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](https://account.microsoft.com).

  **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](https://support.microsoft.com).

- **Set a Google Key**

  If you have not already created a Google Key, do so now by following [this article](https://accounts.google.com). 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.