Email Configuration Guide

Android OS 2.1 Devices

April 11, 2011

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Introduction

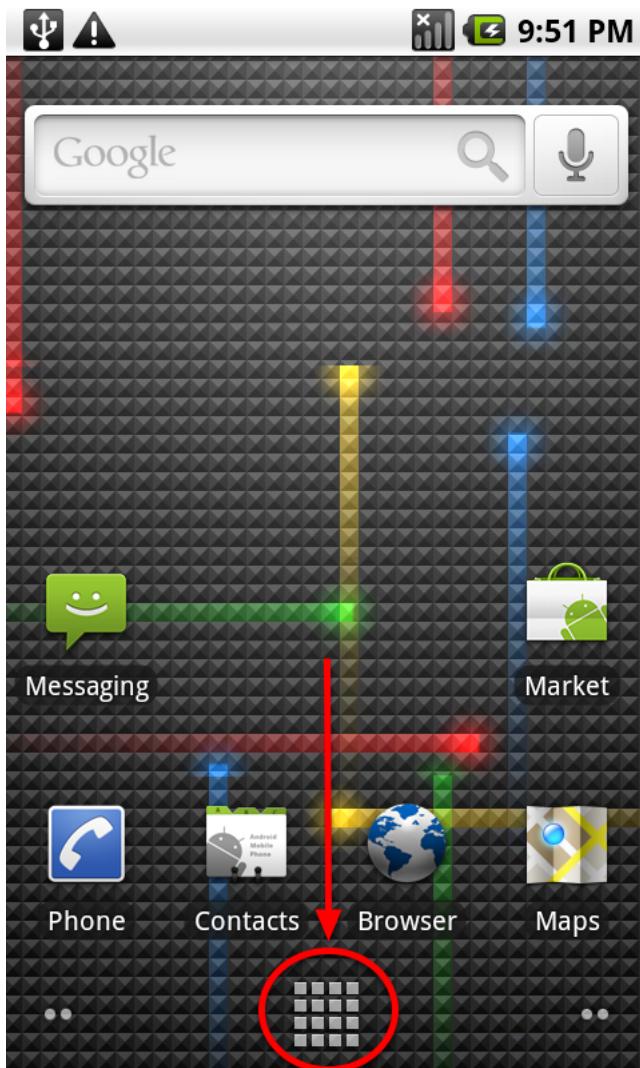This guide explains how to configure your Android device to access your email account.

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.
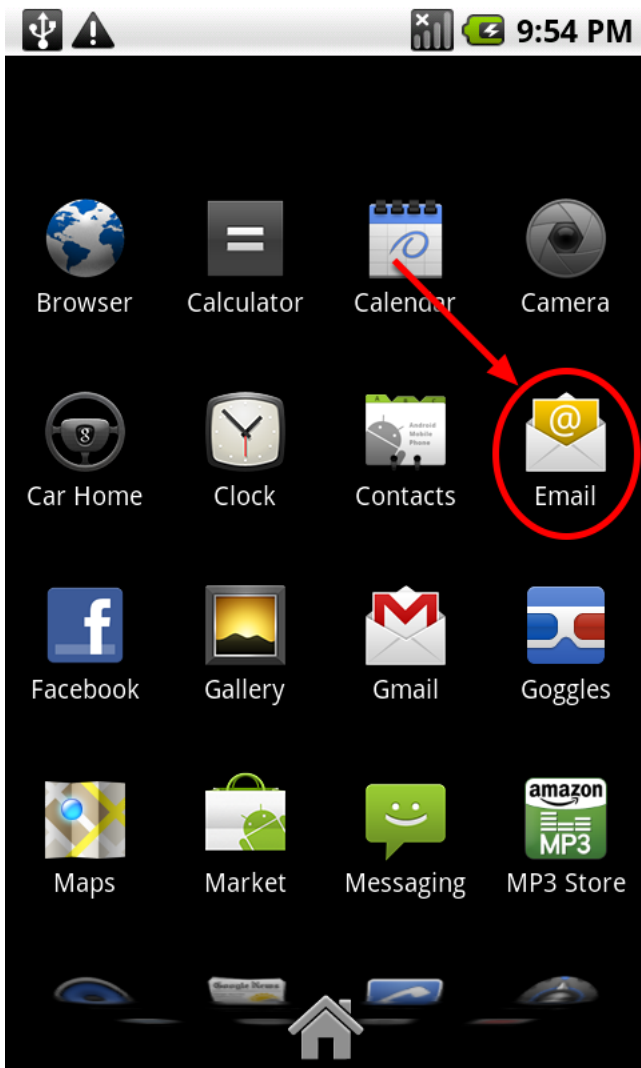
Configuring your mobile device

