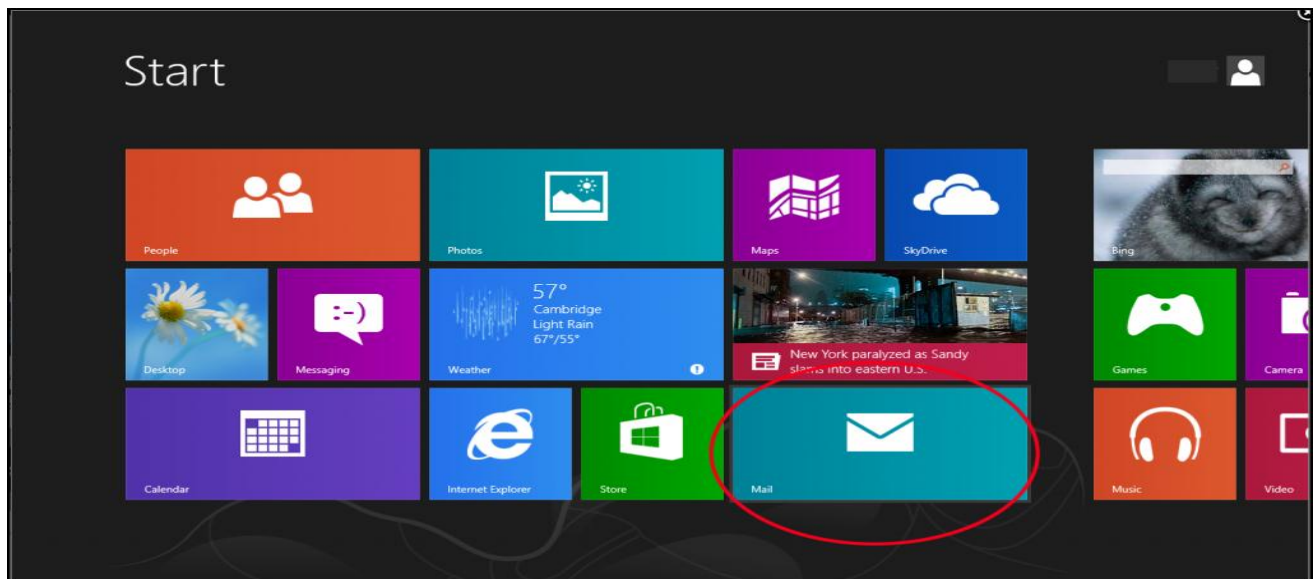


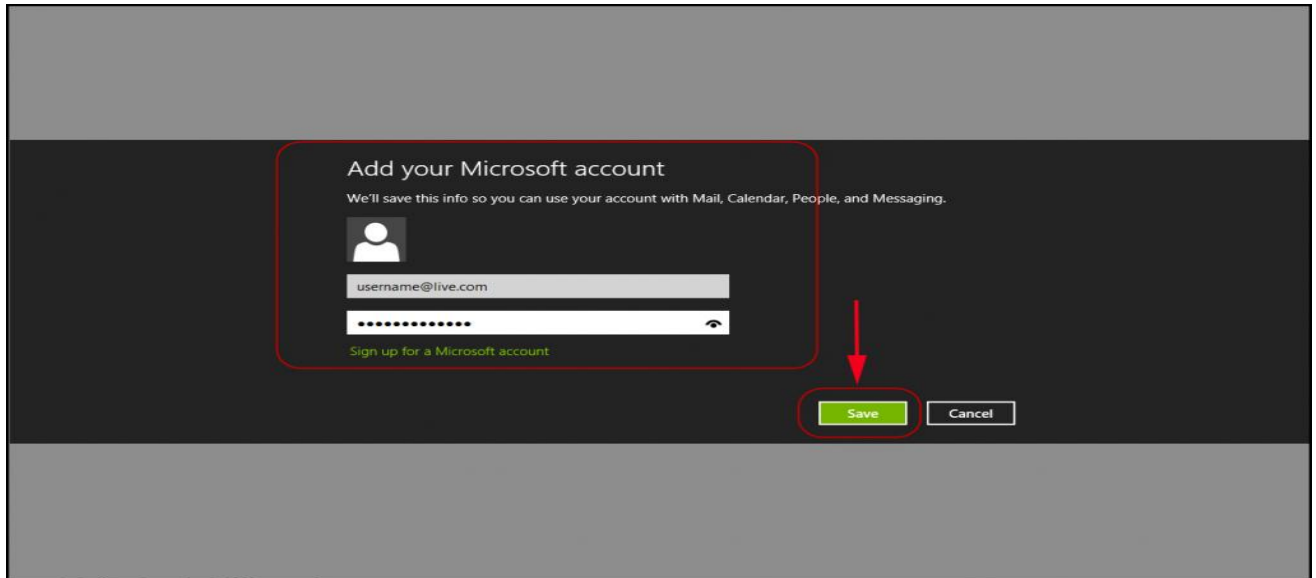
# Setting Up LMC Email on A Windows 8 Tablet

From the Start screen, select the Mail app tile.



