

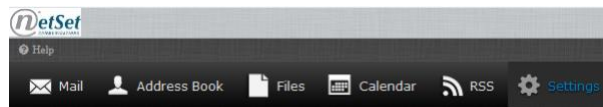
Changing NetSet Email Settings in the Windows 10 Mail app

You were issued a **new random email password** about a week before the migration. If you haven't done so already, you should **change it** first; otherwise proceed to step 6.

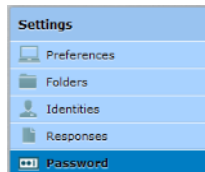
1. Log into Webmail at <https://mail.mynetset.ca/> on a computer (not a mobile device) with your full email address and new random password



2. Click on **Settings**



3. Under Settings, click on **Password**



4. Enter your **Current random Password**, and then your **New Password** twice

5. Click **Save**

Changing Your Settings

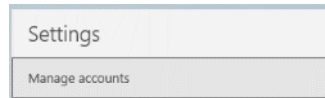
6. Open **Mail**



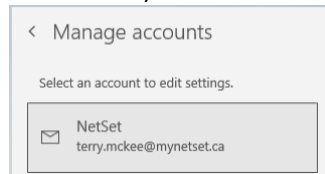
7. Click **Settings** (gear icon at the bottom left)



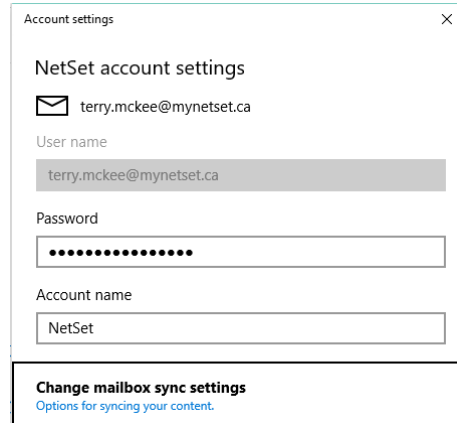
8. Select **Manage Accounts**



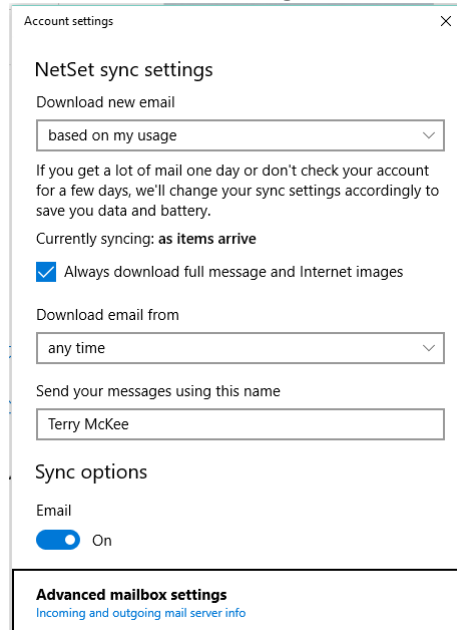
9. Click on your **Account** (with your email address below it)



