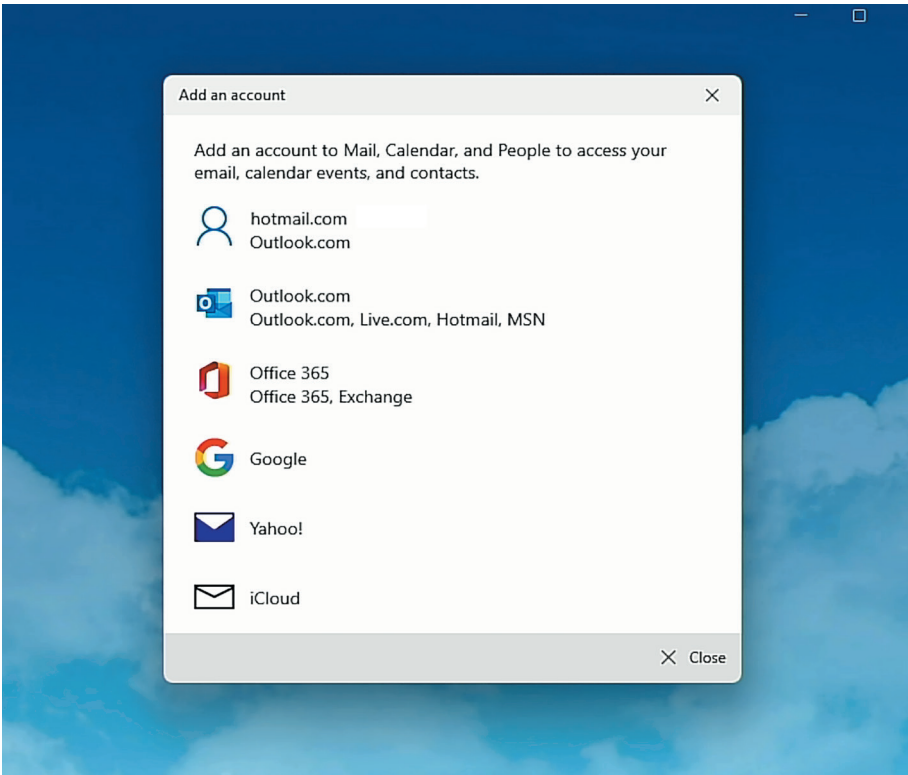# Legacy Mail App

Windows 11

Mail App

With the mail app you can check your Microsoft Account email, as well as other email accounts from Yahoo or Google you might have.

You'll find the mail app on your start menu.

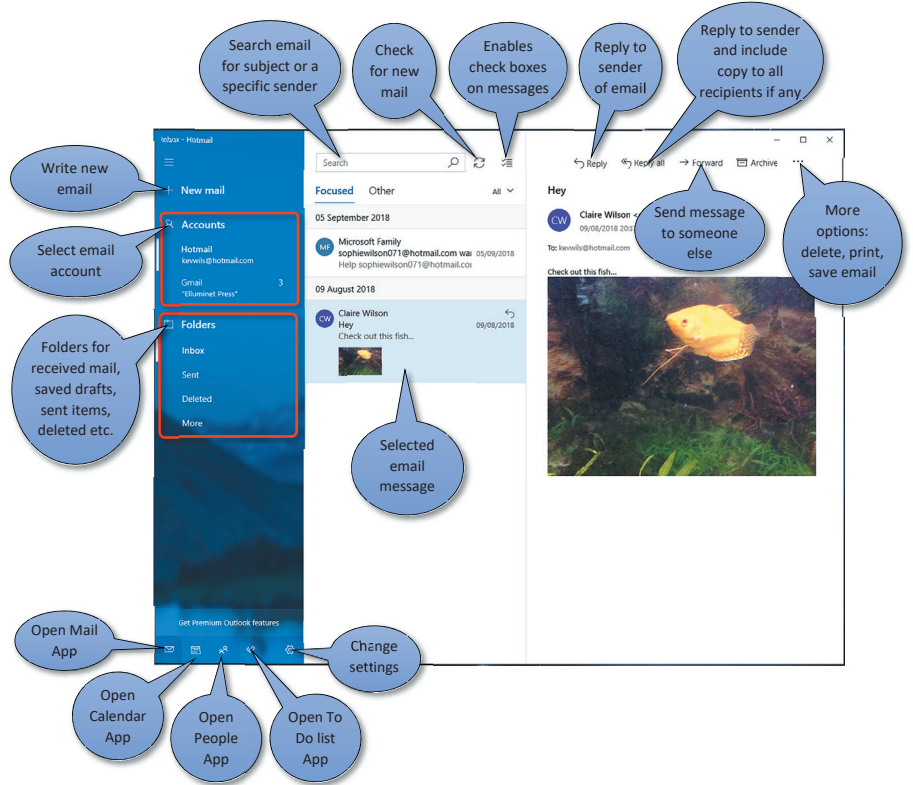If this is the first time you are using this app, you may be asked to add your email account.