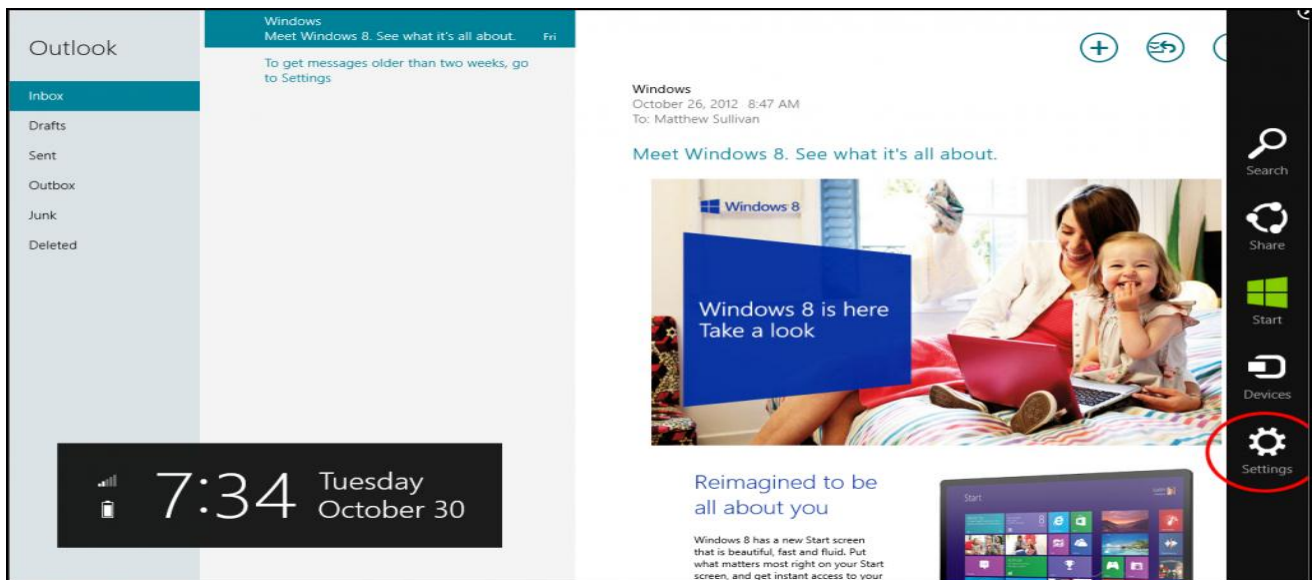
Further, you will be taken to the following screen:

- Add your Microsoft Email Address here.
- Enter Password.
- Finally click **Save**.

