**How to connect Windows 8 Mail to MCC’s Mail Server**

1. Launch Mail
2. Bring up Charms (Swipe in from the Right side of the screen on a touch screen or Press Windows Key+C on a keyboard) and select settings.
3. Select Accounts
4. Select Add an Account
5. Select Exchange or Office 365
6. Click on More Options
7. Enter the following information into each field (see picture below for an example):
   1. Email Address: Your full MCC email address
   2. Server Address: mymail.monroecc.edu
   3. Domain: monroecc.edu
   4. Username: your MCC username
   5. Password: your MCC password
8. Click or tap Connect
9. If you are prompted to allow the server to manage this computer select allow

