GGCS Introduction to Windows 10

Syncing Your Mail, Contacts, Calendar and Notes on All Your Devices

Many people have more than one computer these days: a desktop computer at home, a notebook or tablet for when you are away, and a smart phone. You can use each one of these devices to:

- ✓ Send and receive email
- ✓ Check and record information about your contacts, the people you interact with
- ✓ Add or check appointments on your calendar
- ✓ Make or consult To-Do lists or notes

However, for this to be really useful, you have to be able to access the same emails, contact information, calendar appointments and notes on every device so it's available where you are.

The Windows 10 Mail, People, Calendar and OneNote apps make synchronizing this information on your computers and phone easy, free and automatic. All you have to do is use **the same Microsoft account** (a Microsoft email address and password) to log onto all your Windows 10 devices and be connected to the Internet.

You can receive an email on your desktop computer and reply on your notebook or phone. If you delete the message on your tablet, it will be deleted on all your devices. You can add an appointment to your calendar on your phone, and it will appear on your calendar on your desktop and notebook computer. Add a new contact in People on your desktop computer, and it will be with you on your notebook, tablet and phone.

In addition, there are Microsoft Mail, People, Calendar and OneNote apps for Android phones, iPhones and iPads so you can stay in sync on those devices also. Windows 10 phones have all these apps, but there are very few Windows 10 phones in service.

You can even get the Microsoft Office version of Outlook 2016 to stay in sync on all the Windows 10 computers, notebooks and tablets where you install it. However, you must log onto each device with the same Microsoft account and make your Microsoft email account the first email account you add to Outlook. This makes Microsoft Office 365 Home for five computers a particularly good deal if you prefer the Outlook 2016 interface for mail, contacts and calendar.

For these reasons and more, you should have a Microsoft email address and password (a Microsoft account) before you set up a new Windows 10 computer or upgrade to Windows 10. See the box with "Important!" on page 7 for more info.

All you have to do is go to www.outlook.com and sign up for an email account. Use this email address and password, your Microsoft account, when you first logon to your Windows 10 device. If you already have a Hotmail, MSN or outlook.com email account you can use that.

If you change your mind and do not want to use your Microsoft account to log onto your computer, you can change to a local account at any time.

GGCS Introduction to Windows 10
Part 5: The Windows 10 Mail App

We will begin a discussion of the Mail, People, Calendar and OneNote apps with Mail. Later in this series, we will cover the rest of these key apps. So, to begin, how do you start the Mail app?

- **Start Mail**

The Mail app is usually visible on the Start menu when Windows 10 is installed.

If Mail is not already on the Start menu, click on **All apps** and scroll down to Mail.

Right-click on Mail and select "Pin to Start" from the menu.

Locate the new Mail icon on the Start menu and drag it to a good location.

You can also pin Mail to the Taskbar if you want it there.

Click the **Mail icon** to start the Mail app. See the arrow in the screenshot on the right.

When Mail starts for the first time, the Microsoft email account that you use to log onto your computer will already be added. You can just click to continue or add a second email at that time.

My dog, Dominique, logs onto her Windows 10 computer with her **domi94903@outlook.com** email address and password, so that's her first email account in Mail.

In the **Add a New Email Account** section, Domi will demonstrate how she added her Gmail account to Mail.

When Mail starts, the opening screen may look like the screenshot on the right.

The accounts and folders column on the left is collapsed, and only the mail in the Inbox is shown. This isn't a good window for first time users of Mail.

Click and drag to widen the Mail window as shown in the screenshot.

When you stretch far enough, the left-hand column opens up to let you see the account and folder names as shown on the next page.
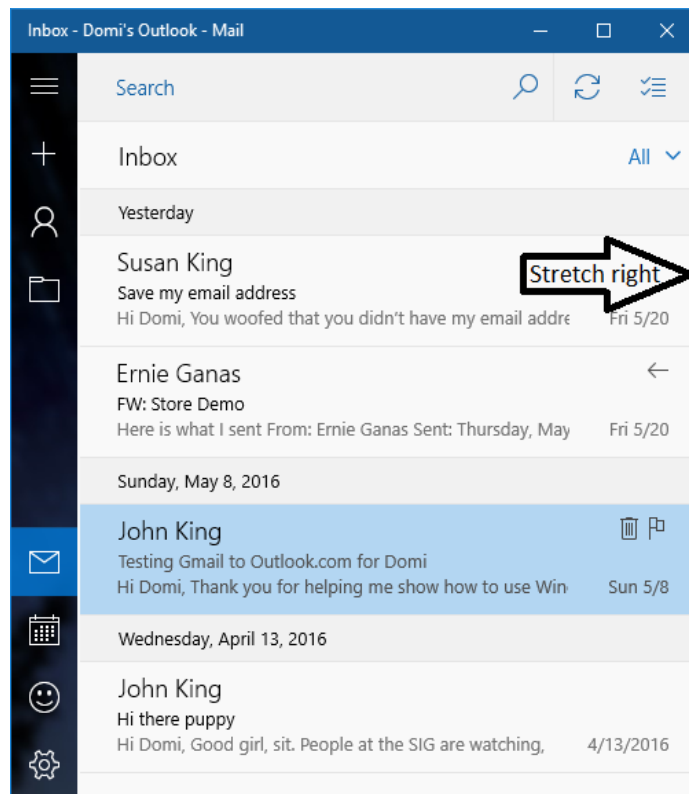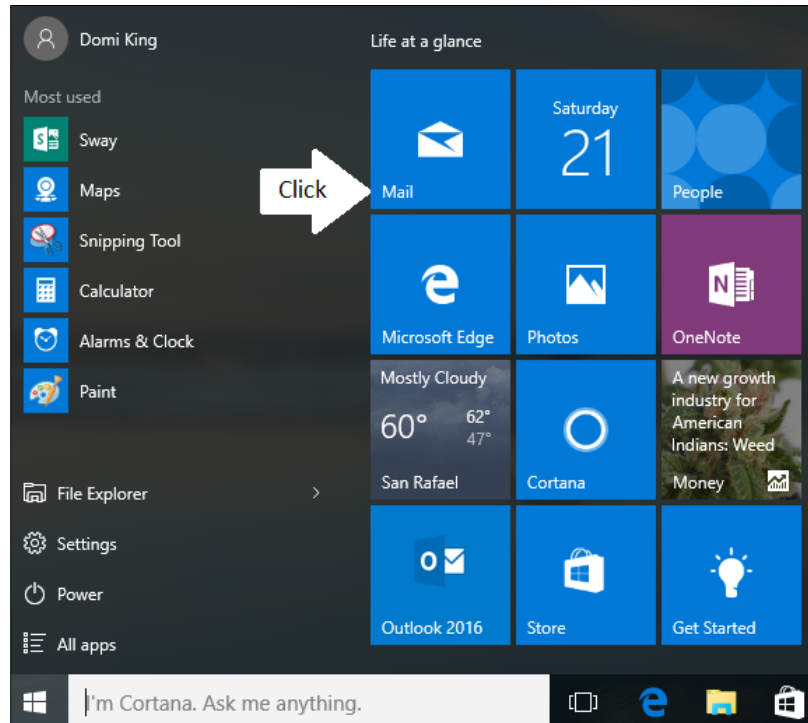
At this width, if you click to read an email (Arrow 1), it fills the entire window as shown in the screenshot below.
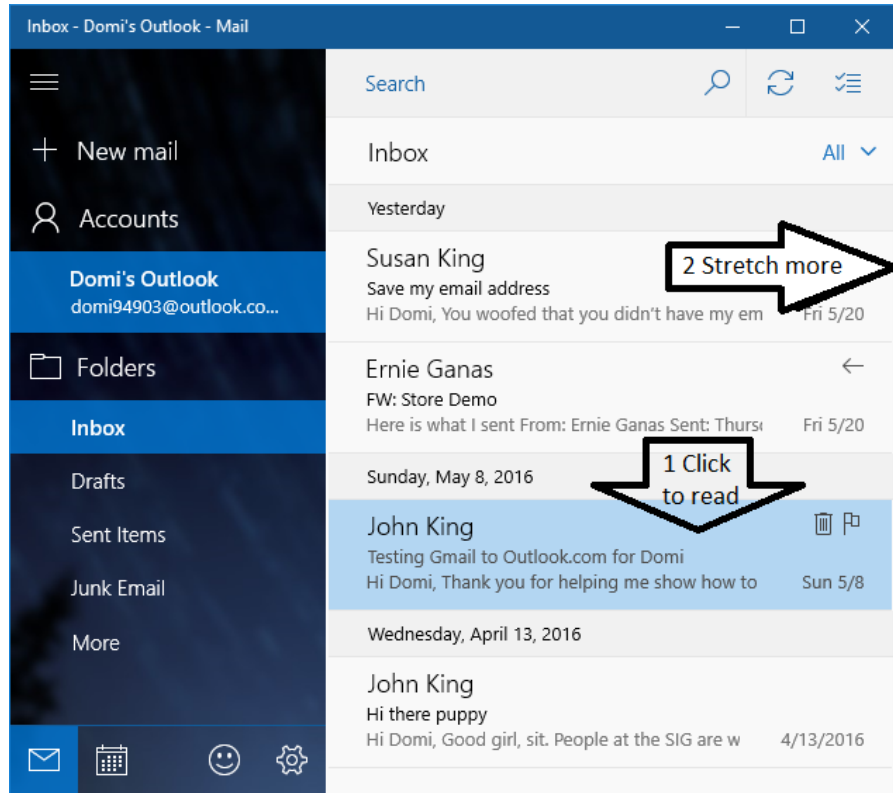