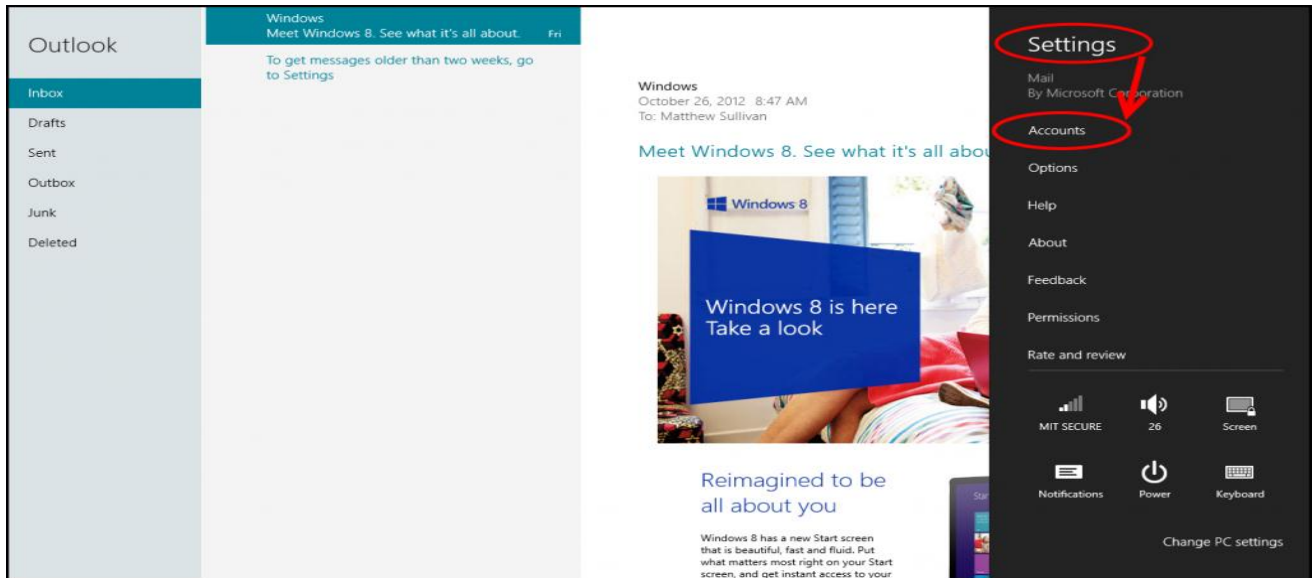


After saving, your Mail will open up in Microsoft Live email account.

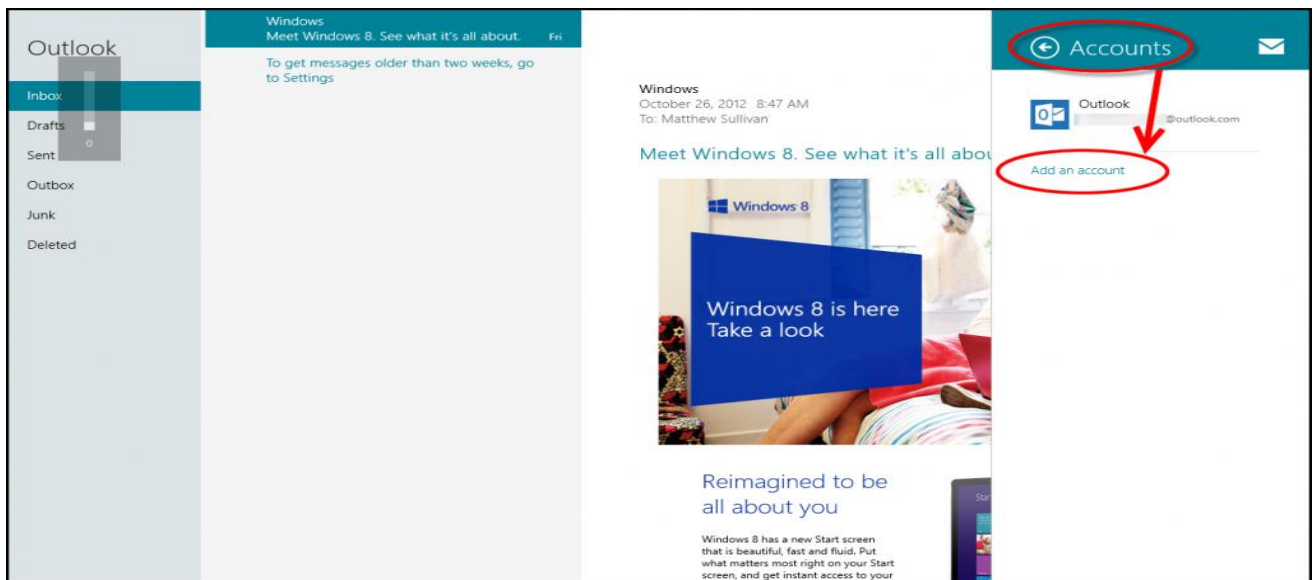
Here, on the right side, select **Settings**.



