

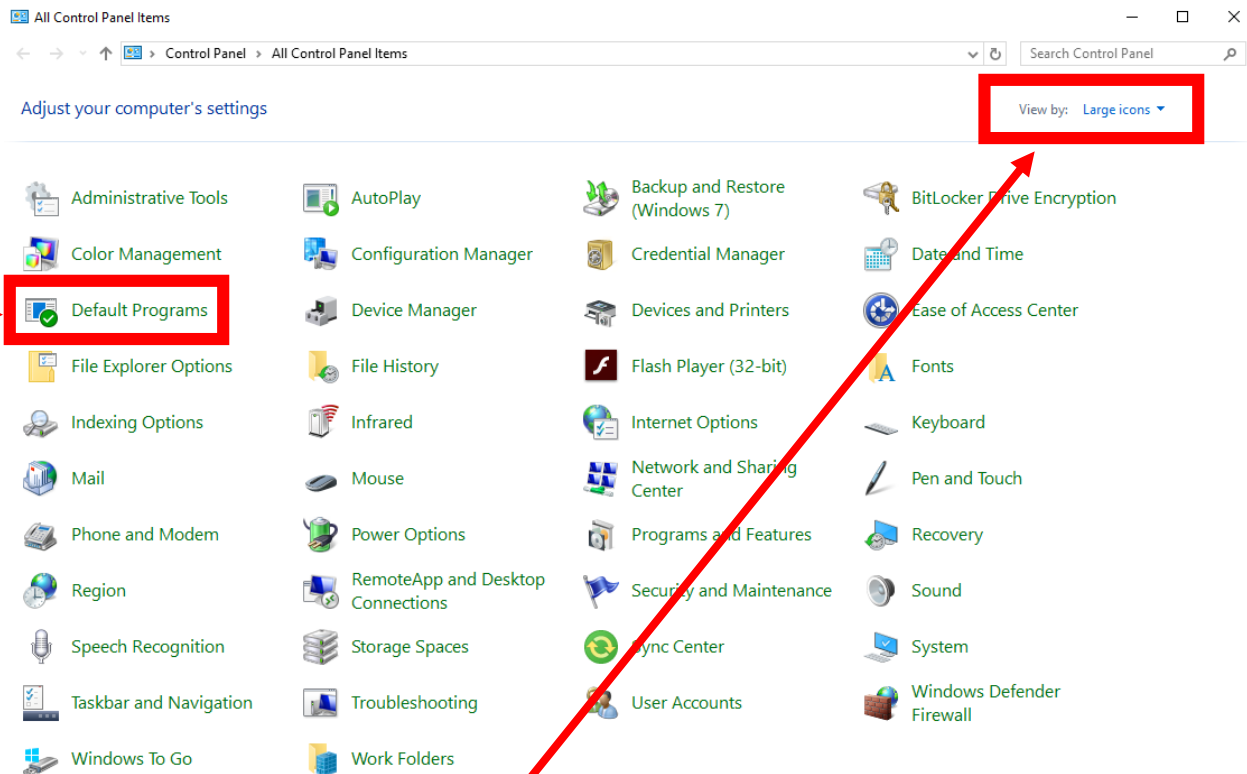


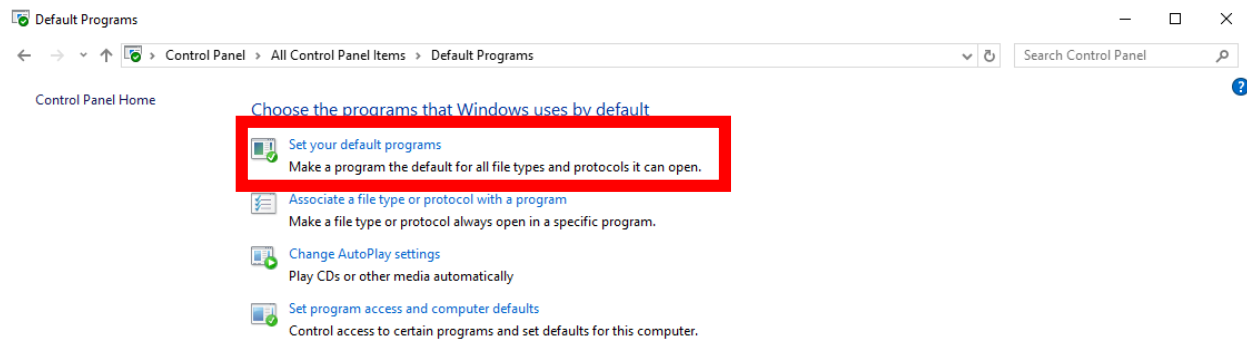


1. Click under the **Windows icon**  (this icon is located in the lower left corner of your screen). Type **Control Panel**  and select it.
2. The **Control Panel** window will open (view image below)



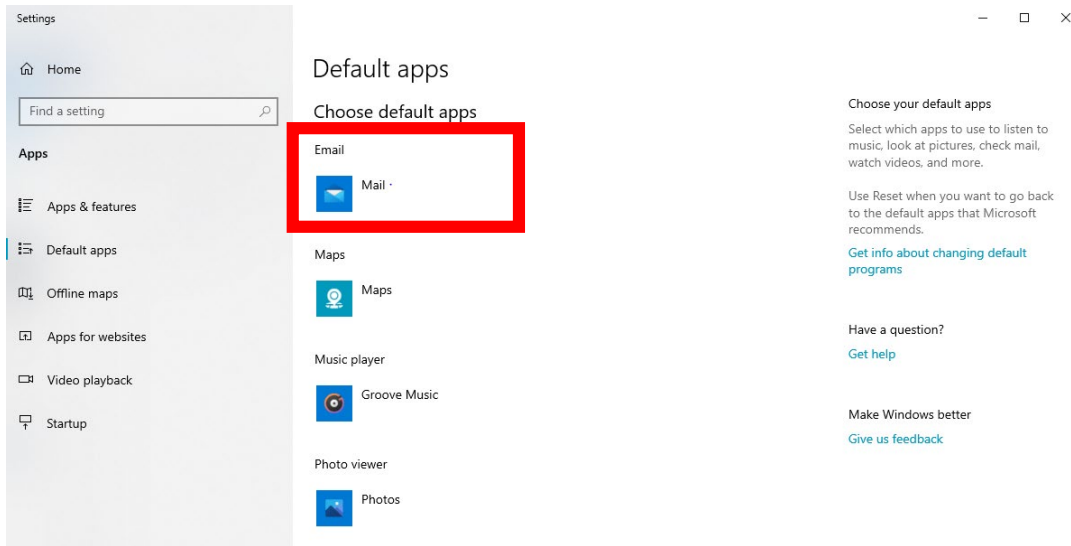
Make sure you select the **View by: Large Icons** (view image above, **red rectangle**) and click the **Default Programs** option (view image above, **red rectangle**)

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





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



- 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

Email



Maps



Music



Photo



Choose an app



Mail
Recommended for Windows 10



Google Chrome



Outlook



Look for an app in the Store