

# Email Configuration Guide

## Android OS 2.1 Devices

April 11, 2011

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## **Introduction**

This guide explains how to configure your Android device to access your email account.

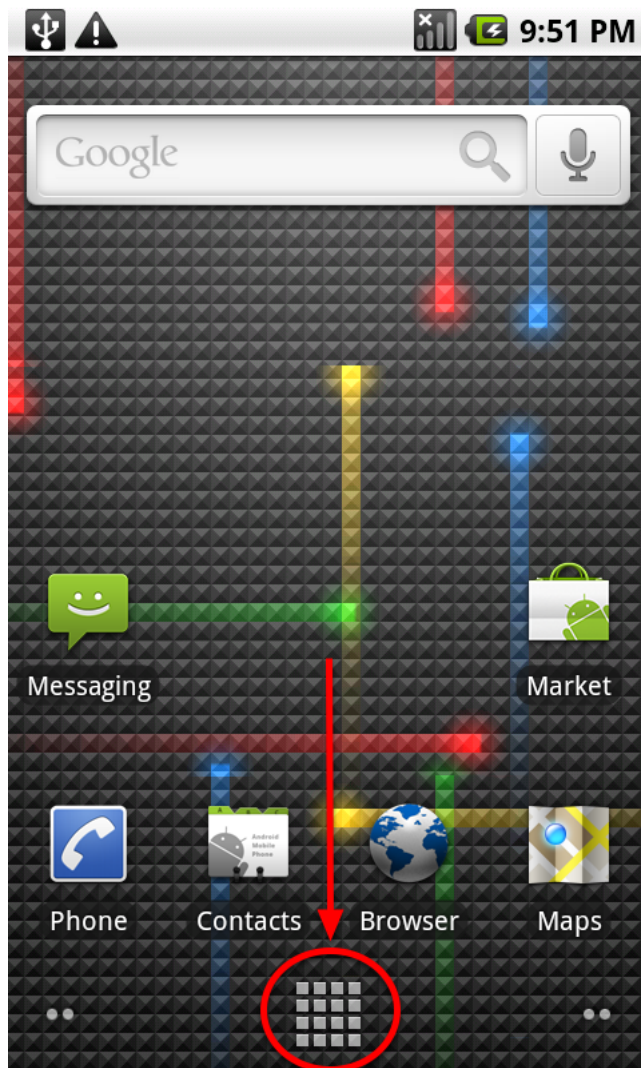
This tutorial was created using a Google Nexus One mobile phone running the Android OS 2.1. If you are using different hardware or a different OS version, these instructions may differ.

The domain example.com is used throughout this guide as a substitute for your domain name. If your domain is johnsmith.com, use johnsmith.com in place of example.com.