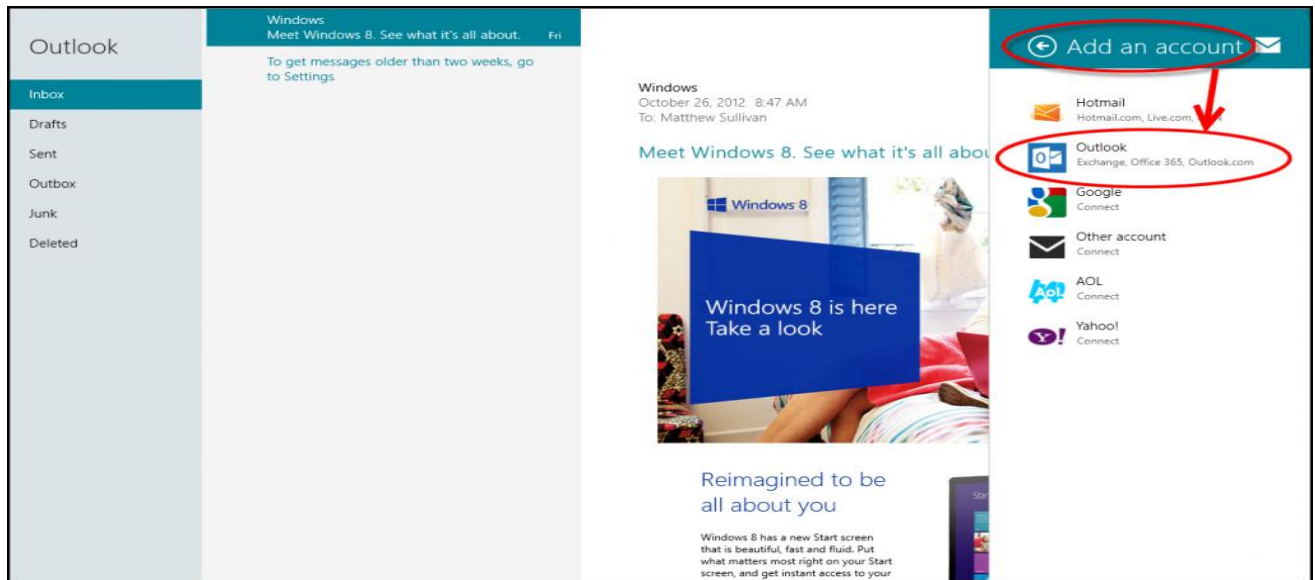
Further Select Accounts.



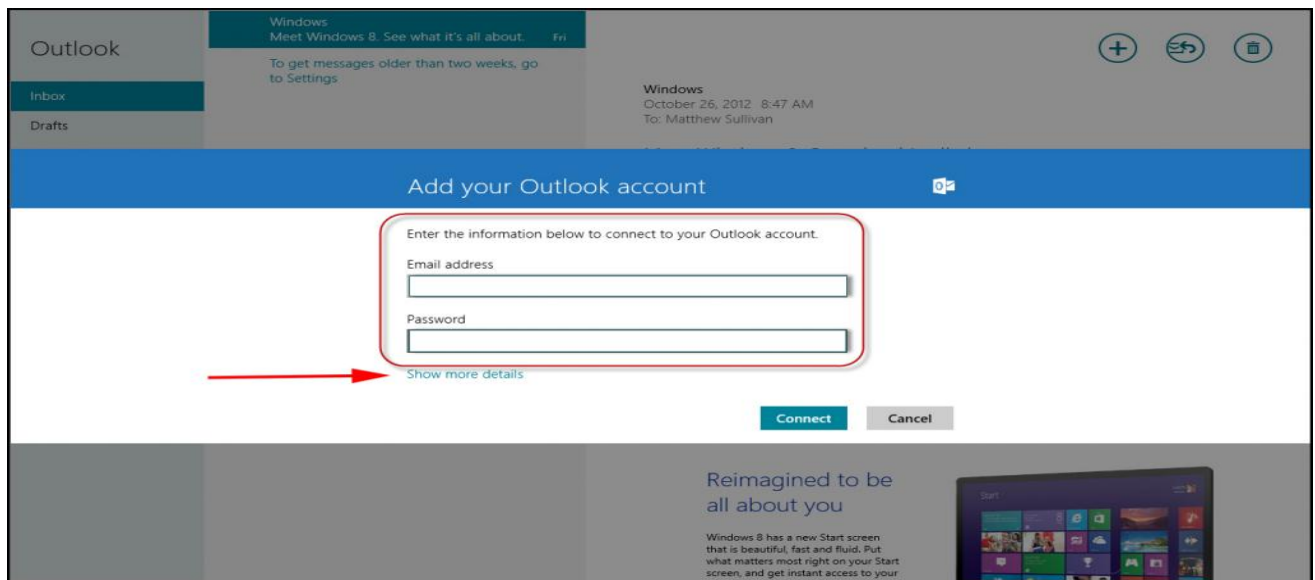
Select Add an account.



Select Outlook.



In the following screen, enter your Email address and Password



Further click on 'Show more details' option.

Fill in the additional fields such as

Email address **User@Lakemichigancollege.edu**

Server address: **lmcemail.lakemichigancollege.edu**

Domain: LMC

Username: User@Lamkemichigancollege.edu

Password: "your current password"

Click on 'Connect' option.

Add your Outlook account

Enter the information below to connect to your Outlook account.

Email address

Server address

Domain

Username

Password

Show fewer details

Connect Cancel

And your Outlook Account is set up.