To leave the email reading pane shown on the right and return to the window shown at the top of the page, click the **Back arrow** as shown.

From the top screenshot, stretch the window wider (Arrow 2) until it looks like the first screenshot on the next page.

If you are on an older 4:3 aspect ratio monitor instead of a wide screen monitor, you may not be able to stretch the window wide enough to show all three columns.
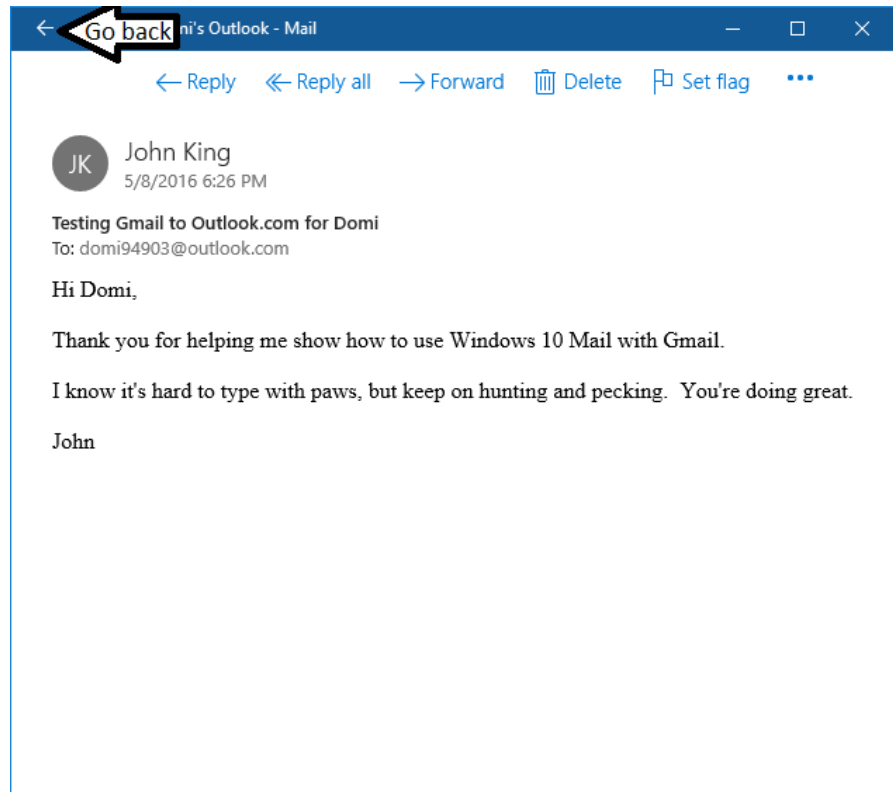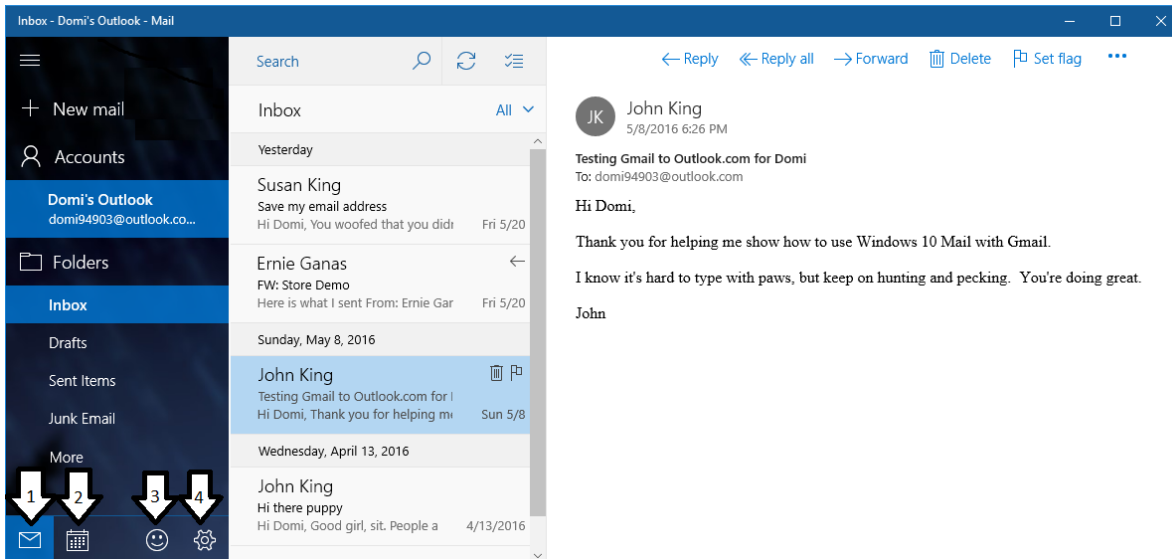
This is the best screen layout for Mail. All your email accounts are shown in the first column plus your "favorite" folders (Inbox, Drafts, Sent Items, etc.) for the account you have selected. More on favorites in the "Create Your Own Folders to Store Email" section. The mail in the selected folder is shown in the second column, and the content of the selected email is shown in the third column. The icons and options available in each column are described below.