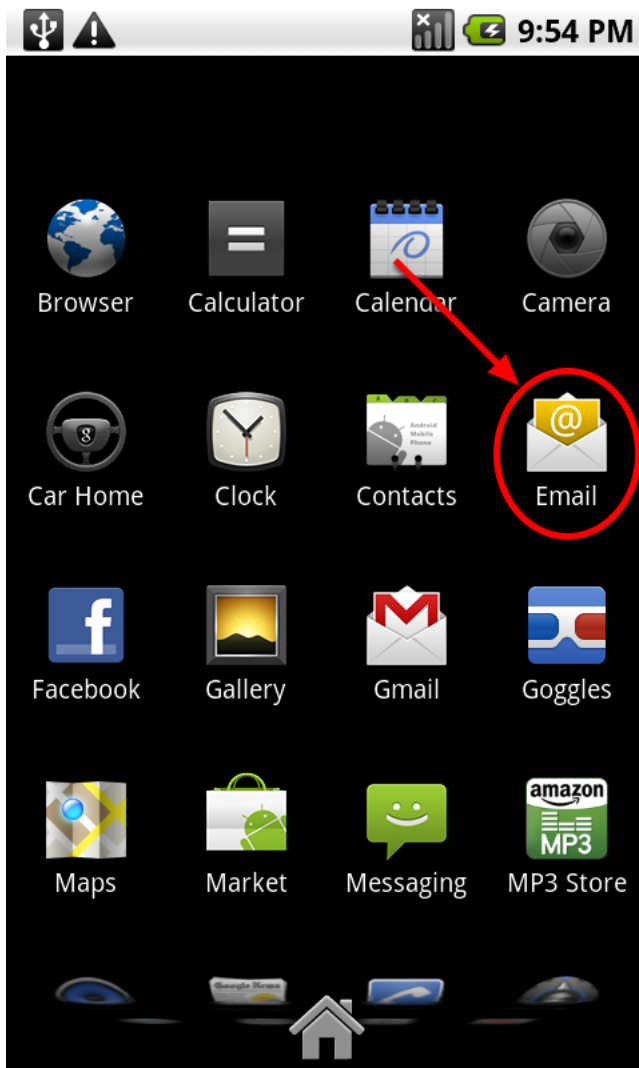
## **Configuring your mobile device**

Follow the steps below to set up email on your mobile device.

## Beginning the setup process



Tap the **Launcher** icon.



Tap **Email**.

## Configuring incoming email settings

Configuring your device for your email account can be can begin in one of two ways. One method is used if your device does not have any email accounts present on your device, and the other method is used if the device has at least one email account already configured on your device.

### Devices without email accounts present

Set up email

You can configure Email for most accounts in just a few steps.

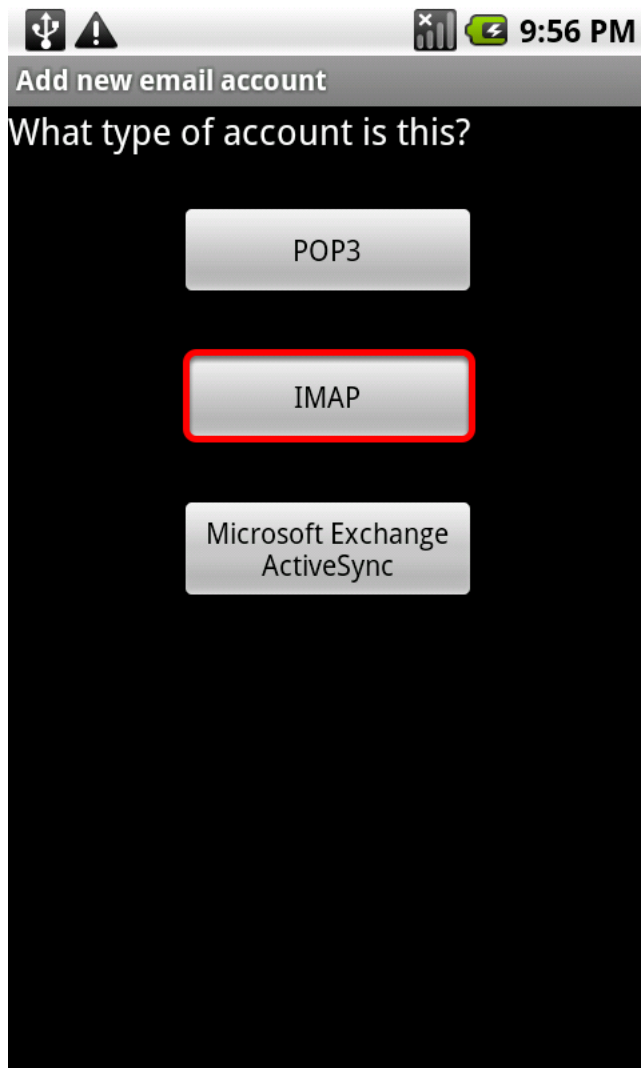
Email address

Password

☒ Send email from this account by default.

Manual setup Next

Enter your email address and password, then tap **Next**.



Tap **IMAP**.