If you are using your Microsoft Account, select your Microsoft Account email address at the top.

If you use Gmail, click 'Google'. If you use Yahoo, click 'yahoo'. If you use iCloud click 'icloud'.

Reading Mail

When you open mail app it will check for email, any new messages will appear in your inbox.

- Search email for subject or a specific sender
- Check for new mail
- Enables check boxes on messages
- Reply to sender of email
- Reply to sender and include copy to all recipients if any
- Write new email
- Select email account
- Folders for received mail, saved drafts, sent items, deleted etc.
- Send message to someone else
- More options: delete, print, save email
- Selected email message
- Open Mail App
- Change settings
- Open Calendar App
- Open People App
- Open To Do list App

Click on the message in your inbox. The contents will be displayed in the reading pane on the right hand side.
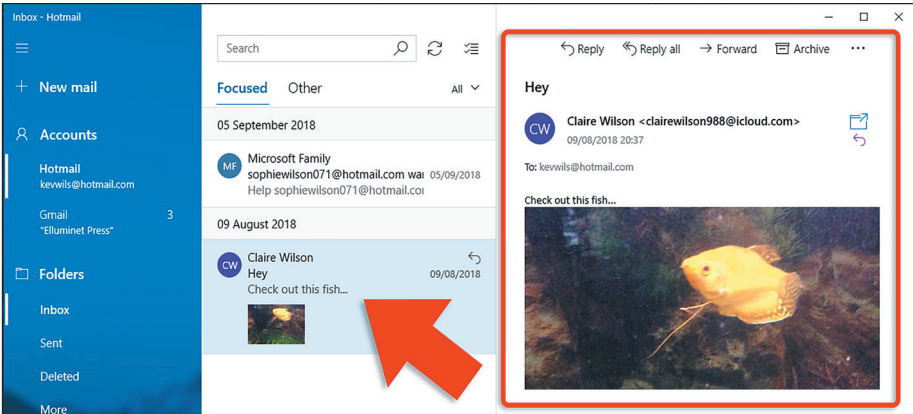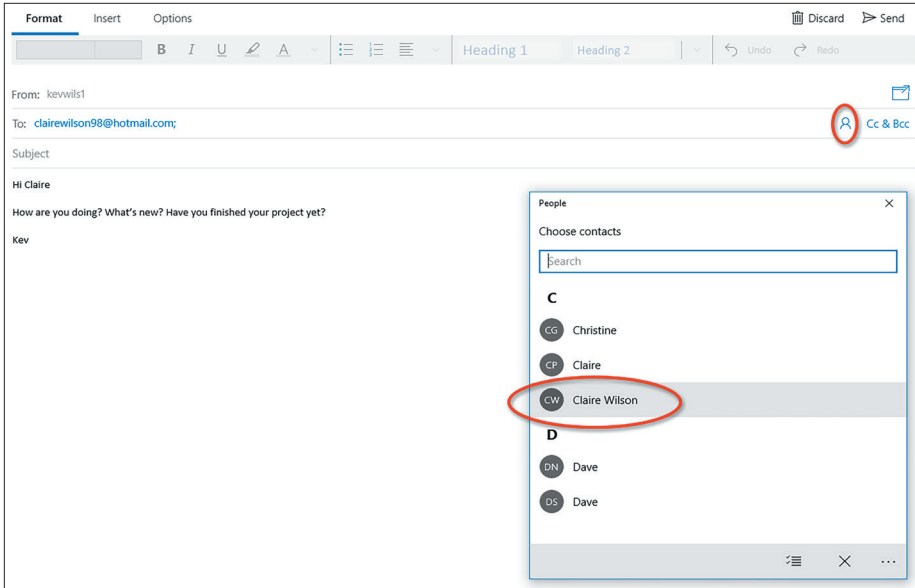
Legacy Mail App

Writing a New Message

To start a new message, click 'new mail' on the top left hand side of the main screen.

First you need to enter the person's email address in the 'To' field. Click the people icon on the far right to open up your contacts. Scroll down and select the person you want to send the email to.