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

Beginning the setup process
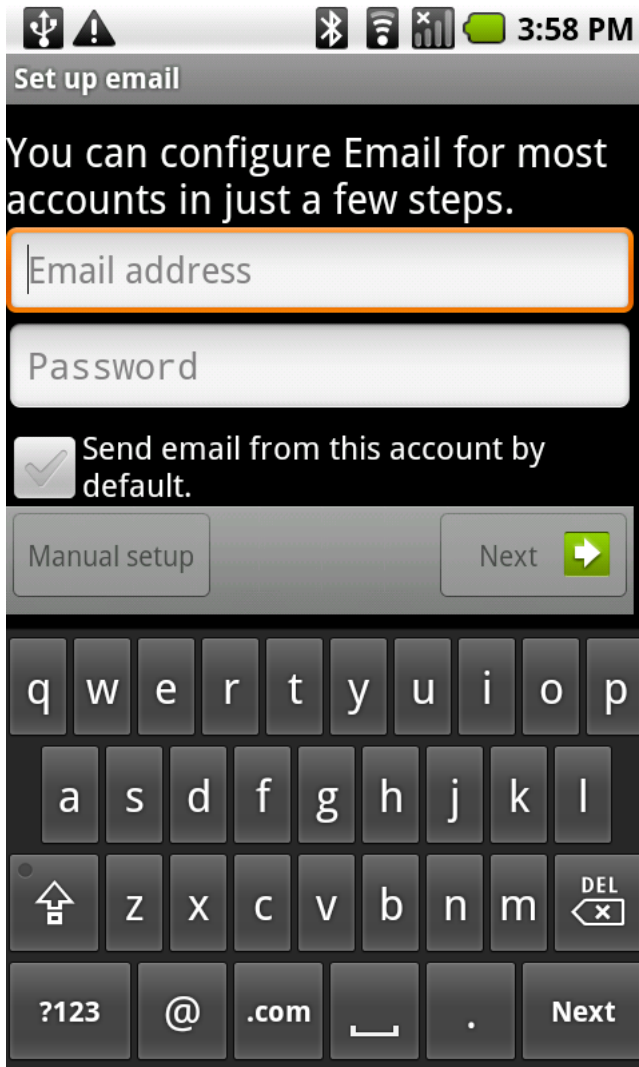

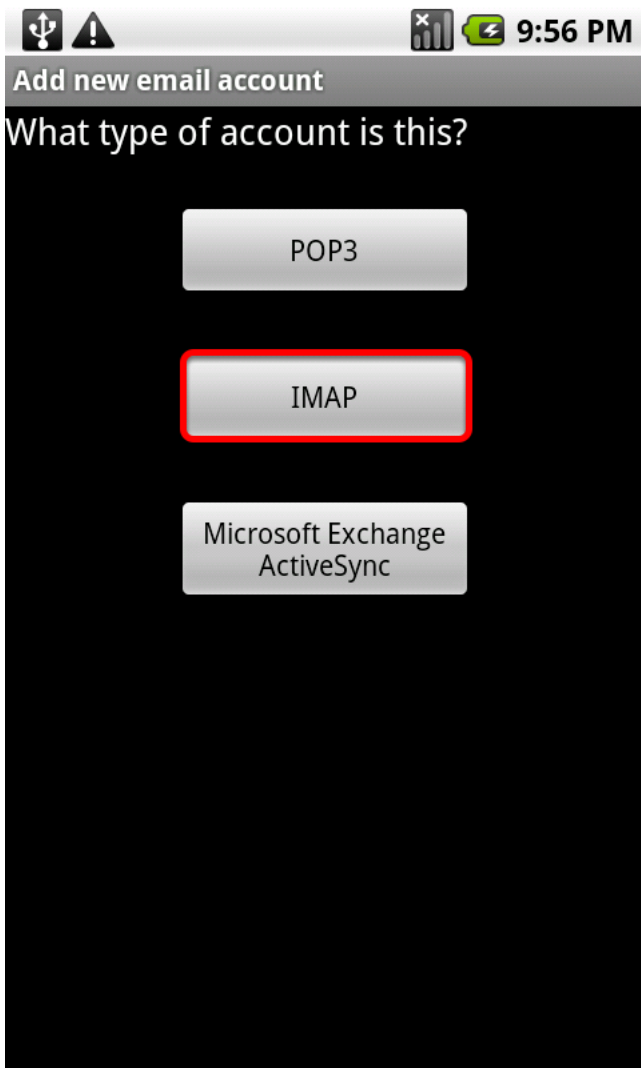Tap the **Launcher** icon.

