## Setting Up Android<sup>™</sup> Email

## **Technical Manual: Configuration and Setup**

## Document Updated: 12/08

## Setting Up an POP3 Email Account

- 1. From the Home screen, tap the Application button.
- 2. Tap the Email icon.
- 3. If this is your first email account, you will be presented with an email setup screen. Tap the Next button. Otherwise, press the Menu button, and tap the Add Account button.
- In the "Type your account email address" box, enter your full email address, e.g., email@mydomain.com.



- 5. In the second box, enter your email account password.
- 6. Tap the "Manual setup" button.
- 7. Tap the "POP account" button.
- 8. Enter the following information in the spaces provided:
  - Username—Enter your full email address.
  - Password—Enter your email account password.
  - POP server—Enter the name of the secure email server: secure.emailsrvr.com
  - Port—Enter the secure port number: 995
  - Security type—Select the security: *SSL (always)* Note: Ensure Port is still *995*.
- 9. Tap the Next button. The device will connect to the internet and check your incoming settings.

- On the "Outgoing server settings" screen, enter the following information in the spaces provided:
  - SMTP server—Enter the name of the secure email server: secure.emailsrvr.com



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- Port—Enter the secure port number: 587
- Security type—Select the security: SSL (always)
  Note: Ensure Port is still 587.
- 11. Tap the "Require sign-in" checkbox.
- 12. In the Username box, enter your full email address.
- 13. In the Password box, enter your email account password.
- 14. Tap the Next button. The device will connect to the internet and check your outgoing settings.
- 15. On the "Account options" screen, select your "Email checking frequency."

Note: This frequency will impact battery life.



- 16. Tap the "Notify me when email arrives" checkbox to see an alert on the status bar when you have new email.
- 17. Name your account as desired.
- 18. Enter your name as you want it displayed in email.