Add a subject, then type your email in the body section. In the body section, you can use the normal text formatting tools such as bold, change the font colour or size and so on, using the format tool bar as you can see below.
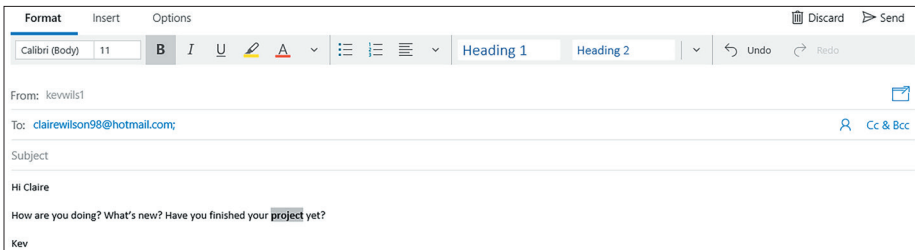
For example, select the text, click bold icon. Change text size, select text, click font size. Change font, select text, click on font name in toolbar.
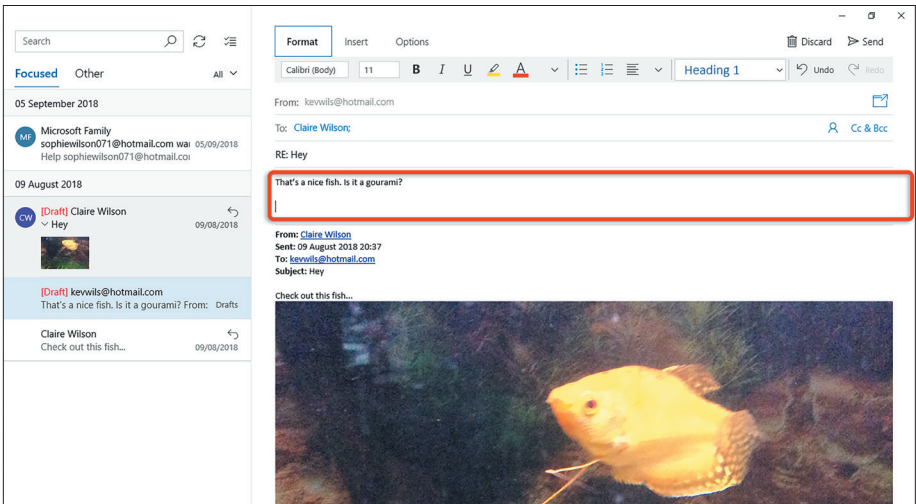
Hit 'send' on the top right to send your email message.

Reply to a Message

To reply to the message, click the reply icon at the top of the screen.
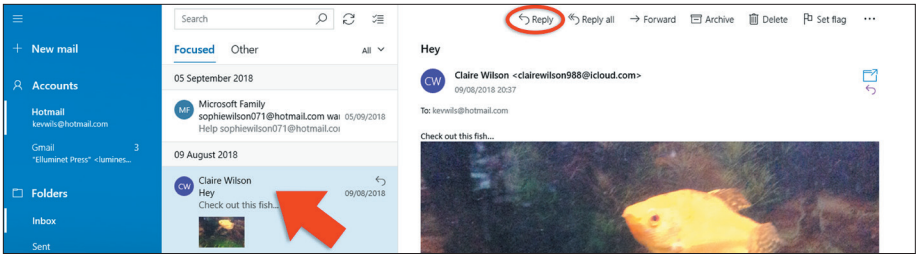
You'll see a screen that looks a bit like a word processor. Here you can type in your message. Your message will appear at the top. The original message will be appended to the end of the email.


You can use the basic formatting tools. You can make text bold - select the text and click the 'B' icon on the toolbar. Or you can make text into a list. Select the text and click the list icon, then select a number style.
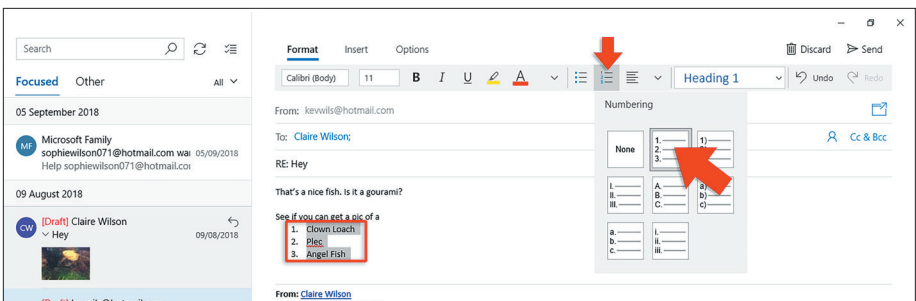
Adding Attachments