Left Column
- The **three-line** hamburger icon at the top of the column expands and contracts that column.
- The **+ sign** before New mail is for starting a new email message.
- Arrow 1 points to the **Mail** icon. It doesn't do anything when you are in Mail.
- Arrow 2 points to the **Calendar** icon. Click it to open the calendar in a new window. In Calendar, clicking the Mail icon returns you to the Mail window and vice versa.
- Arrow 3 points to the **Feedback** icon. Click it to report problems in Mail to Microsoft or to suggest new features.
- Arrow 4 points to the **Settings** icon. Clicking Settings opens a new column on the right covering part of the email message. We will use Settings later in this handout.

Center Column
- Use **Search** at the top of the column for finding emails in any folder for the selected account. To get back to the list of emails, close Search by deleting all the text in the Search field or by clicking the X at the end of the search field where the Sync icon was originally.
- The **Sync** icon 🔄 is used to force a manual synchronizing of the mail folders with your mail provider's mail server. Syncing happens automatically roughly every 10-15 minutes, but if you want to sync the folders right immediately, click the Sync icon.
- The **Selection mode** icon ☰ places a check box next to each message. You can check the box next to several emails and process them all at the same time with commands such as delete, move, etc.
- Below the Selection mode icon, the drop down arrow next to **All** shows the message display options of All, Unread and Flagged.

Right Column (see screenshot on previous page)
- **Reply** and **Replay all** start the row of message options at the top of the right column.
- **Forward** is for sending the message to another person rather than replying to the sender.
- **Delete** moves the message to the Trash folder.
- **Set Flag** allows you to mark messages so you can locate them easily.
- **Mark as Unread** does what it says if you want to remind yourself to read a message again later.
- The **… Actions** icon (also called the ellipsis or three dot icon for More options) displays the choices shown in the screenshot at the right.
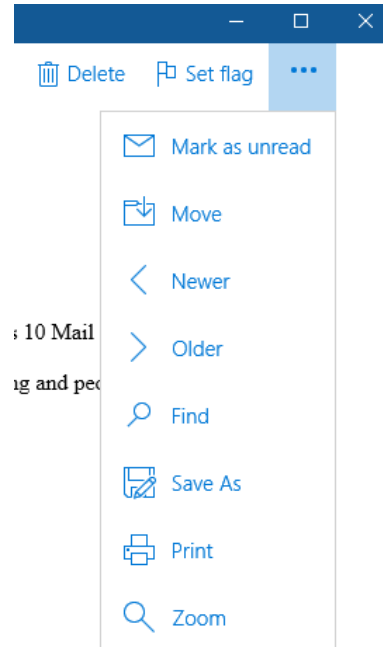
The Mail app is now set up with Domi's Microsoft email account. However, most of us have other email accounts that we use regularly. One or more of those accounts can be added to Mail.
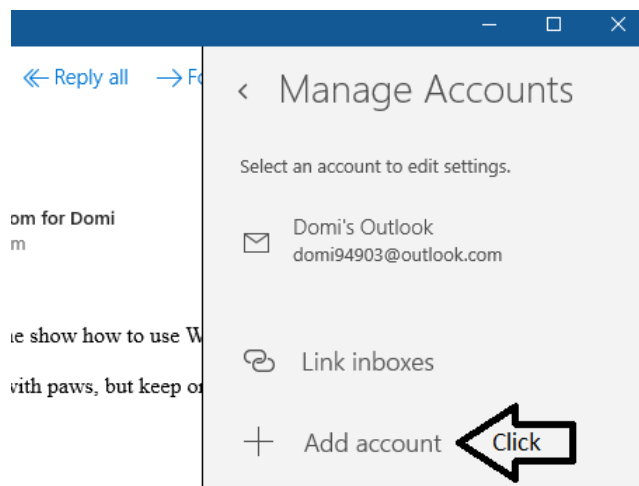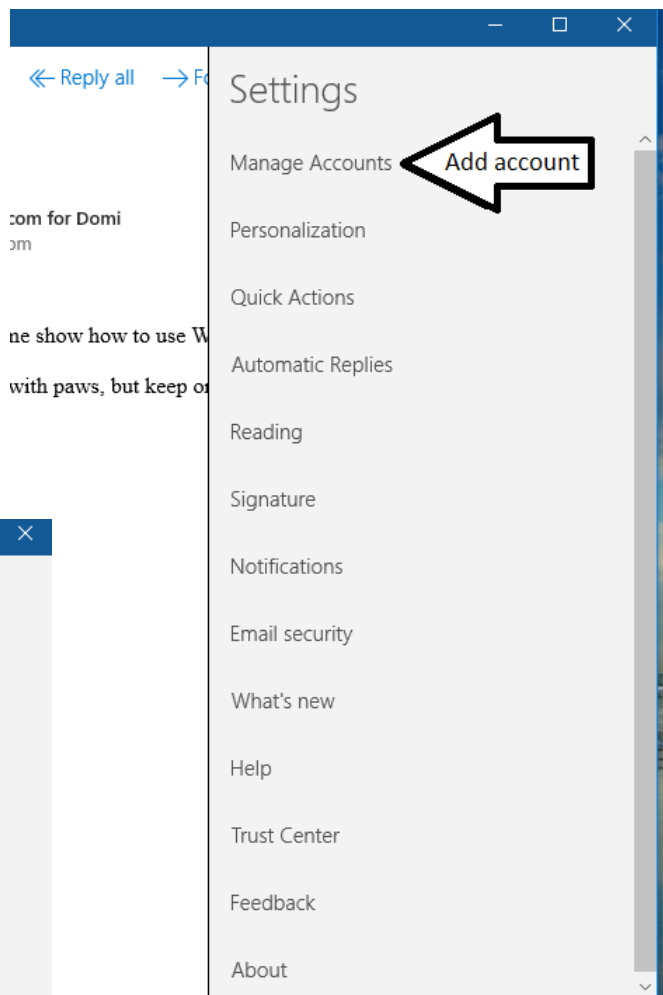
- **Add a New Email Account**

Click the **Settings** icon (Arrow 4) in the screenshot on the previous page.

The **Settings menu** opens as shown here in the screenshot on the right.

Click **Manage Accounts** as shown.