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.
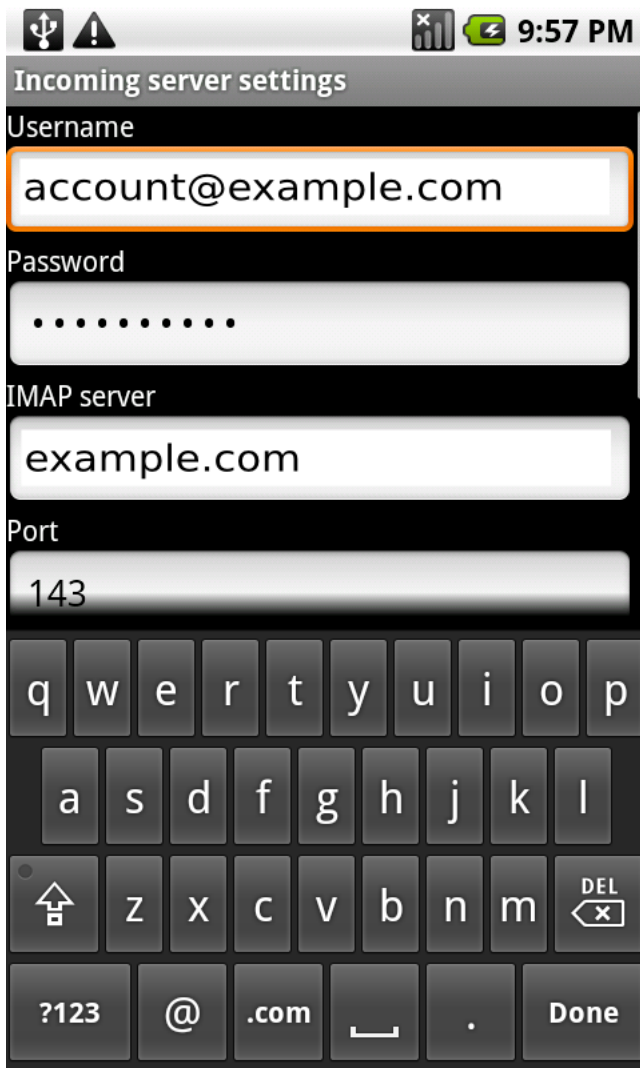
Devices without email accounts present

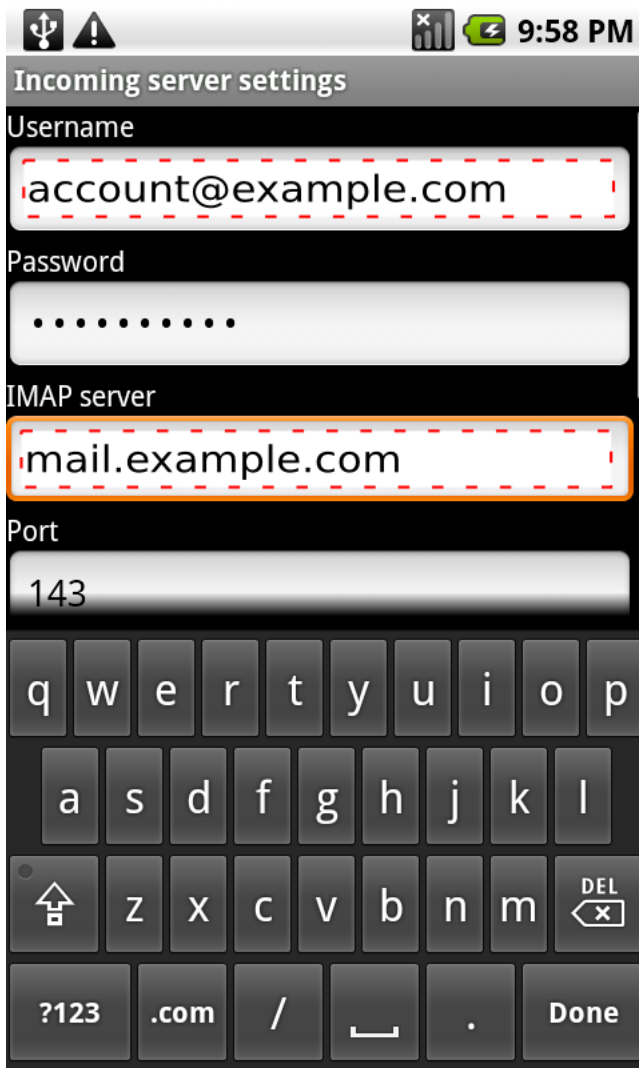Enter your email address and password, then tap **Next**.