The screenshot shows the 'Incoming server settings' screen on an Android device. The status bar at the top displays a USB icon, a warning triangle, signal strength, battery level, and the time 9:57 PM. The screen has a dark background with white text. The 'Username' field is highlighted with an orange border and contains the text 'account@example.com'. Below it is the 'Password' field, which is masked with dots. The 'IMAP server' field contains 'example.com' and the 'Port' field contains '143'. A QWERTY keyboard is visible at the bottom of the screen.

The **Incoming server settings** screen automatically fills in the fields based on the information you previously entered for your email address.

We need to manually edit some of these fields.



The screenshot shows the 'Incoming server settings' screen. At the top, there are status icons (USB, warning, signal, battery) and the time '9:58 PM'. The screen has four main input fields: 'Username' with the text 'account@example.com', 'Password' with masked dots, 'IMAP server' with the text 'mail.example.com', and 'Port' with the text '143'. A virtual QWERTY keyboard is displayed at the bottom of the screen.

Complete the following fields:

**Username**

Enter your full email address.

**Password**

The **Password** field is automatically filled in with the password that you created when you set up your email account.

**IMAP server**

This is the name of the server which holds your email. Enter **mail.your\_domain**

**Port**

This field will not need to be changed.

Scroll down to view additional settings.

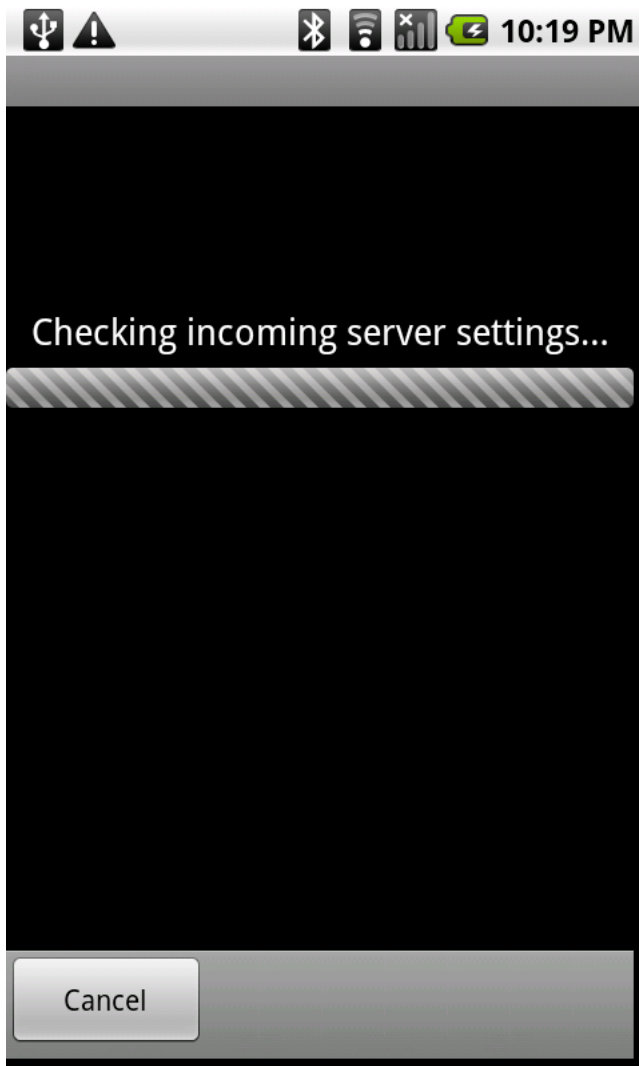
The screenshot shows the 'Incoming server settings' screen. At the top, the status bar displays icons for USB, a warning, Bluetooth, Wi-Fi, signal strength, and battery, along with the time '4:28 PM'. The settings are as follows:

- Port:** A text field containing '143'.
- Security type:** A dropdown menu currently set to 'None'.
- IMAP path prefix:** A text field containing 'Optional'.

