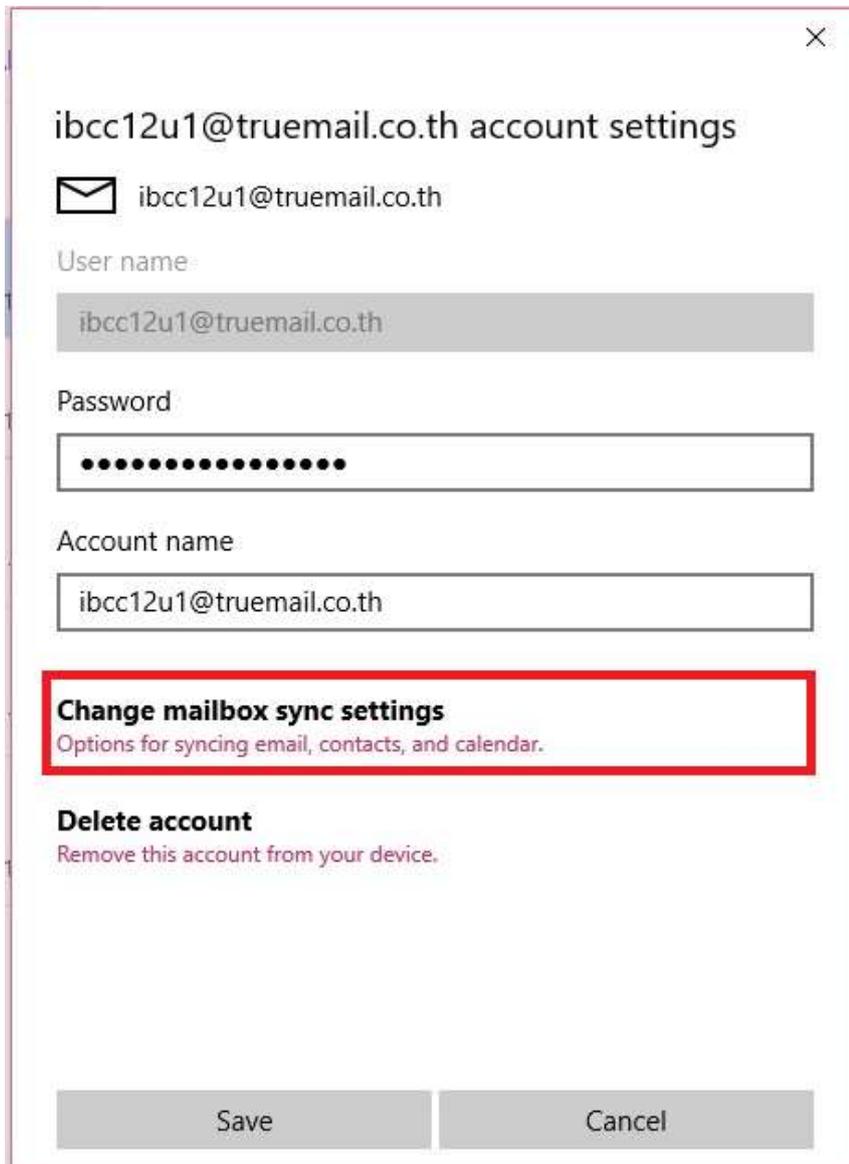## 2. At Mail page, select gear sign (bottom left)

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

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

- Always download full message and internet images, place a

  check mark

- **Download email from** : drop down options are

  - the last 7 days

  - the last 2 weeks

  - the last month

  - the last 3 months

  - any time
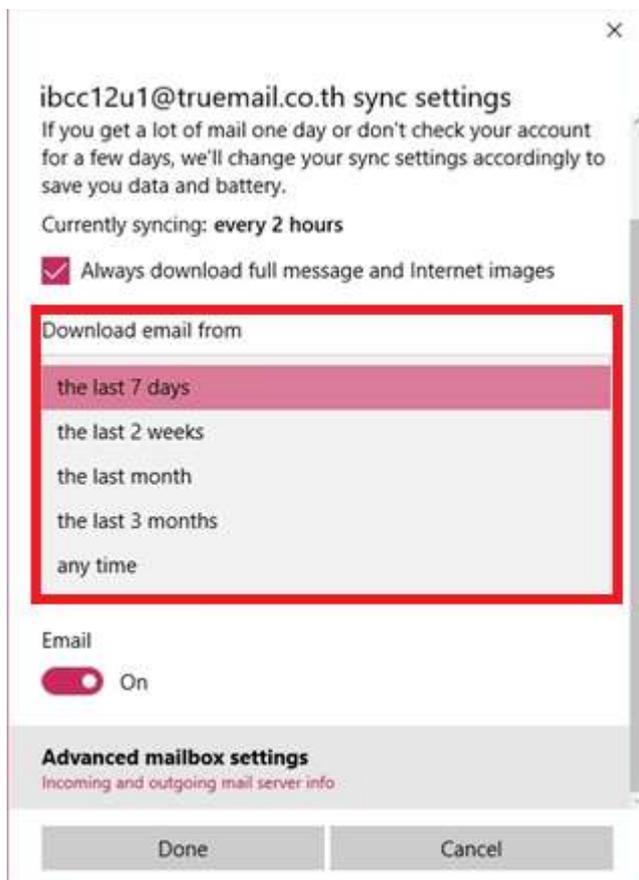
- **Sync options** :

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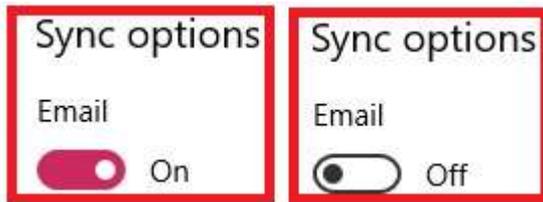
7. Click Advanced mailbox settings, you'll find Incoming / Outgoing email server, check the settings and then press Done