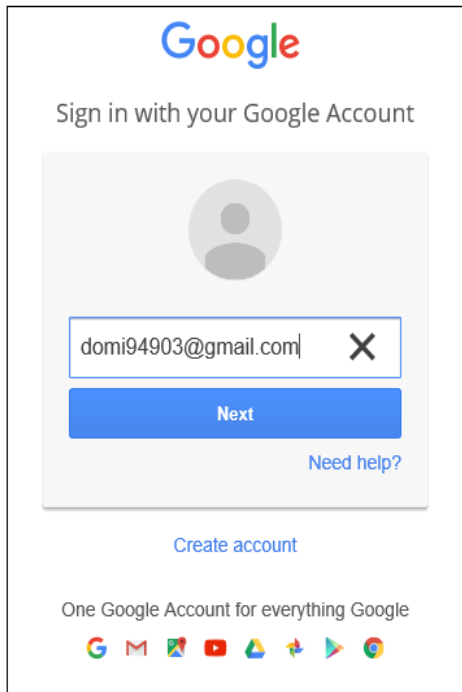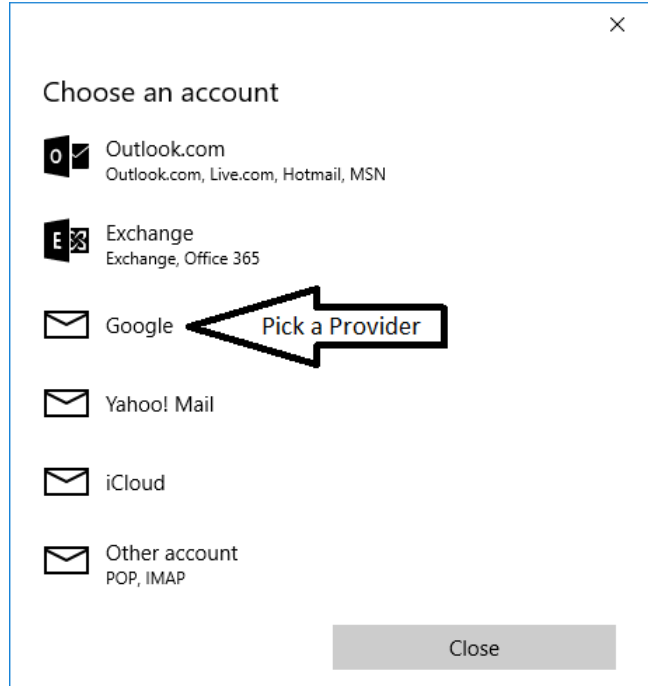The **Manage Accounts** window opens as shown in the screenshot below.

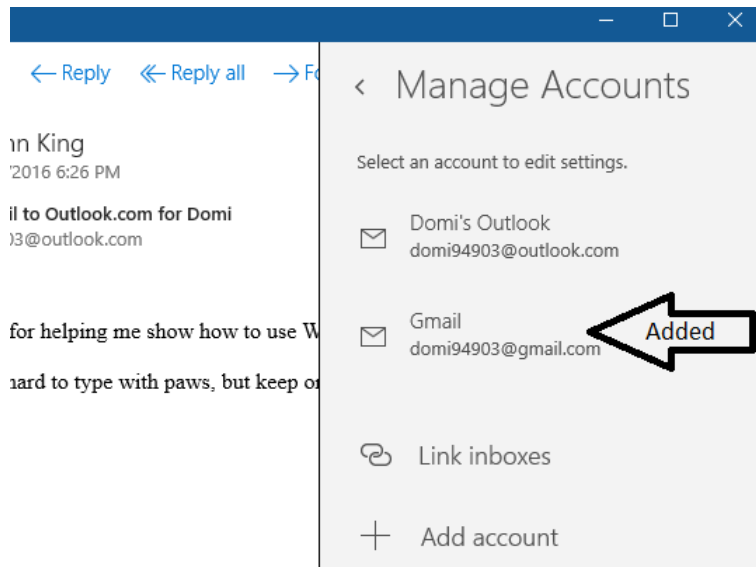Click + **Add account** as shown in the screenshot.

For this example, Domi will add her Google Gmail account to Mail.

There are presets for other Outlook.com, Exchange, Google, Yahoo and iCloud email accounts, but any email account can be added including older POP accounts.

Since Domi has a Gmail account, she clicked the Google option as shown in the screenshot at the right.

Choose an account

Outlook.com
Outlook.com, Live.com, Hotmail, MSN

Exchange
Exchange, Office 365

Google ← Pick a Provider

Yahoo! Mail

iCloud

Other account
POP, IMAP

Close

Google

Sign in with your Google Account

domi94903@gmail.com ✕

Next

Need help?

Create account

One Google Account for everything Google

The Google sign in window opens as shown in the screenshot at the left. Domi typed in her Gmail address and clicked the **Next** button. She typed in her Gmail password on the next screen, and her Gmail account was added to Mail as shown in the screenshot of the Manage Accounts window below.

← Reply   ← Reply all   → F

‹ Manage Accounts

Select an account to edit settings.

n King

'2016 6:26 PM

il to Outlook.com for Domi
)3@outlook.com

Domi's Outlook
domi94903@outlook.com

for helping me show how to use W

Gmail
domi94903@gmail.com   ← Added

ard to type with paws, but keep o

Link inboxes

Add account

Although you could accept the default settings for the new Gmail account, let's look at what choices are available.

Click the **Gmail** account in the **Manage Accounts** window (bottom of previous page).

The **Gmail account settings** window opens as shown in the screenshot at the right.

You can leave the **Account name** Gmail or change it to Domi's Gmail or or another name.

If you no longer use an account, you can **delete the account** from Mail in this window.

> **Important!** The first email account in Mail controls syncing and cannot be deleted. There is no Delete option.
>
> This is why you must use a Microsoft email account when you **initially set up** Windows 10 if you want to sync your Mail, People Calendar, and OneNote apps with your other computers and phone.

Click **Change mailbox sync settings** for additional options in the top screenshot.

Click the drop down arrow at the right side of the **Download new mail** setting.

There are several settings. Choose less frequent syncing to save battery power on cell phones, pads and notebooks. Choosing "**as items arrive**" (at the provider's email server) will result in more frequent syncing.

You can also set the **frequency of syncing** contacts (the People app) and calendars.

The **Download email from** setting refers to how older messages are handled. To reduce the space used to store email on your phone or pad with a small hard drive, choose to download only recent mail (past week, month, etc.). Choosing **anytime** means that all your emails on the server are downloaded to this device.
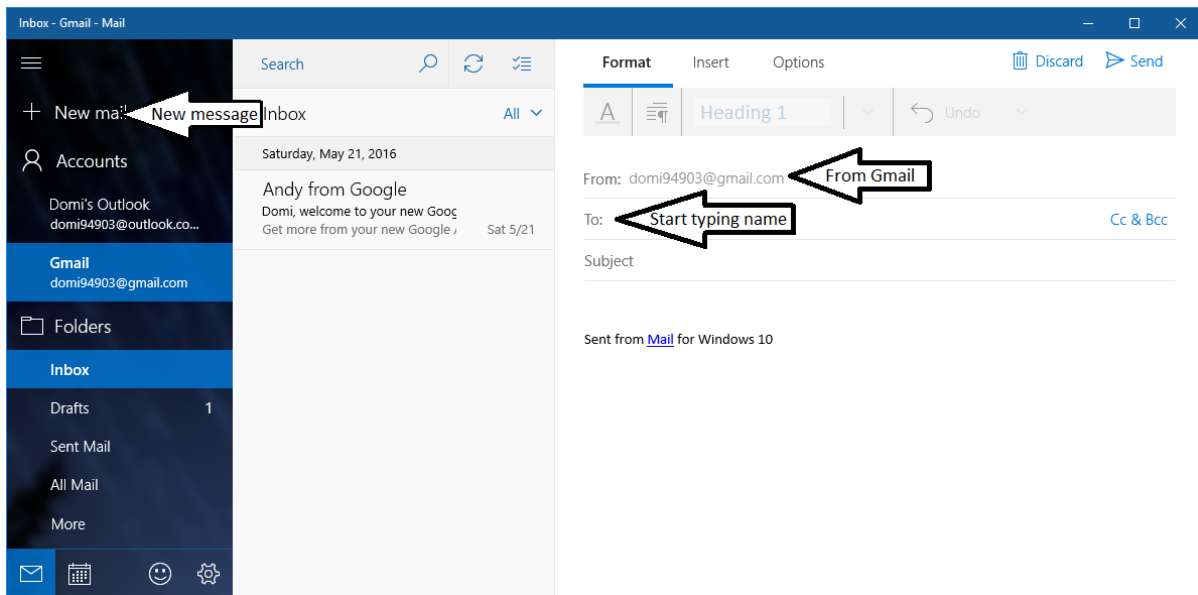
Your name is how people you send mail to will see your name on their From line.