At the bottom right of the settings area, there is a button labeled 'Next' with a green right-pointing arrow. This button is enclosed in a red rectangular box. Below the settings area is a virtual QWERTY keyboard with a 'Done' button on the right.

The **Port** and **Security type** should not be modified.

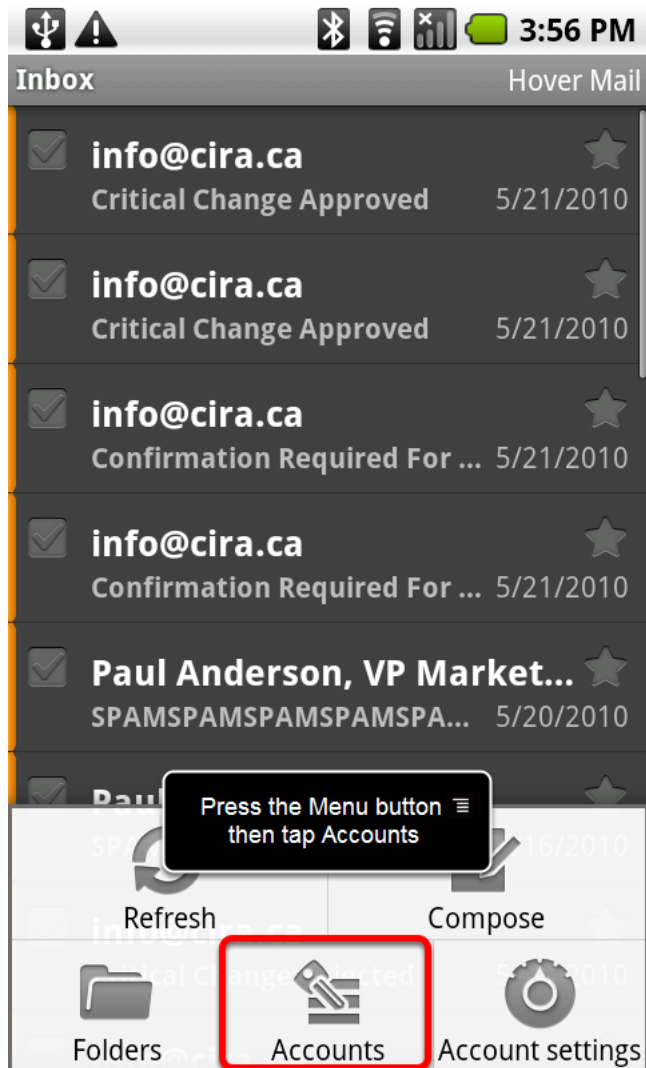
Tap **Next**.



Your device verifies the incoming server settings.

After this step is completed you can skip to the section of this guide titled **Configuring the outgoing email settings** and continue your configuration.