To attach a file, click 'insert' then select 'files'. Select the file you want to attach. Use this option to attach files such as documents, videos, music or photos.
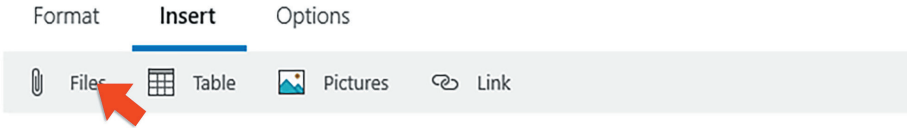
Select your file from the dialog box. Hold down the control key to select multiple files. Click 'open' when you're done.
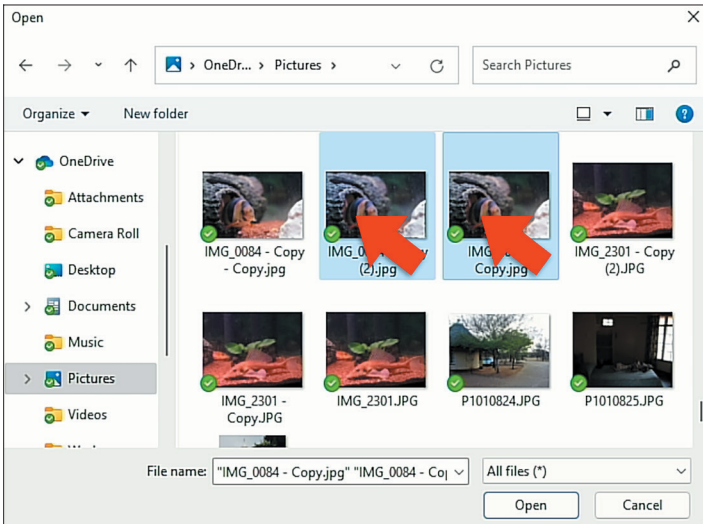
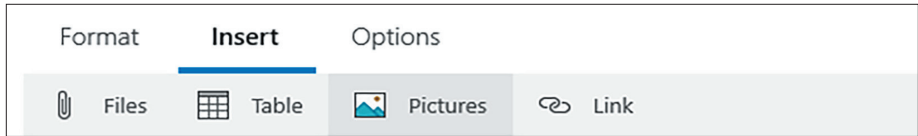These attachments will be added to the end of the email.
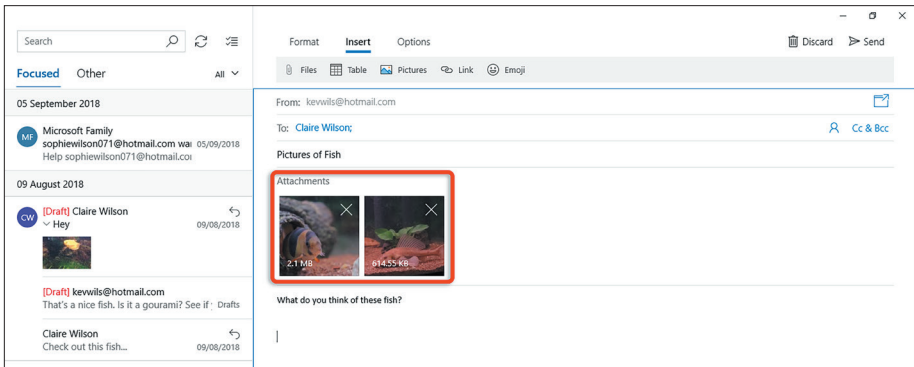

Once you are done, click 'send' on the top right.

Inserting Images

Inserting images is a little different from adding an attachment. When you insert an image, you insert it into the body of the email message so it appears inline with the text.
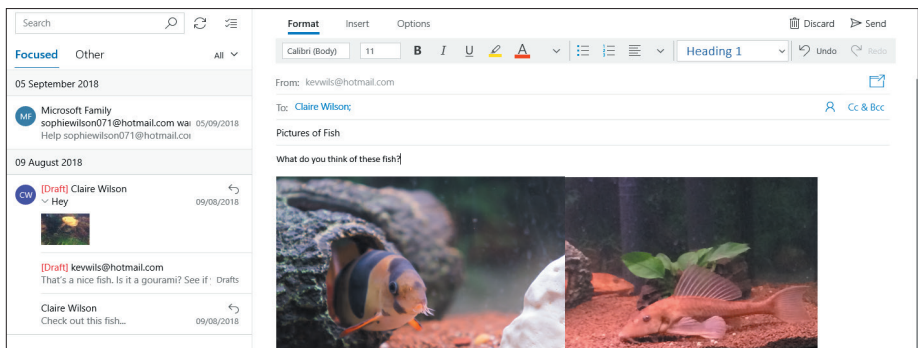
In your email message, click 'insert'. From the options, select 'pictures'.