Click **Done** to save your changes.
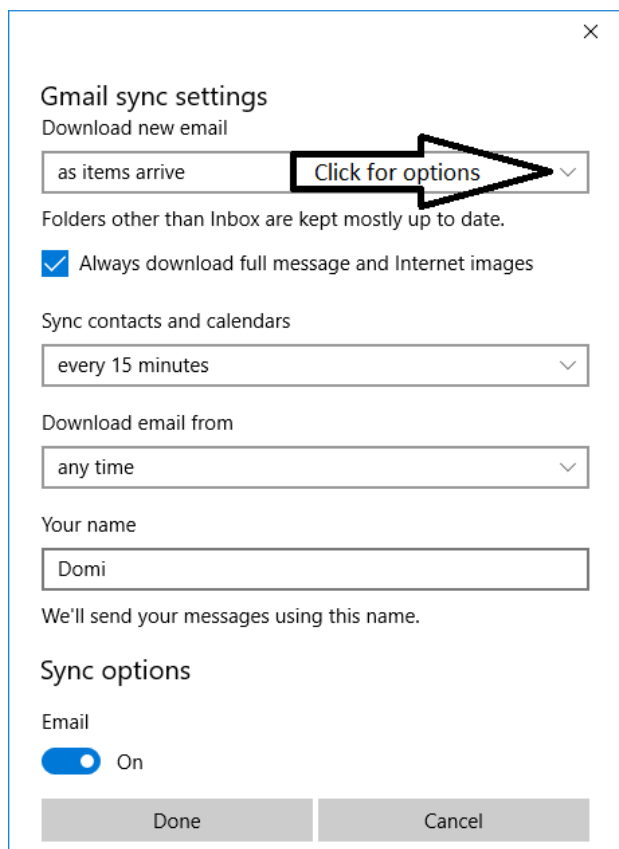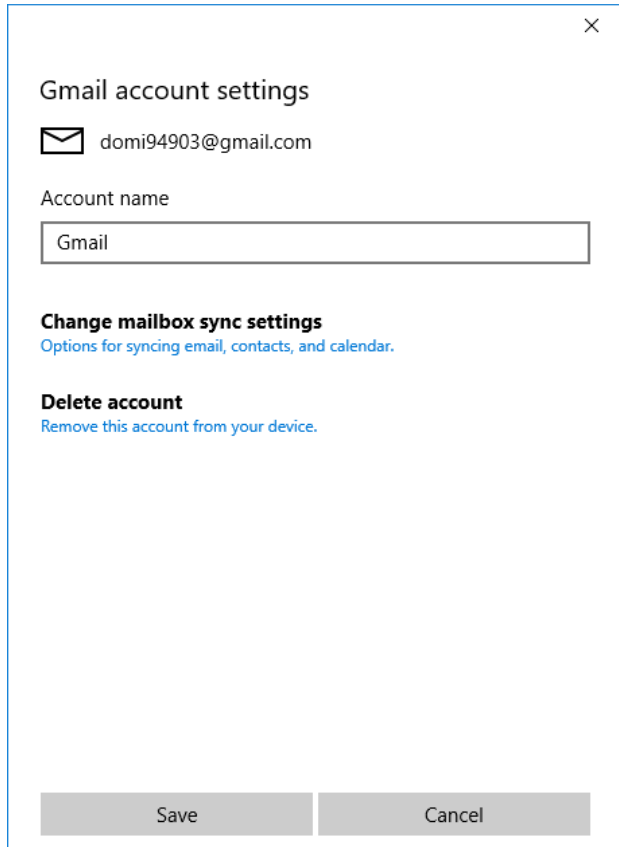
- **Send a New Email with Mail**

Domi wants to send a new email to her friend Susan King from her Gmail account.

Domi's Gmail account that we just added is listed below the original Outlook.com account. Since this account is selected (blue highlight), the new message will be sent from this account.

Click + **New message** as shown in the screenshot above. The new message window opens in the right hand column.

Note that the **From:** line shows the Gmail address as the one Domi is sending this message from.

Domi wants to send the email to Susan King. On the **To:** line, she types S, and immediately two names pop up as shown in the screenshot on the right.

These are the two contacts in Domi's People app whose first or last name starts with S and who have email addresses in their info.

Domi clicks Susan King to address the email to her. She could then type other names to send the email to several people if she wanted to.
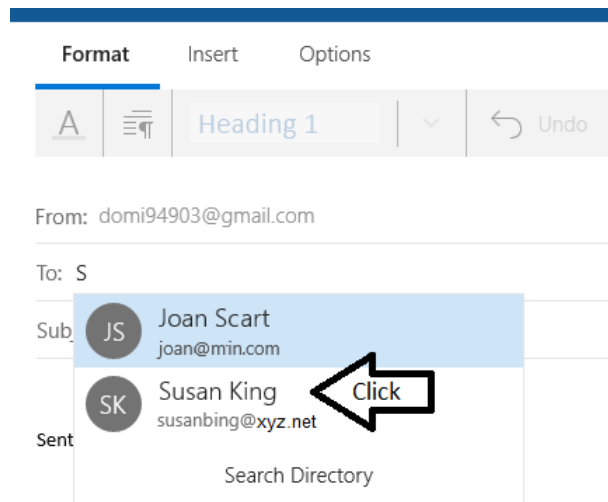
The screenshot at the top of the next page shows the email addressed to Susan.

After typing her message, Domi clicks the paper airplane **Send** icon to send the message.
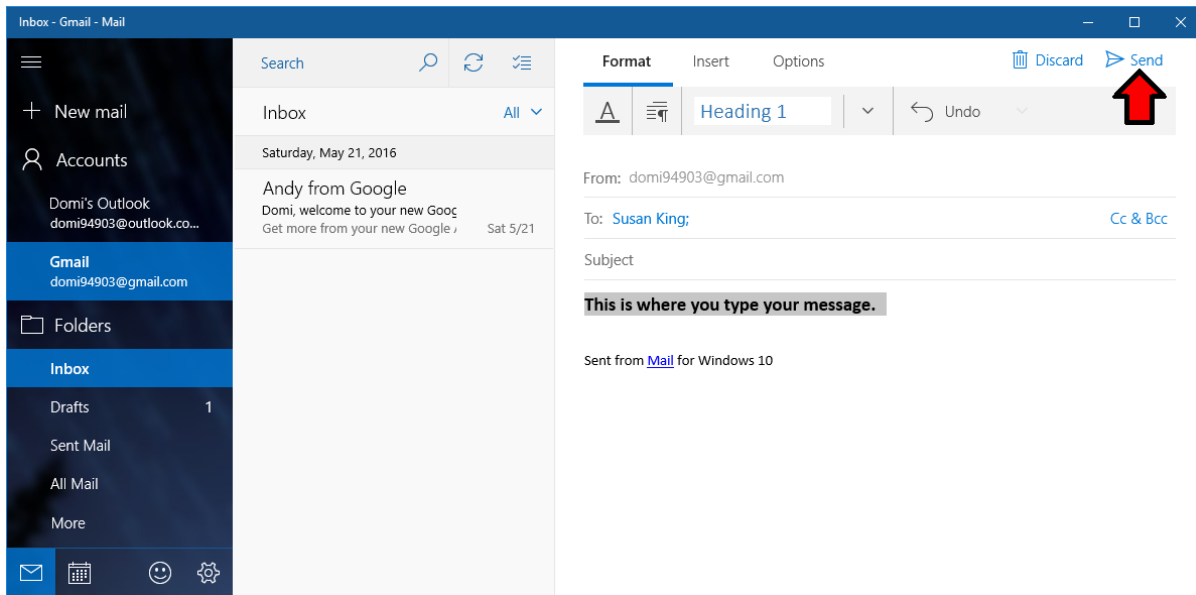
- **Create Your Own Folders to Store Email**

The default folders for most email accounts are Outbox, Inbox, Drafts, Junk (Spam), Sent and Trash (Deleted).

