## **EMAIL SETUP - WINDOWS 10**

1. Click under the Windows icon



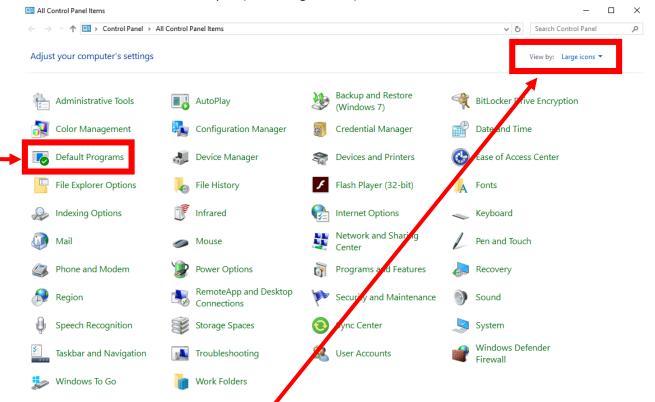
(this icon is located in the lower left corner of



your screen). Type Control Panel

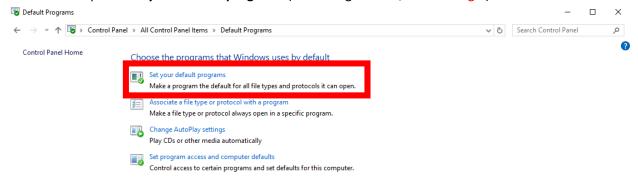
and select it.

2. The Control Panel window will open (view image below)



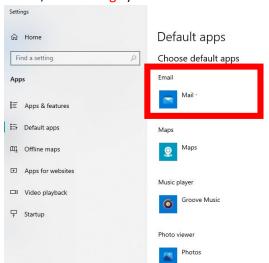
Make sure you select the **View by: Large Icons** (view image above, red rectangle) and click the **Default Programs** option (view image above, red rectangle)

3. Look for the option Set your default programs (view image below, red rectangle)



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4. The **Default apps** window will open (view image below). Click on the **Mail** app (view image below, red rectangle)





Choose your default apps

Select which apps to use to listen to music, look at pictures, check mail,

watch videos, and more.

Use Reset when you want to go back

Have a question?

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to the default apps that Microsoft recommends.

Get info about changing default

5. Now a new window will ask you to **Choose an app** (view image below, red rectangle), click on desired default application such as **Outlook**.

## Default apps

Choose default apps

