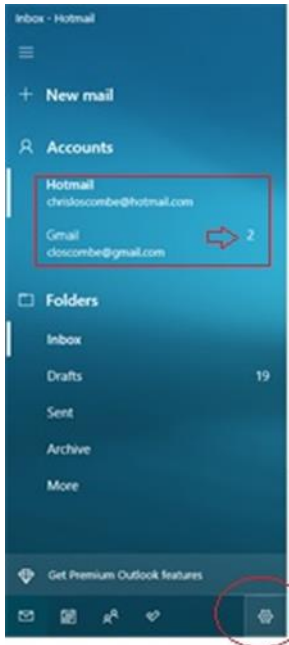


How to change settings on the Windows Mail App

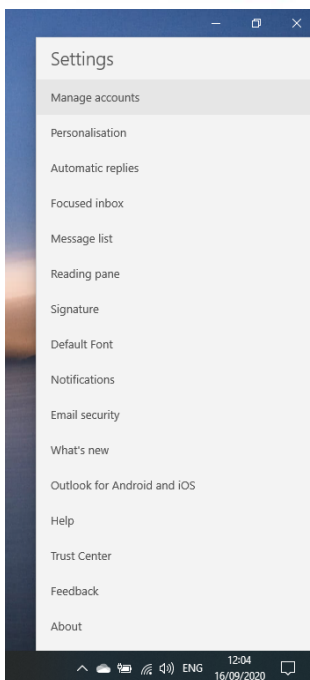
Open the Mail app by clicking on the envelope icon on the task bar



This should open the Mail App and show in the left hand pane all the Mail accounts which you have linked to the App.

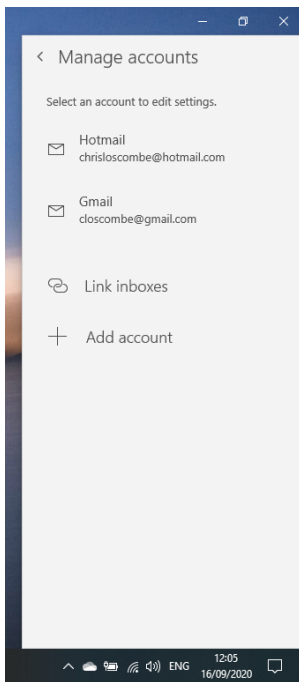
The example shows both a Hotmail and a Gmail account. It will display the number of individual mails in each account that not been read. In this case only Gmail has 2 unread messages.

Now click on the settings icon



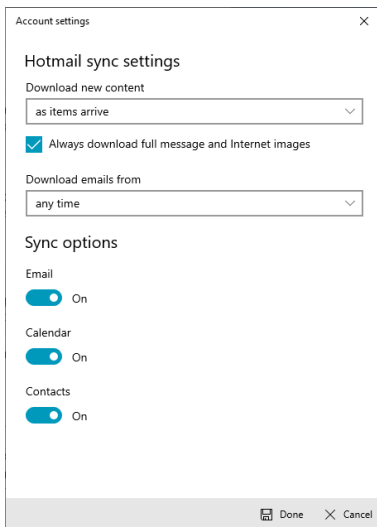
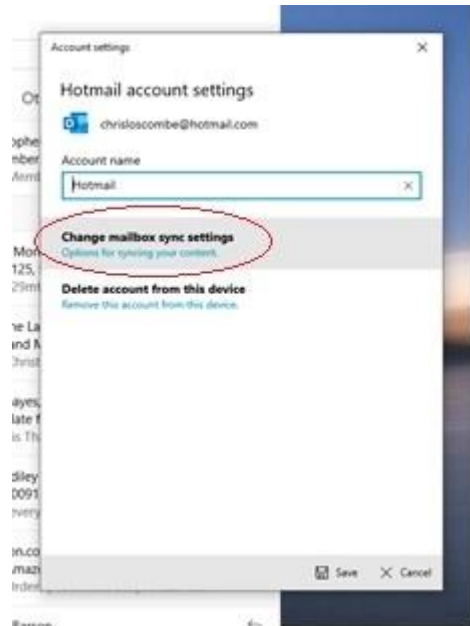
Click on the “Manage accounts” setting. This will show you the list of your email accounts

Click on the email account that you wish to modify.



In this example I select my Hotmail account. The right hand pane gives the option to change my Hotmail settings. Select this option.

Then click on "Change mailbox sync settings"



The "Download emails from" drop-down list gives various options. If you wish to keep all emails on your computer choose "any time" and "Done".