## Devices with existing email accounts

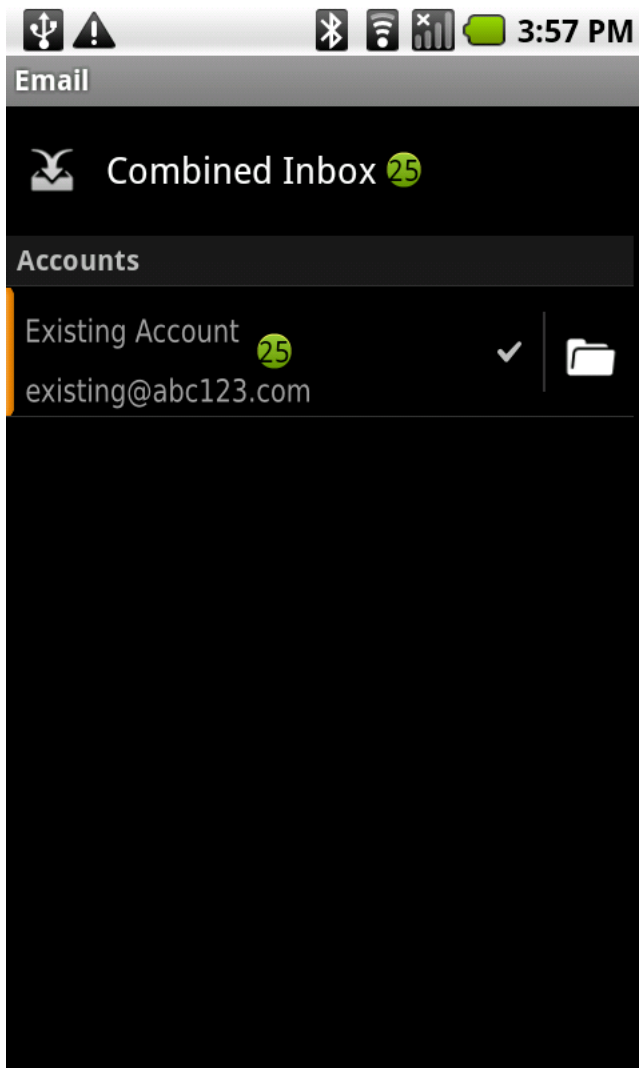


This screen appears if you have existing email accounts already present on your device. If you do not see this screen, you should go to the

If you already have one or more email accounts configured, your **Inbox** appears.

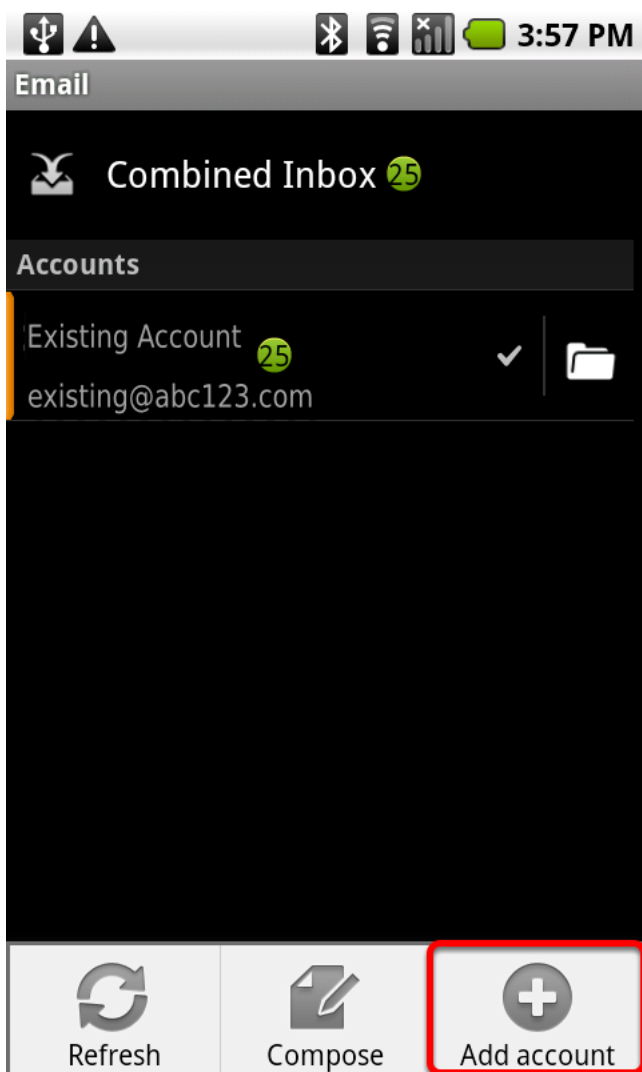
Press the **Menu** button, then tap **Accounts**.

**Note:** The **Menu** button is not part of your screen. It is located below the screen on your device, and can be found between the **Back** button and the **Home** button.



A list of your existing email accounts appears.

Press the **Menu** button.



Tap **Add account**.

After this step is completed you can skip to the section of this guide titled **Devices without email accounts present** and complete the steps in that section.

## Configuring the outgoing email settings

Outgoing server settings

SMTP server

mail.example.com

Port

587

Security type

None

☒ Require sign-in.