Tap **IMAP**.

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.

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.
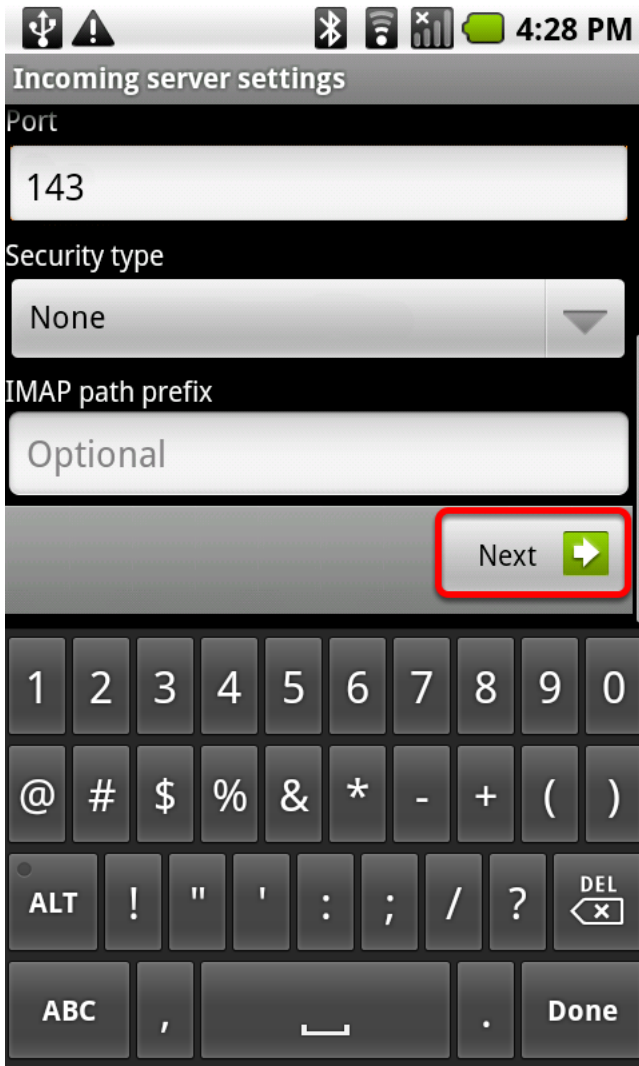
IMAP server
This is the name of the server which holds your email. Enter **mail.*your_domain***
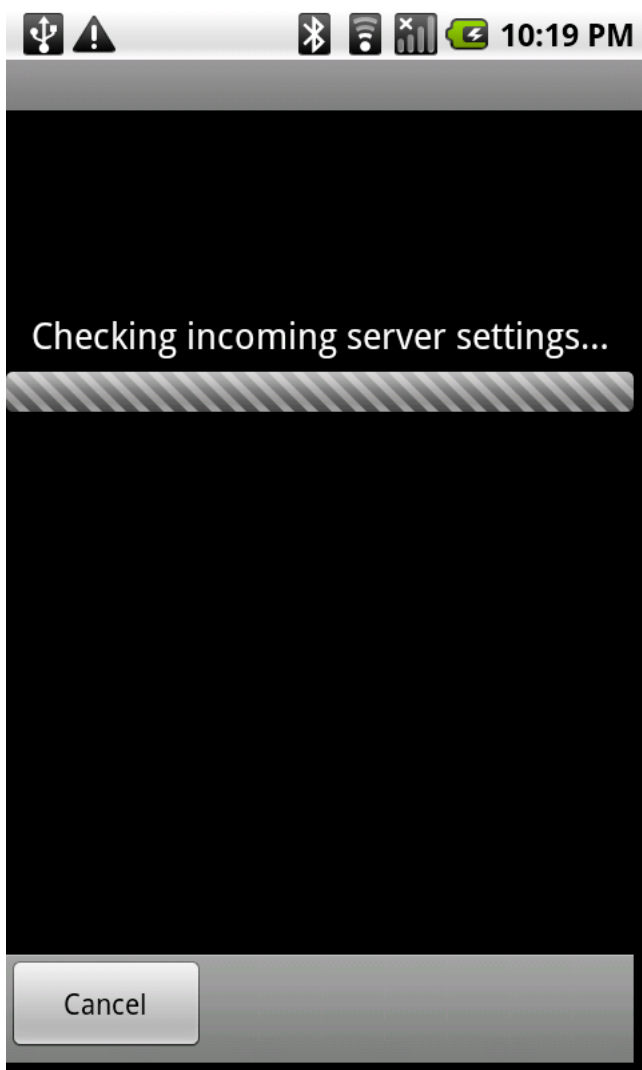
Port
This field will not need to be changed.