Select your picture from the dialog box. Hold down the control key if you're selecting more than one picture. Click 'insert'.
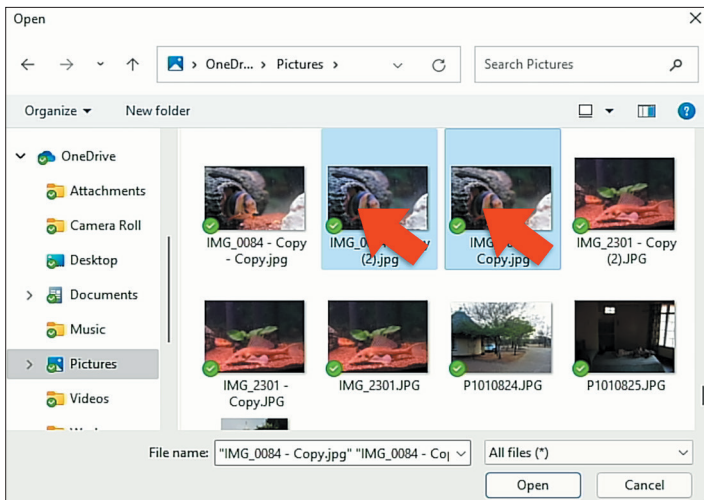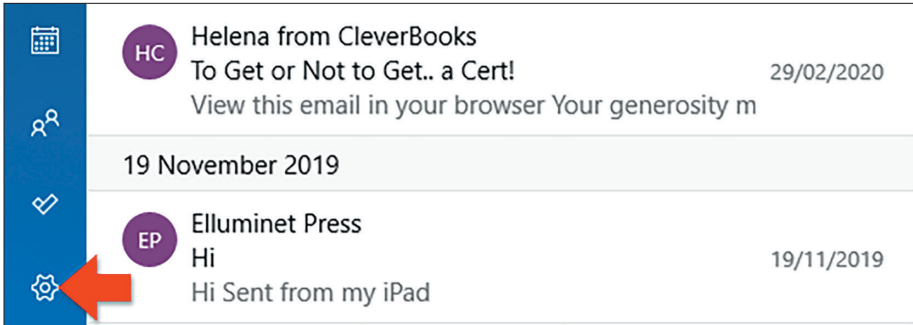

Click the 'send' icon on the top right when you're done.

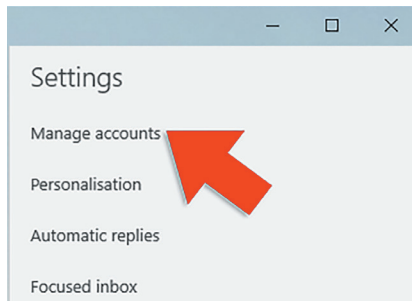Images are inserted in the body of the email message.

Adding Other Email Accounts

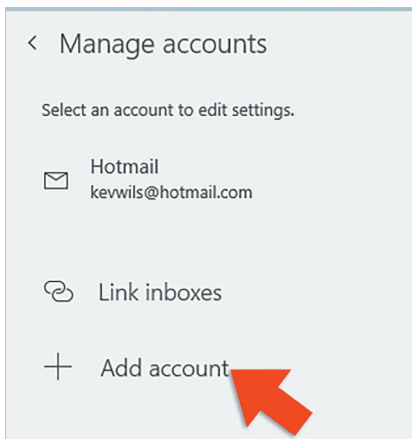If you have another email account such as Gmail or Yahoo you can add these too.

To do this click the settings icon on the bottom left of the screen.

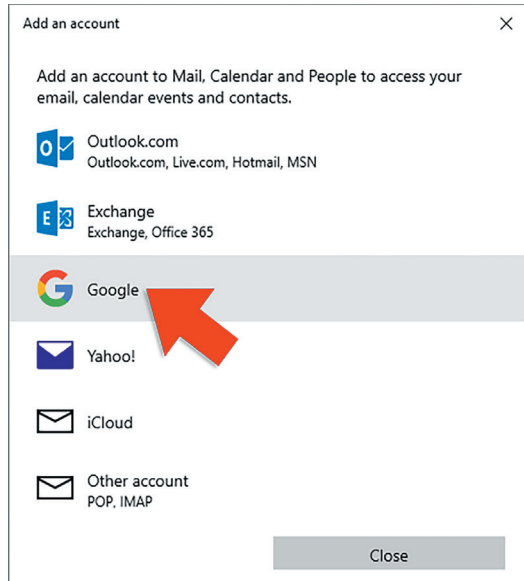Click 'manage accounts' on the side panel on the right hand side of the screen.