The folders that are shown in the left-hand column have been designated as **Favorites**. We'll cover how to designate a folder as a Favorite or remove it from the Favorite list in this section.

You would probably like to organize emails you receive by moving them from the Inbox to folders with names that are meaningful to you.

Here is how to create the new folders and sub folders that you want.
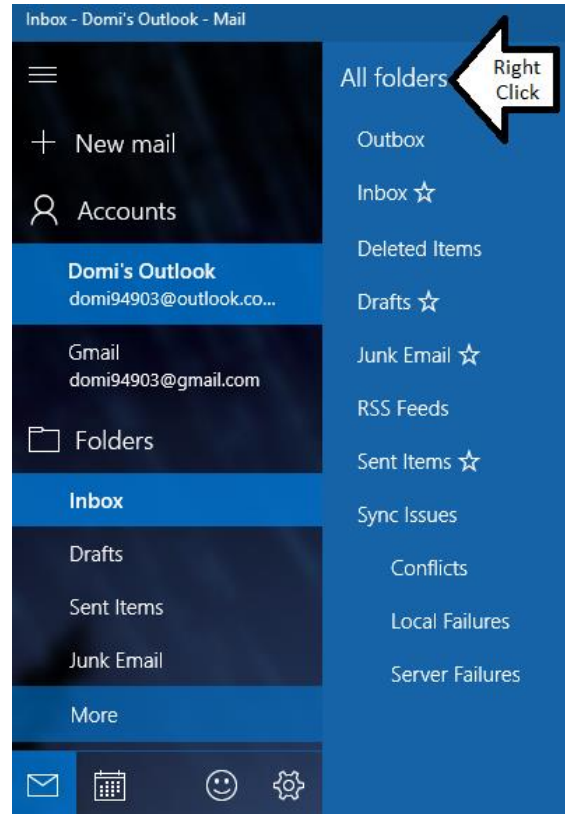
First, click **More** (below the last folder) as shown by the arrow in the screenshot on the right.

This will display all of the folders for this account as shown on the next page.
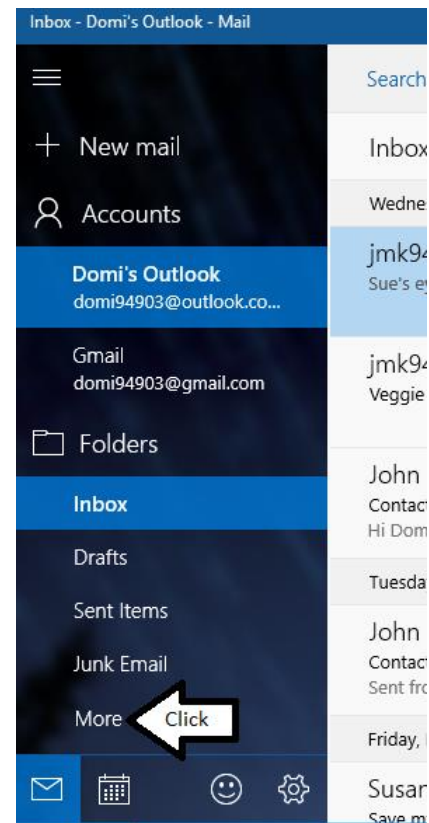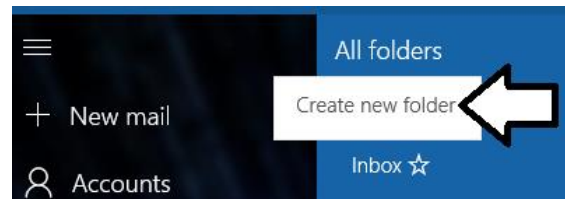
After **More** is clicked, all the folders are displayed as shown in the screenshot at the right.

To create a new folder at the same level as the Inbox, right-click **All folders**.
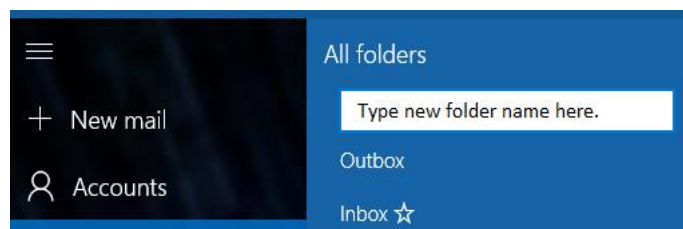
The **Create new folder** box opens up as shown in the screenshot at the right. Click Create new folder.

Type the name for the new folder in the box as shown in the screenshot.

Domi wants a folder named **Family** for email from everyone in her family, so that's the name she types.

Continue on the next page.

Domi's new **Family** folder is shown in the screenshot at the right just above the arrow.

Right-click Family to open the **menu** shown below the Family folder.

Click **Add to Favorites** to have the folder displayed in the left-hand column.

You can also create **subfolders** of a folder that you have created. Right-click the name of the folder and select **Create new subfolder**, the second item shown in the menu in the screenshot at the right**.**

Type the name for the new subfolder in the box that pops up. Domi might create a subfolder for each family member later for better organization if there is a lot of mail in the Family folder.