Scroll down to view additional settings.

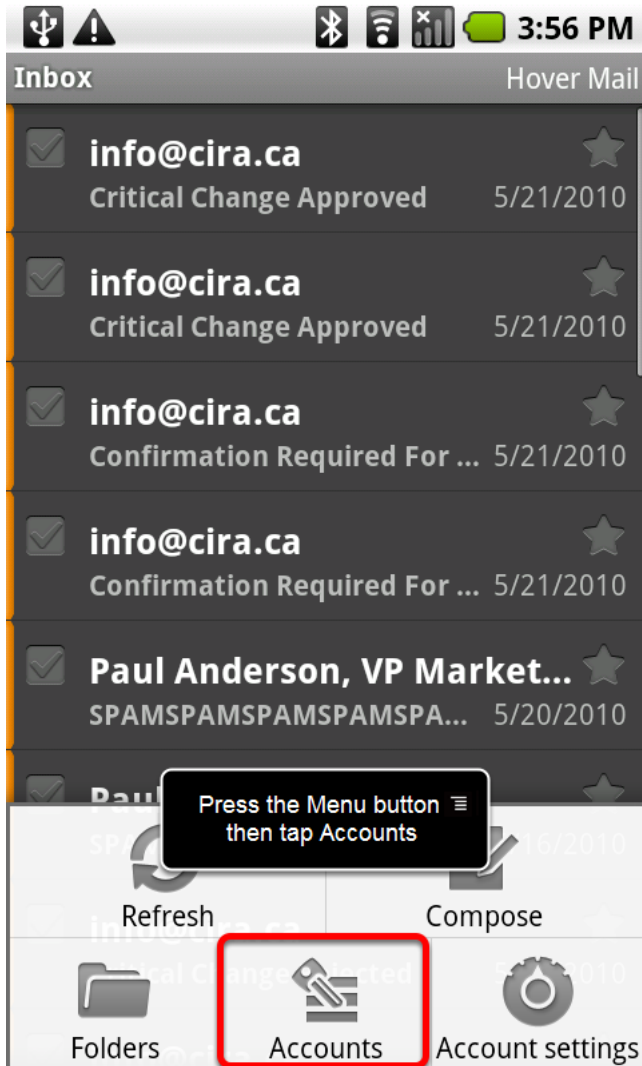The **Port** and **Security type** should not be modified.

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.
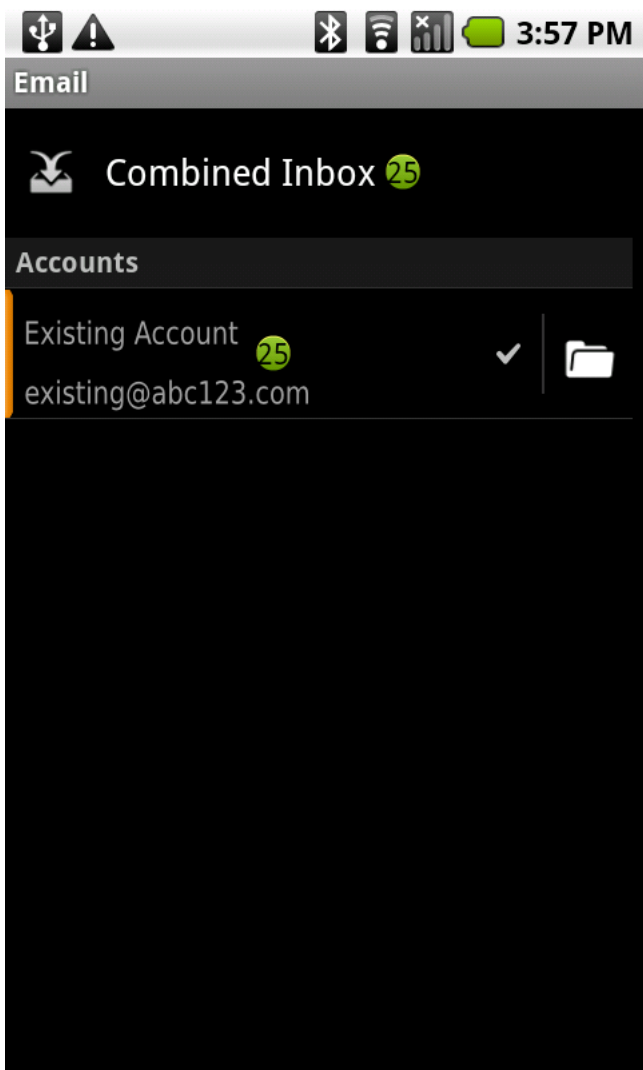
Devices with existing email accounts