Click 'add account'.

Select the account provider. Eg if you are adding a GMail or Google account, click 'Google', if it's Yahoo, click 'Yahoo', or Apple, click 'iCloud'.... If your provider isn't in the list above click 'other account'.

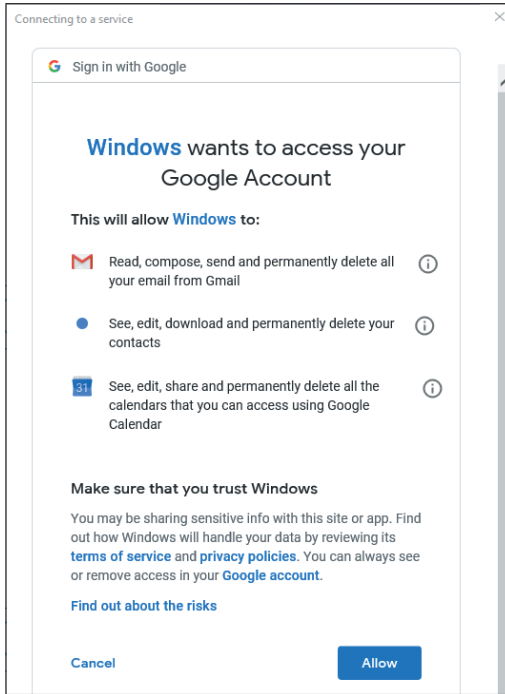In this example, I want to add my Gmail account. So I'd select Google.

In the 'connecting to a service' dialog box, type in your email address for the email account you're adding. Click 'next'.
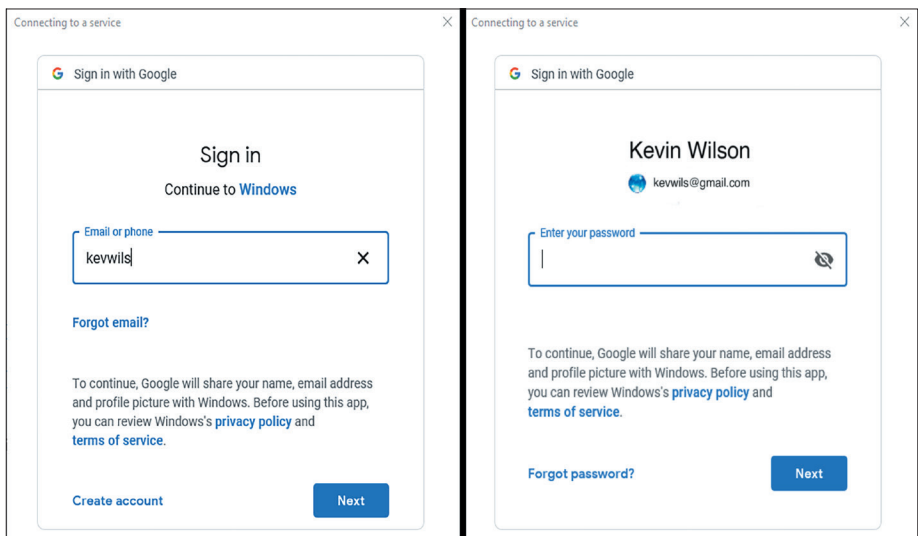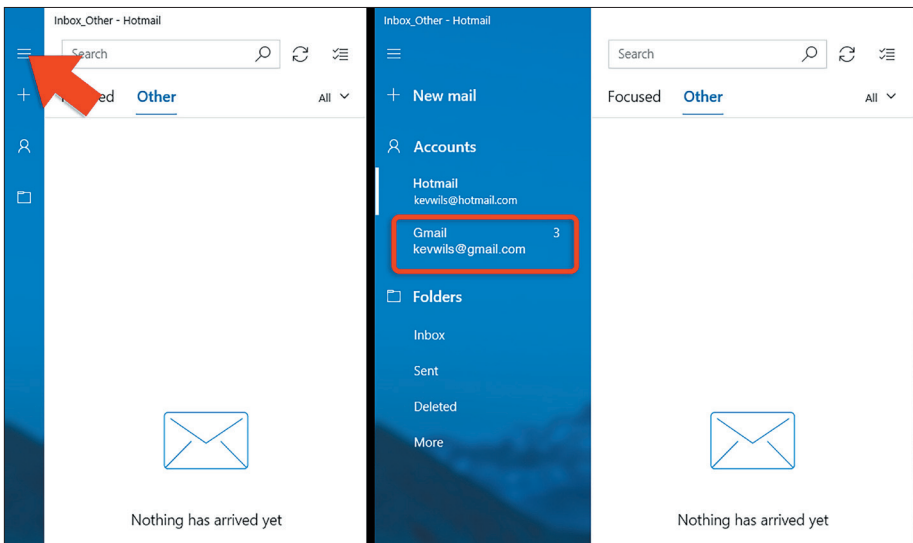