The **Outgoing server settings** screen automatically fills in the fields.

You must manually edit some of these settings.

Outgoing server settings

SMTP server

mail.example.com

Port

465

Security type

SSL (Accept all certificates)

☒ Require sign-in.

q w e r t y u i o p

a s d f g h j k l

z x c v b n m DEL

?123 .com / \_ . Done

Enter the following information:

**SMTP server**

Enter **mail.your\_domain**

**Security type**

From the **Security type** drop-down list, choose **SSL (Accept all certificates)**

Ensure that there is a checkmark in the **Require sign-in** box.

When you set the **Security type** to **SSL (Accept all certificates)**, the port number changes from **587** to **465**.

Tap **Done**.



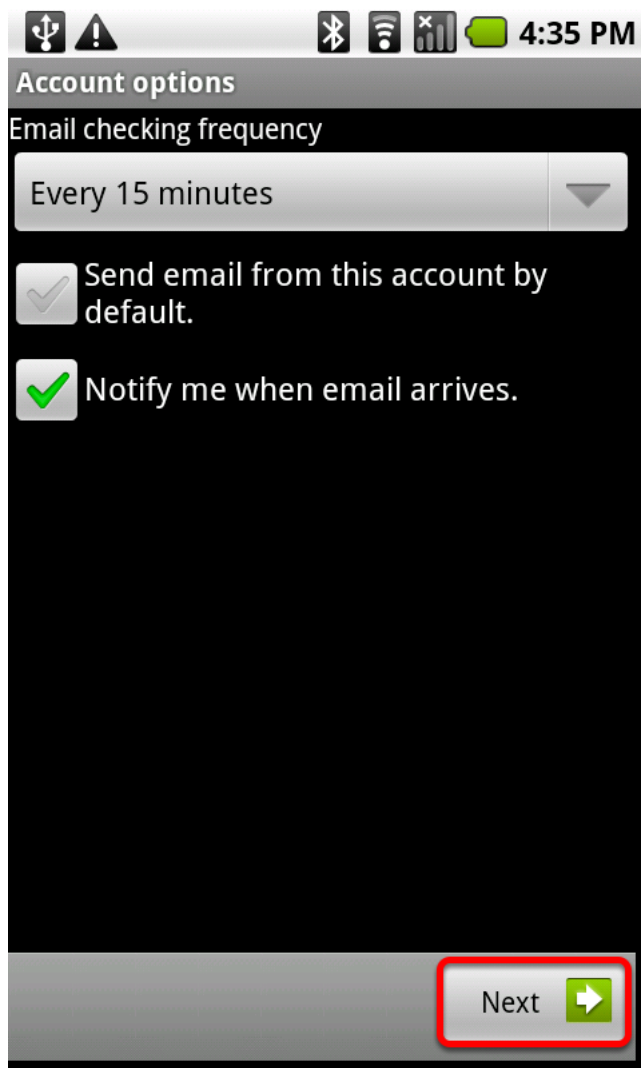
The screenshot shows the 'Outgoing server settings' screen on an Android device. The status bar at the top displays various icons and the time '4:31 PM'. The screen has a dark background with white text. The settings are as follows:

- SMTP server:** mail.example.com (highlighted with an orange box)
- Port:** 465
- Security type:** SSL (Accept all certificates) (dropdown menu)
- Require sign-in:** ☒ (checked)
- Username:** account@example.com
- Password:** (masked with dots)
- Next button:** A button with the text 'Next' and a green right-pointing arrow, highlighted with a red box.

The username and password fields are automatically populated with your incoming mail server settings.