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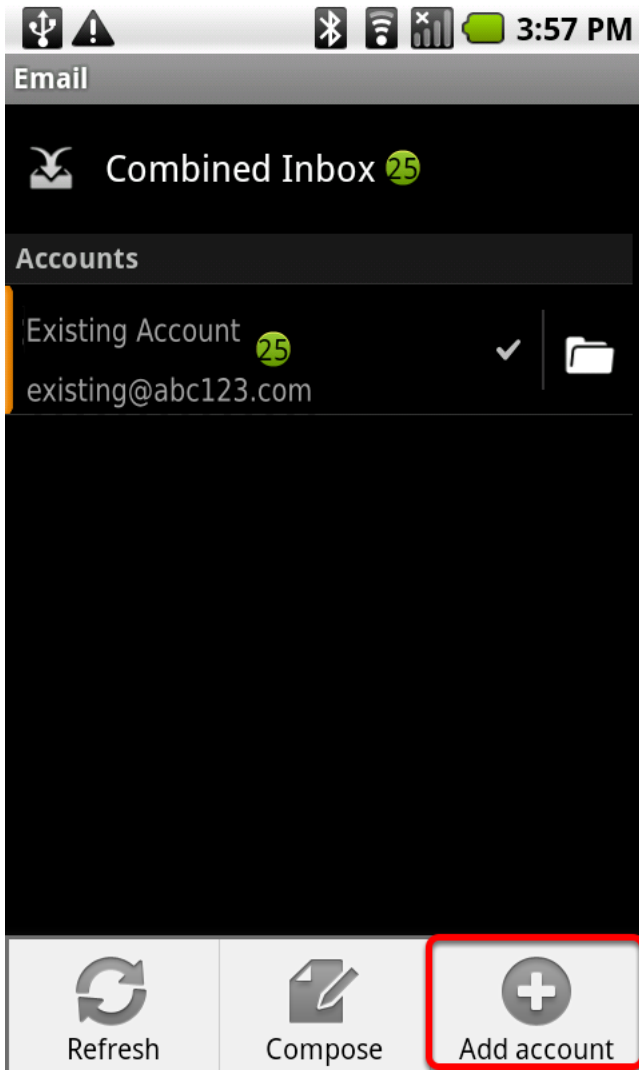
Press the **Menu** button, then tap **Accounts**.

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.
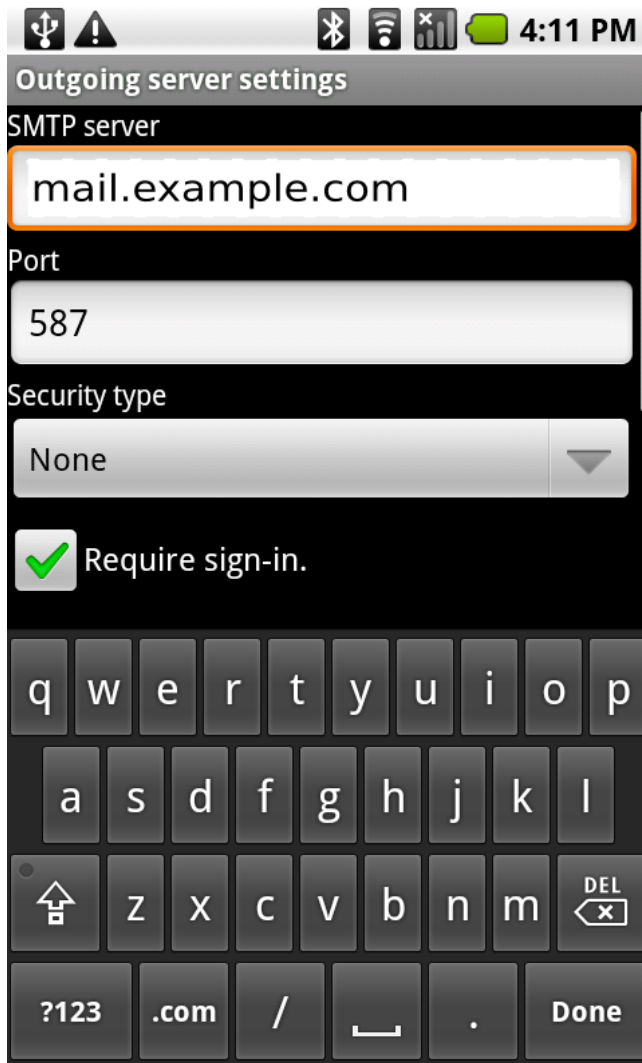
A list of your existing email accounts appears.

