

Guide To: Setting up IADT Email on the Windows 10 Email Client



IADT's email now works with Windows 10 email client. This guide lets you set-up your emails to download to your home PC or laptop. Please note it doesn't give you the full MS Outlook experience it would be more like the email experience you get with your smart phone or tablet device.

Please note that all activities on IADT's ***Email*** system are subject to IADT's ICT A/AUP and the any other relevant IADT policies such as Data Protection.

Below gives a detailed description on how one goes about setting up ***IADT Email*** for a Microsoft Windows 10 based operating system.

Requirements to use this service are:

- Be current member of IADT Staff or Students cohort;
- Microsoft Windows 10 based desktop or laptop;
- Internet Access;
- Mobile phone that accepts text messages (if MFA applicable);
- Have an up to date version of virus protection installed on your desktop/laptop;
- Have all critical operating system updates installed on the desktop/laptop;
- Access to your emails remotely.

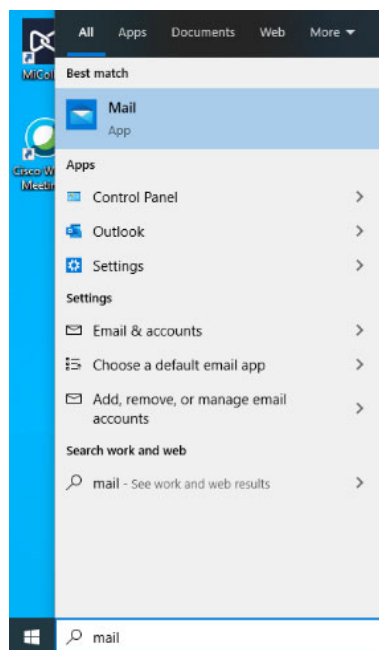
To setup windows mail to connect to IADT Mail on windows 10 PC

Open the mail client (type in mail into Windows search and click on the app)

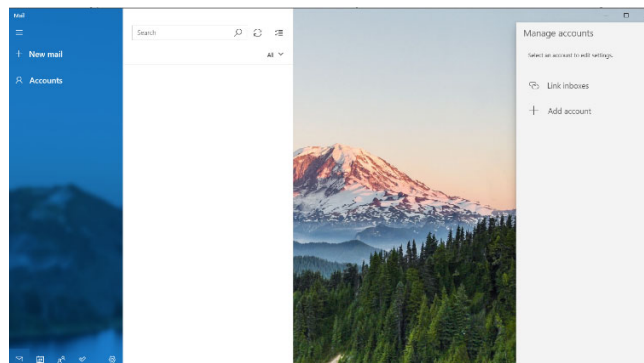


Mail

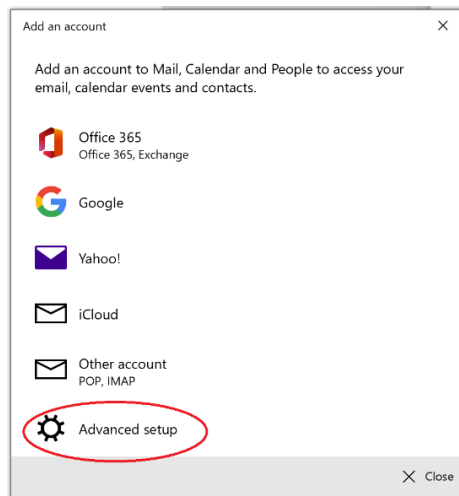
App



Click on Accounts then Add account



Choose the “Advanced setup” option



Select: **Exchange ActiveSync**

Add an account



Advanced setup

Choose the kind of account you want to setup. If you aren't sure, check with your service provider.

Exchange ActiveSync

Includes Exchange and other accounts that use Exchange ActiveSync.

Internet email

POP or IMAP accounts that let you view your emails in a web browser.

Then enter your details:

Email address – ***This is your IADT email address e.g. joseph.bloggs@iadt.ie***

Password – ***This is your IADT network password***

Logon name – ***This is your IADT network username e.g. bloggsj***

Domain – ***Type in INSTITUTE***

Server – ***Type in mail.iadt.ie***

Account name – ***This what you want to call the account on your PC/Laptop. Which is particularly useful if you have multiple accounts set-up on your machine.***

Exchange

Email address

Password

Username

Domain

Server

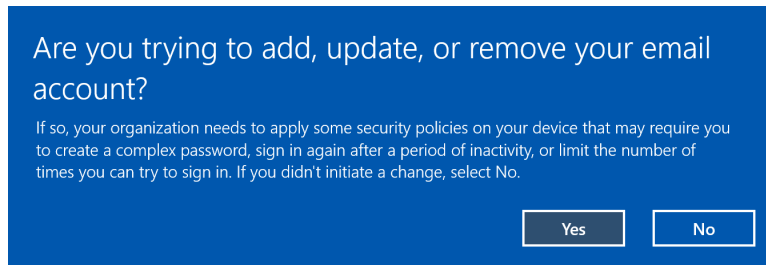
Server requires encrypted (SSL) connection

Account name

✓ Sign in ✕ Cancel

Once you have entered the correct details click “Sign in”

Click YES to prompt about adding account



Then click Done

All finished!

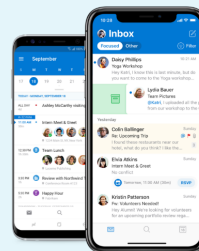
Your account has been set up successfully.

 joe.bloggs@iadt.ie

Email gets even better
with Outlook on the
phone

Connect to any email account and
access work and personal calendars
on the go. It's free!

Get the app



✓ Done

Mail opens and should look like this (it may take a few minutes for the email to populate), if you click on the calendar it will open in a new window