Enter your password on the next screen, click 'next'.

Legacy Mail App

In the next window, scroll down and select 'allow' to give Windows permission to access your account. Then click 'done'.


All your email accounts will appear under the accounts section on the left hand side of the screen. Click the hamburger icon on the top left of the screen to reveal the full sidebar.

Contacts List (People App)

The People App is your contacts list or address book and is used to access your contacts in Microsoft Teams, Chat, Mail App, and Calendar. You can find the People App on the bottom left of the Mail App.
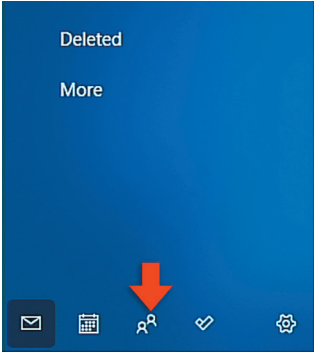
When the People App opens up, you'll see a list of your contacts on the left hand side. Any contact you click on, their contact details will appear in the right hand pane.
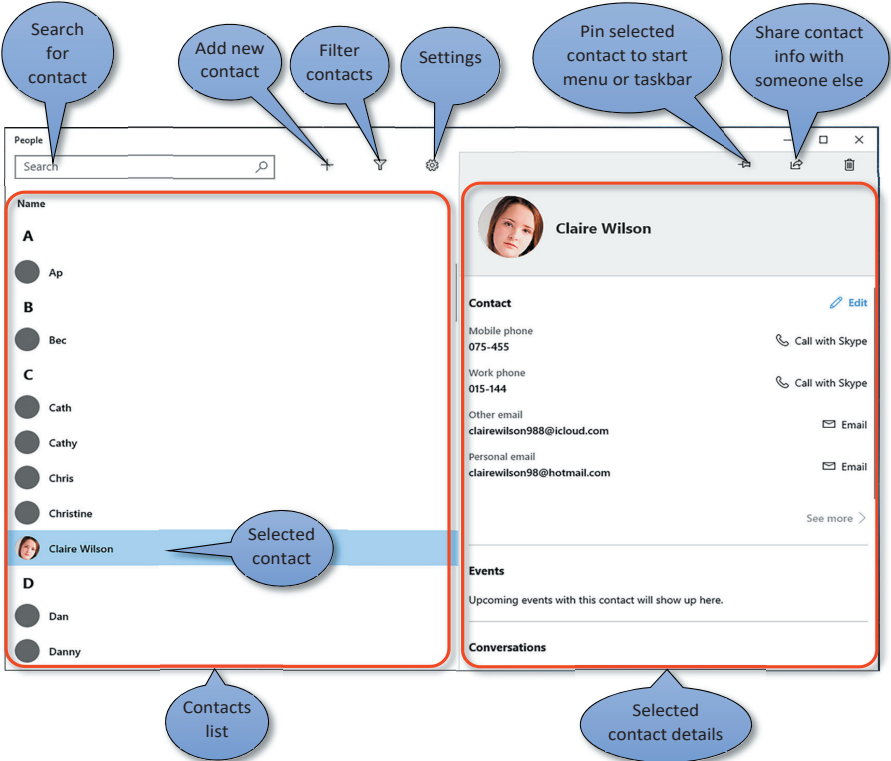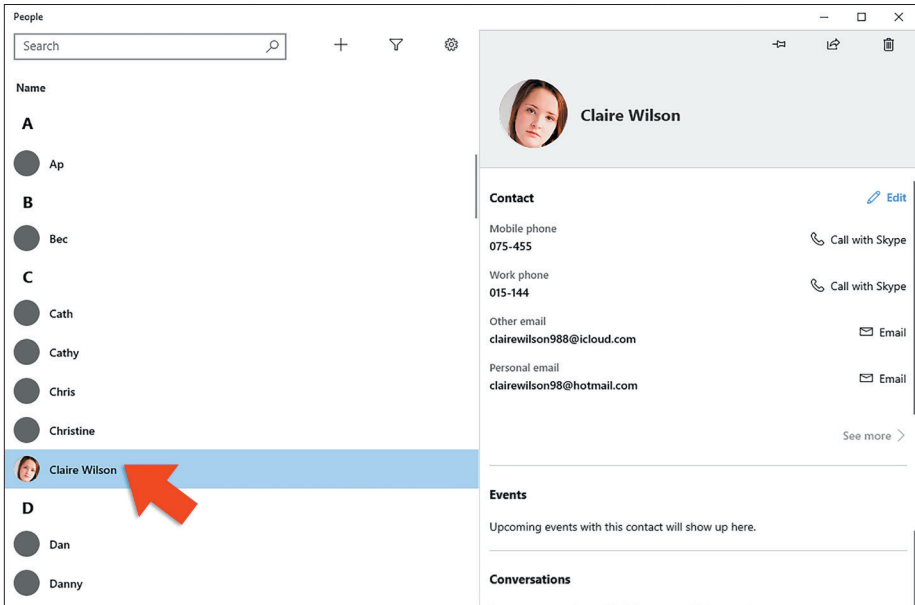
# Legacy Mail App