Domi also right-clicked the **Junk Email** folder and removed the Favorites designation from it, so it no longer will appear in the left-hand column.
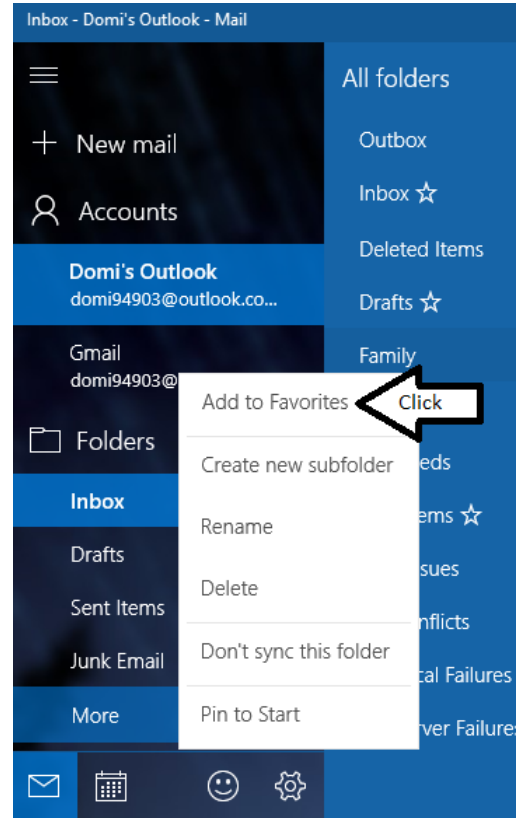
The new **Family** folder is now shown in the left-hand column just below **Sent Items**, and the **Junk Email** folder is removed as shown in the screenshot on the right.
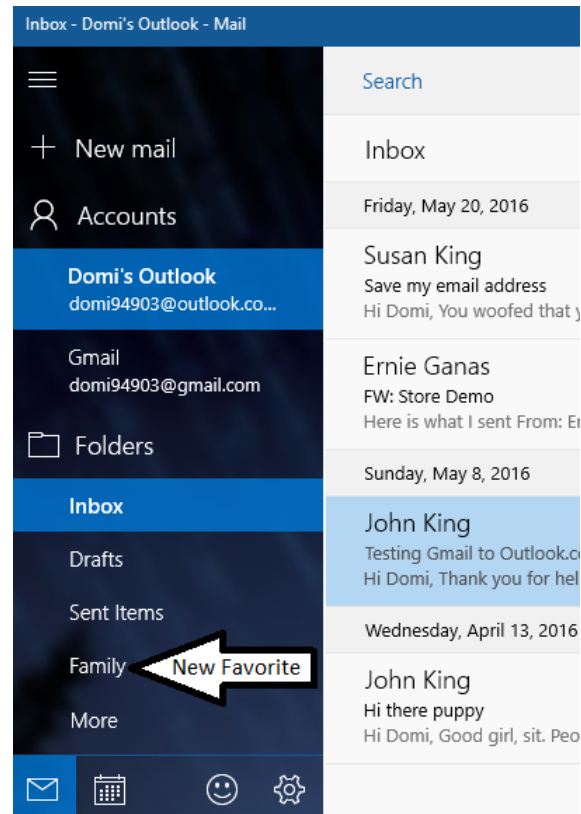
Continue to the next page.

- **Add a Sender's Email Address to Your People App**

When someone sends you an email, you often want to save their email address in your contact list. The way to do this in Mail is not as obvious as it should be, but it works well when you know how.

In this example, Domi received an email from Ernie Ganas. Ernie's email address is not yet in Domi's People app. The first step to save it is to click on Ernie's name at the top of his email as shown in the screenshot below. This is a normal click not a right-click.
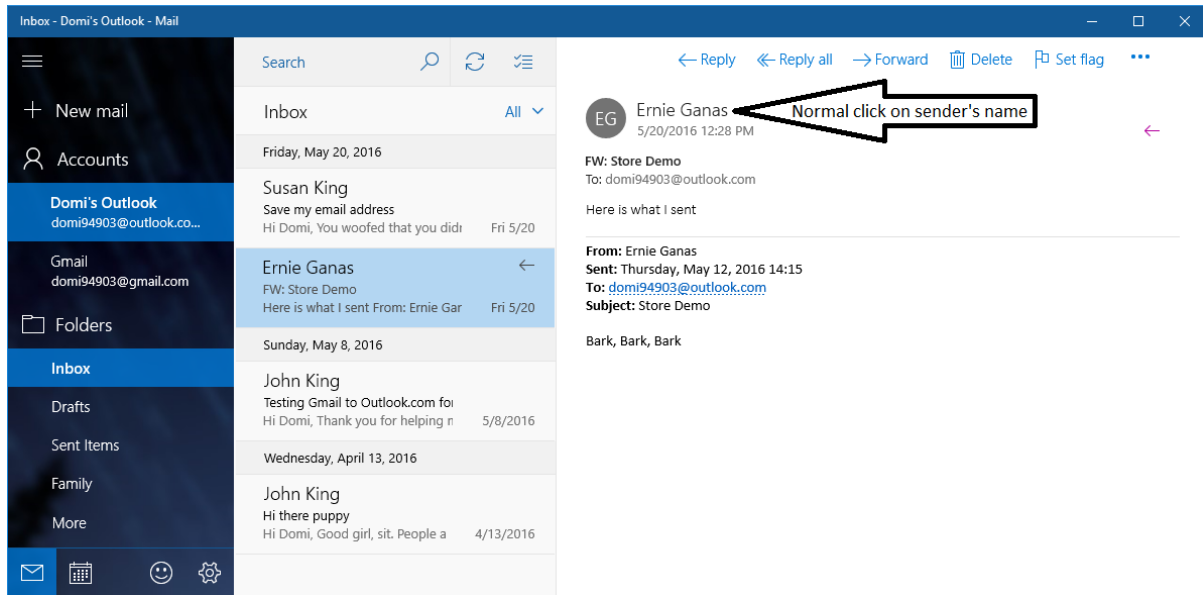
The small box shown on the right opens below Ernie's name on the email message. I surrounded the box with a green line to make it easier to see.

Ernie's email address is shown at the bottom of the box.

To save Ernie's email address to People, click **Open Contact** as shown by the arrow.
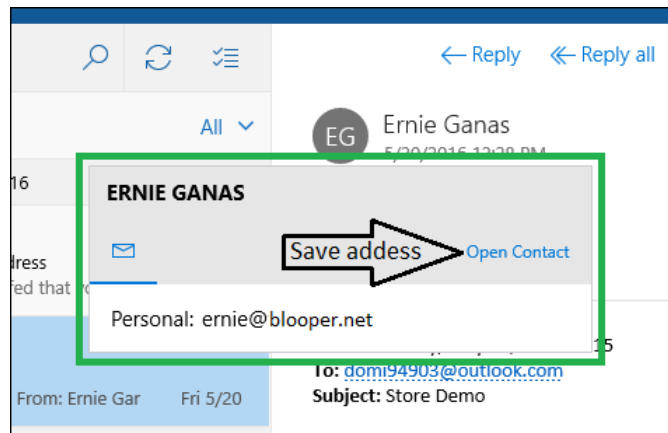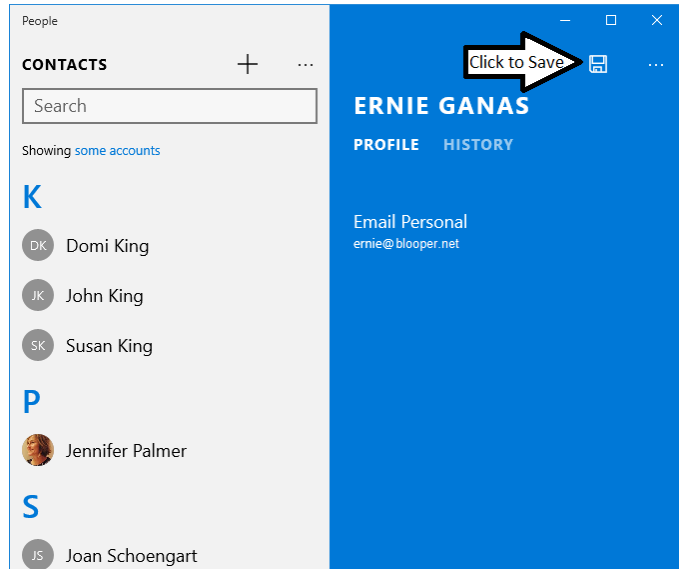

Continue on the next page.

Clicking **Open Contact** starts the **People** app with a contact form for Ernie open as shown

Note that Ernie's name is not in the list of Domi's contacts in the left column of the screenshot on the right.

Click the floppy disk **Save** icon as shown by the arrow.

The **Choose a contact** window opens as shown on the right.