Press the **Menu** button.
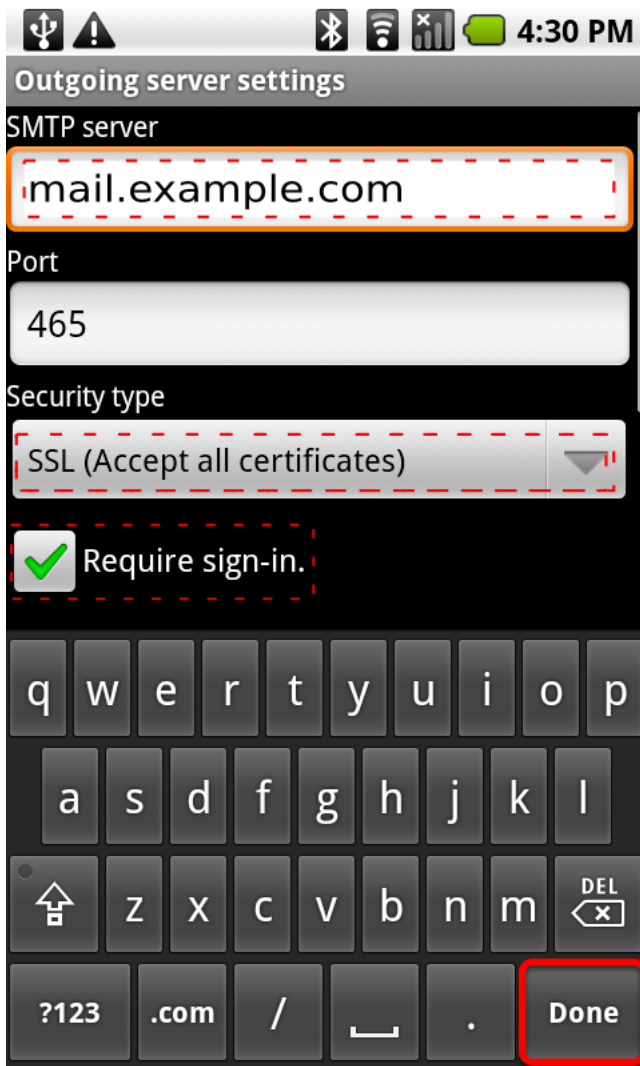
Tap **Add account**.

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

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

You must manually edit some of these settings.

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**.
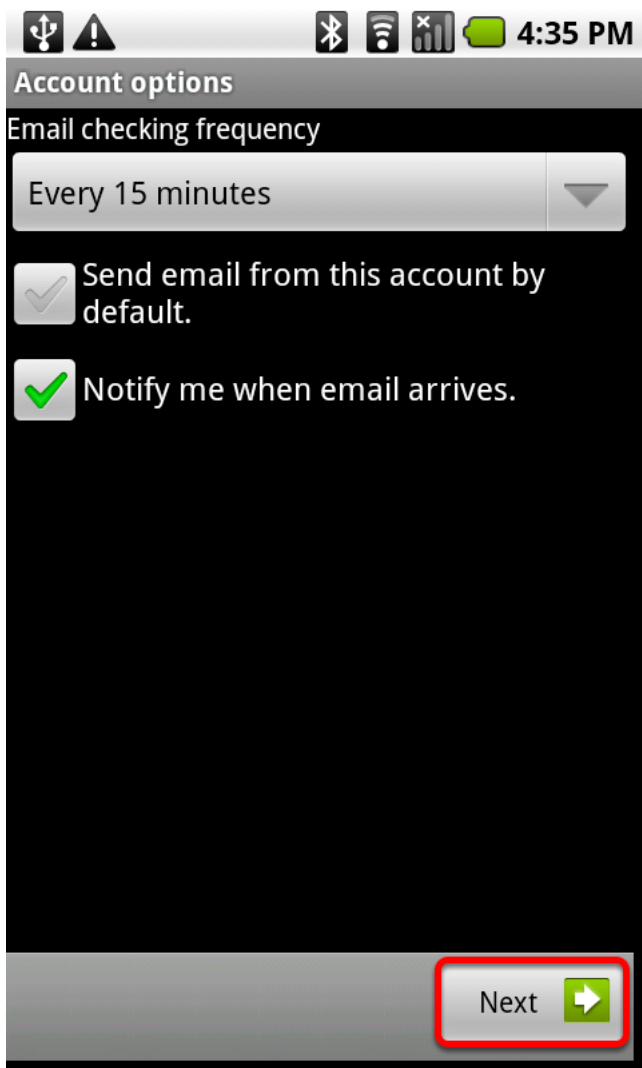
Tap **Done**.