Edit Contact

You can click on any of the contacts in your list to view or edit their contact information.

Here I've clicked on Claire in the contacts list. In the right hand pane, you'll see her contact details, plus upcoming calendar events she's been invited to or involved in and recent messages. Click 'see more' to see all of these.
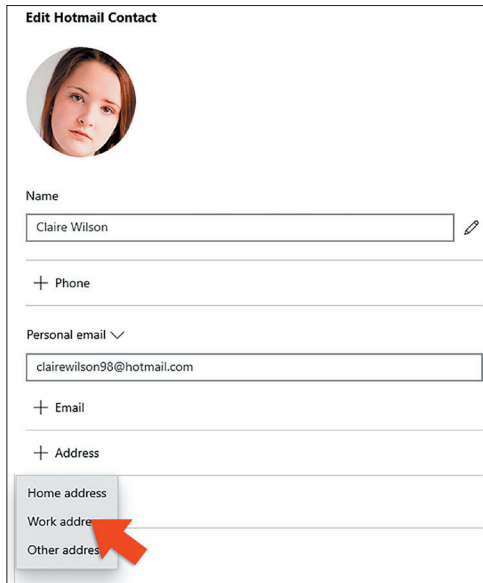

To edit her contact details, click 'edit'. In the new window you can edit her name, add phone, email addresses and physical address.

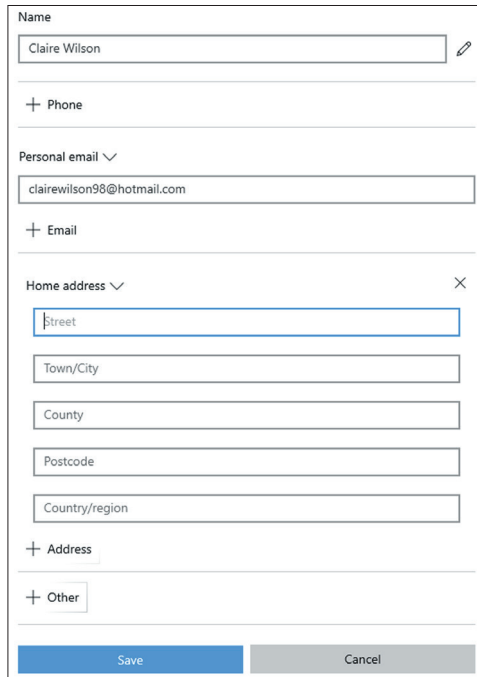Click the plus sign next to the one you want to add. For example 'address'.
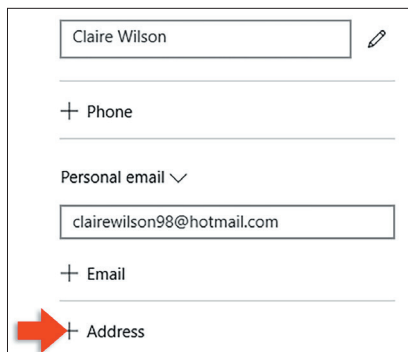
Select whether the address is 'home' or 'work'.

Enter the details into the fields that appear.

Click 'save' when you're done.