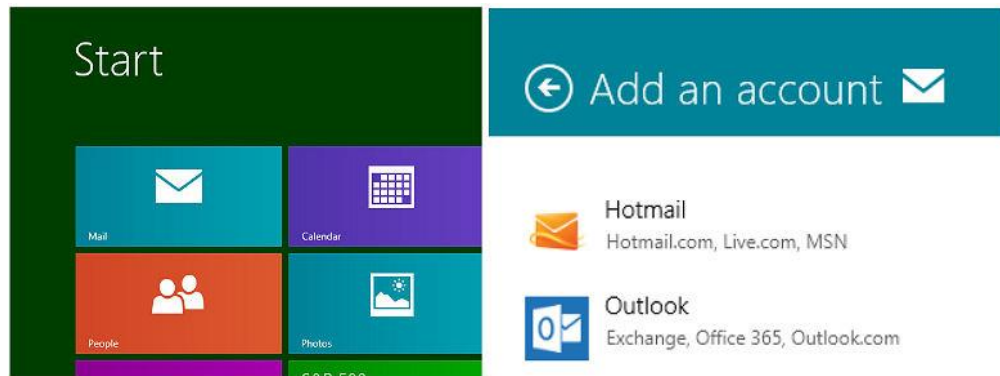
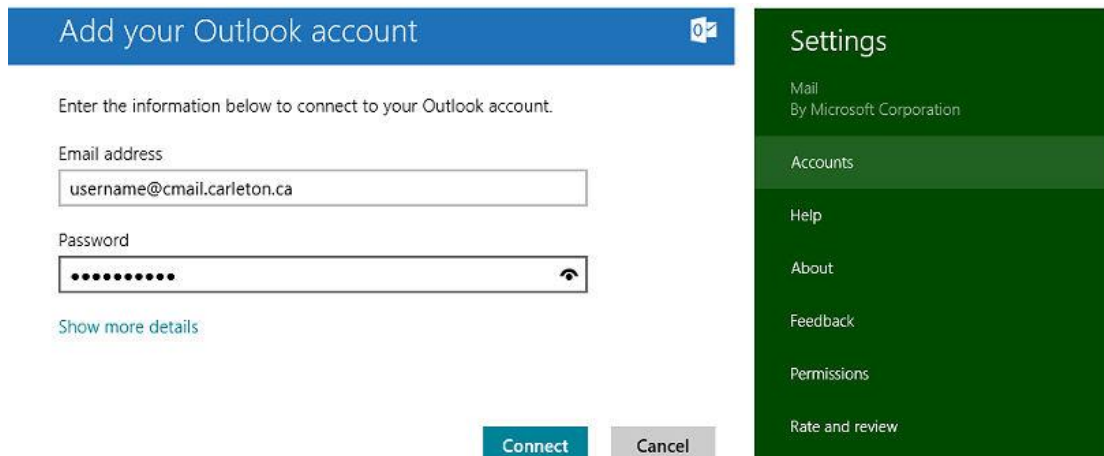


Setting Up Carleton Email (CMAIL) in Windows 8 Mail

1. Make sure that you are connected to the Internet, and then from the main start screen, select 'Mail'. If you already have an email account setup on your machine then enter the mail screen and hover the mouse in the bottom right hand corner of the screen to access the side-menu. In the side-menu select 'Settings' and then 'Accounts' at the top. You will then see the 'Add an Account' link. If you don't have an account setup you should see the options on the left hand menu straight away.



2. In the 'Add an Account' menu, select the Outlook account option.
3. Enter your full (long form) email address i.e. username@cmail.carleton.ca and your normal MyCarletonOne password. Click Connect.



4. Windows should then check and automatically add your account details. Windows may display a message about enforcing security policies on your PC. Click 'Enforce the policies' to continue. This should then display your email account in the mail client.
5. To change the emails shown in your inbox from 'last two weeks' to 'Anytime' you need to hover the mouse over the bottom right-hand corner of the screen again and in the side-menu select 'Settings'. Select 'Accounts' and click on your Carleton Email from the list. Scroll down and you will see an option to change the 'Download email from' timeframe from 'last two weeks' to 'Anytime'.
6. Click back on the 'Inbox' link on the left hand side to save and exit.