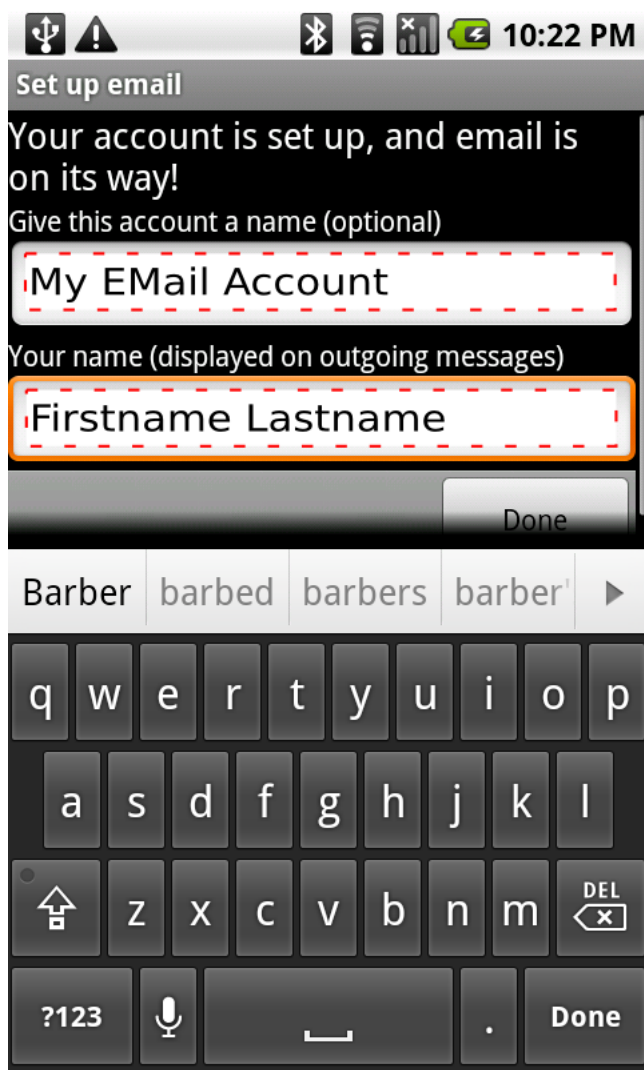
Tap **Next**.

Your device verifies the outgoing server settings.



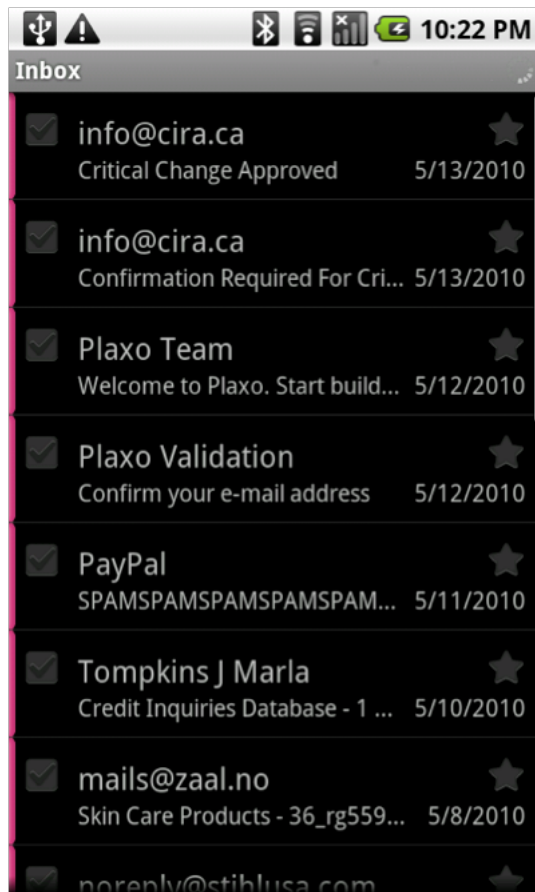
By default, your device checks for new email every 15 minutes and notifies you when you receive new email.

Tap **Next**.



Type a name you wish to use to identify your email account on your device, and enter your name as you want it to appear in the **From** field of your outgoing email messages.

Tap **Done**.



Your Android device loads your incoming messages.

You can now send and receive your email on your device!