



How do I add bConnected to Windows 8?

The following procedure documents the process to add bConnected (bMail, bCal and contacts) to the built in Calendar and Mail apps in Windows 8

Before you start:

- **Create a Microsoft Account**

If you have not already created a Microsoft account, you can do so by visiting the [Microsoft Account Creation website](#).

Note: A Microsoft Account is required to add secondary e-mail accounts (such as bConnected) to Windows 8.

- **Enable IMAP**

Before you can add bConnected to Windows 8, you need to enable IMAP in bConnected. For instructions on enabling IMAP, please see [this article](#).

- **Set a Google Key**

If you have not already created a Google Key, do so now by following [this article](#). You will need the key to complete the steps in this article.

How to add bConnected to Windows 8:

1. Open the Mail App from within Windows 8
2. Log into **Mail** with your Microsoft account
3. Touch the top right corner of the screen with the mouse cursor
4. Click the **Settings (the gear)** icon that appears near the extreme lower right of the screen
5. Click on **Accounts**
6. Click on the **Add an account** text
7. Click on the **Google** icon
8. Enter your information as follows:

Email Address

Your full @berkeley.edu account
[ex. JKidd5@berkeley.edu]

Password

Use the Google Key associated with this account

9. Click on the check box to the immediate left of **Include your Google contacts and calendars**
10. Click on the **Connect** button

That's it! Your bConnected account has been added to Windows 8. E-mail, calendar, and contacts will be accessible through the relevant App from the **Start Menu**.