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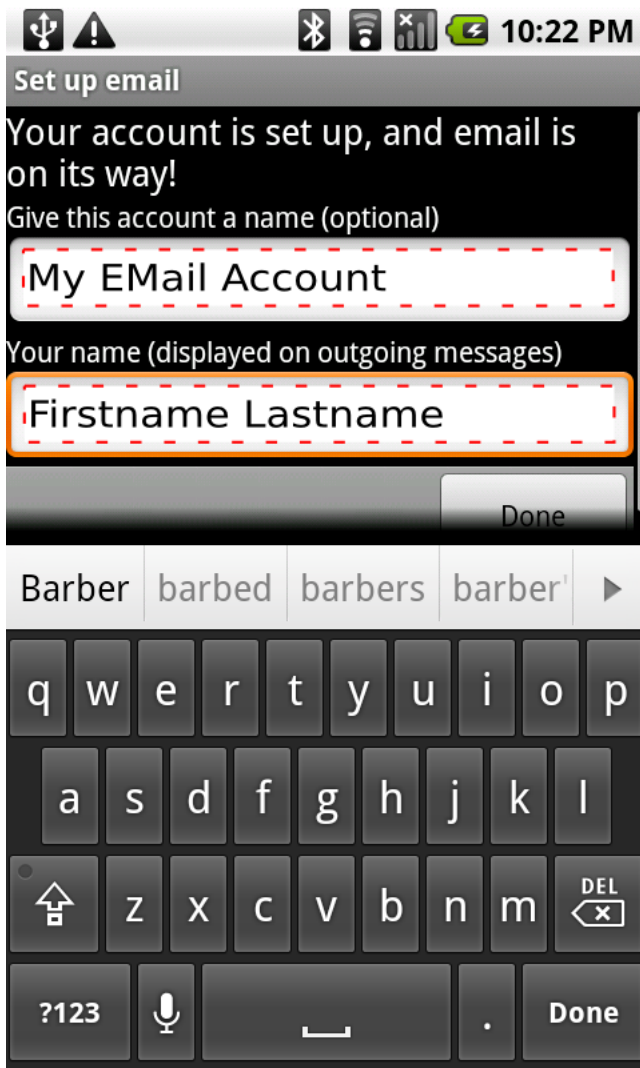
Tap **Next**.

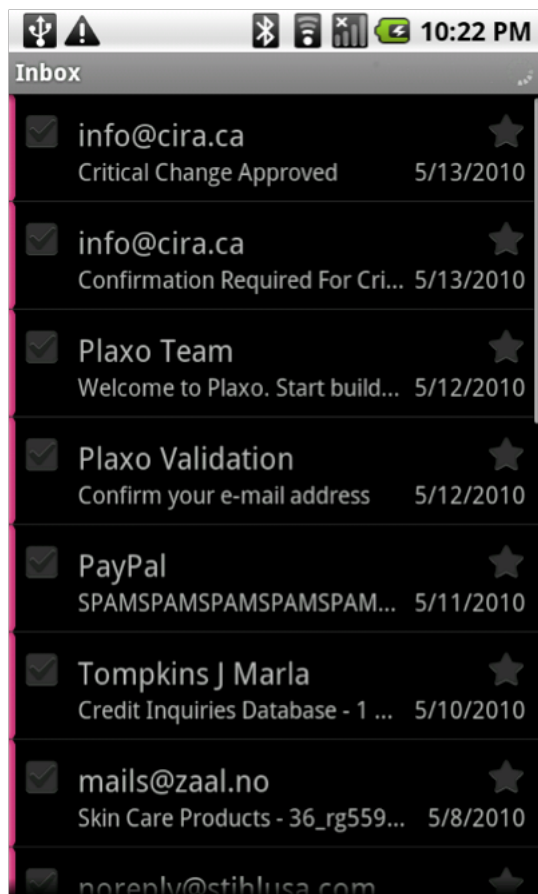Your device verifies the outgoing server settings.

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

Tap **Next.**

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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!