10. Click **"Change mailbox sync settings"**

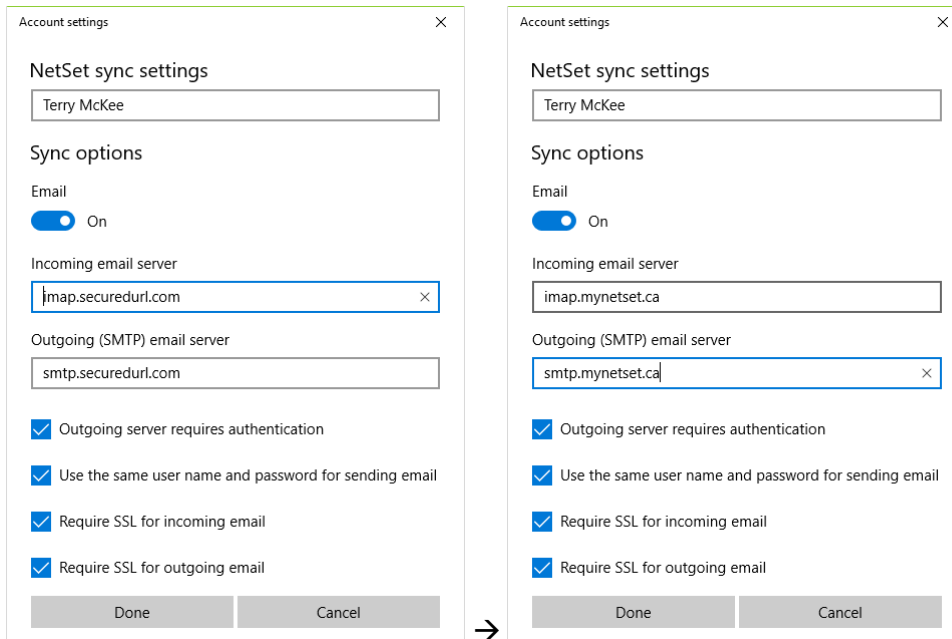


11. Scroll down (if necessary) and click **"Advanced mailbox settings"**

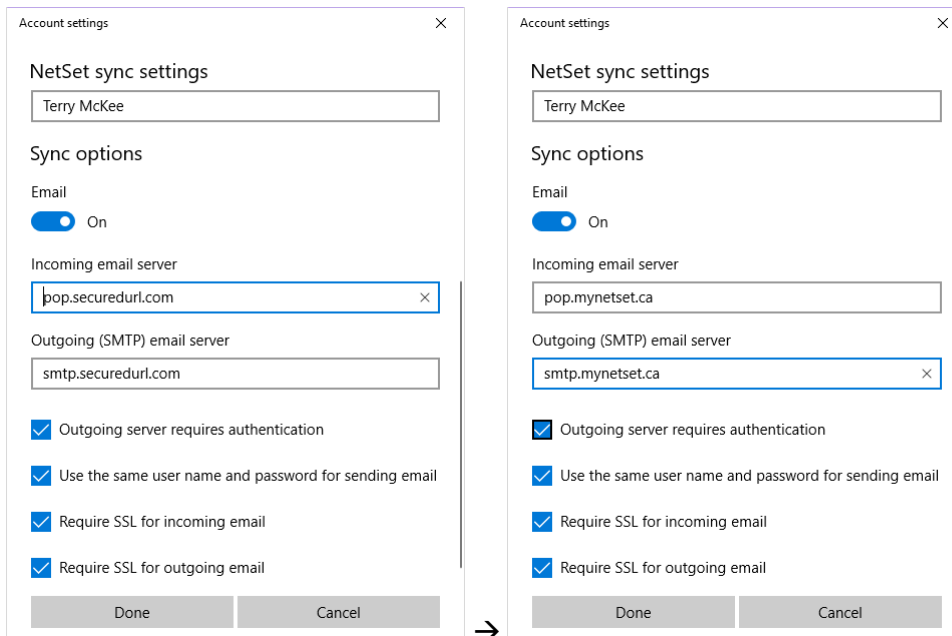


12. Scroll down and change these settings:

- a. For the **Incoming email server**:
 - i. If it's currently **imap.securedurl.com**, change it to **imap.mynetset.ca**
 - ii. If it's currently **pop.securedurl.com**, change it to **pop.mynetset.ca**
- b. Change the **Outgoing (SMTP) email server** to **smtp.mynetset.ca**
- c. Verify **"Requires SSL for incoming email"** is Checked
- d. Verify **"Requires SSL for outgoing email"** is Checked



If using IMAP



If using POP

- e. Click **Done**
- 13. Enter your new email **Password**

Account settings

NetSet account settings

✉ terry.mckee@mynetset.ca

User name

terry.mckee@mynetset.ca

Password

••••••••••

Account name

NetSet

Change mailbox sync settings
[Options for syncing your content.](#)

Delete account
[Remove this account from your device.](#)

Save Cancel

14. Click **Save**

Your account is now ready for post-migration use in Outlook for Windows.