You could add the new information about Ernie (his email address) to any of the other contacts if you wanted to.

For example, if this were a new email address for someone already in your People contacts, you could select that person and add the new email address.
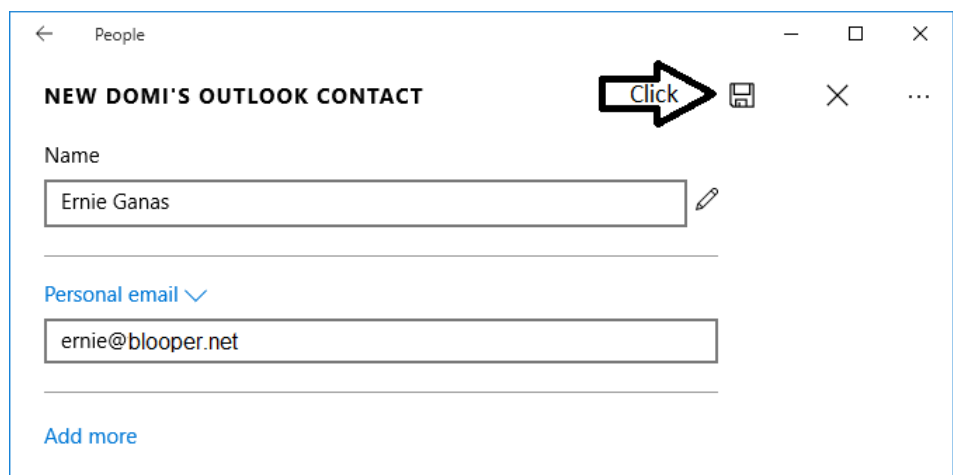
In this case, Domi wants a new People entry for Ernie, so click the + **icon** as shown by the arrow.
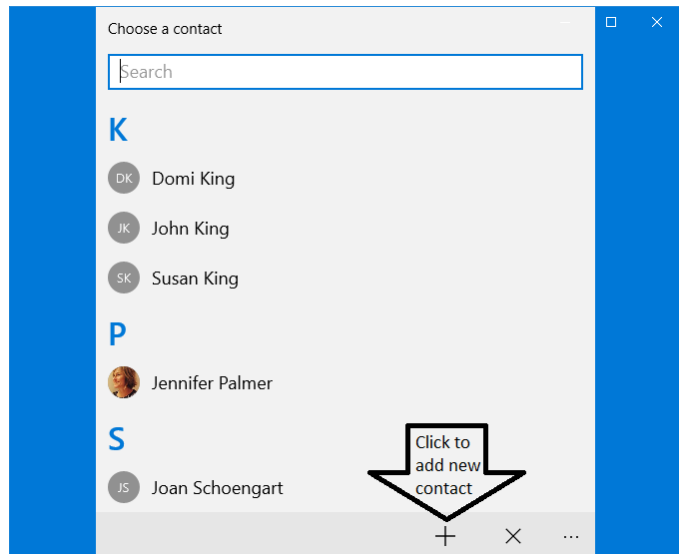
The **edit window** for the new contact opens as shown at the right.

Ernie Ganas is already entered as the name, and Ernie's email is entered as a Personal email.
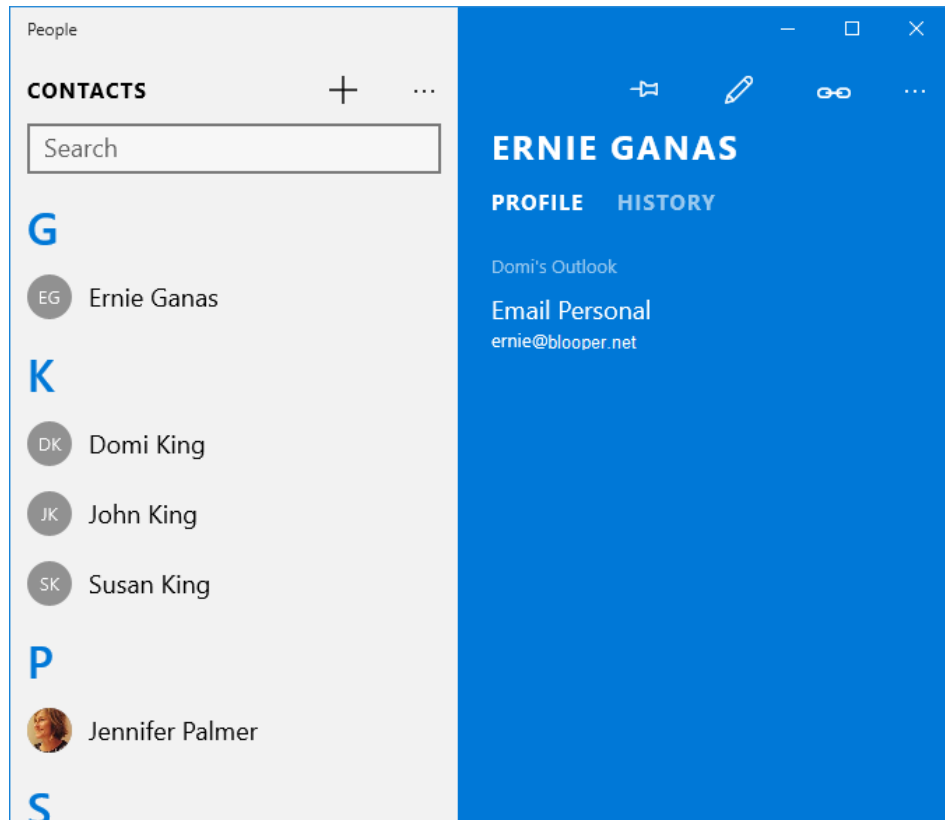
Click the **Save icon** as shown.

Domi now has a new contact, Ernie Ganas, in her People app.

His name is now listed in the left column as shown in the screenshot.

- **Next**
In Part 6 of Introduction to Windows 10, I will present the People app in greater detail with instructions on how to add additional information to a contact entry.
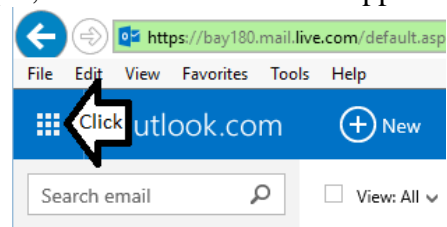

- **Internet Mail, People, Calendar and OneNote Access**

You can read and send email from web mail accounts such as Outlook.com and Gmail on the Internet by going to the service's web site, for example www.outlook.com or www.gmail.com, and logging in.

At www.outlook.com, you can read and send email and create new mail folders, but only for your outlook.com account. You must go to www.gmail.com to read and send emails from your Gmail account or to change the folders and so on for other web mail accounts.

At www.outlook.com there are links to your Windows 10 People, Calendar and OneNote apps. Click the Menu link shown by the arrow in the screenshot on the right. The menu also has links to the free Microsoft Office Online with Word, Excel, PowerPoint, etc. and OneDrive.

You can also go directly to People, Calendar and OneNote at:
- ✓ https://people.live.com/
- ✓ https://calendar.live.com
- ✓ www.onenote.com

You can add or edit appointments on your calendar, contacts in People and notes in OneNote.

When you don't have access to your computer or phone, the Internet allows you to use a friend's computer or a computer in the lobby of a hotel to logon to your Outlook.com account and check your email, contacts, calendar and notes.