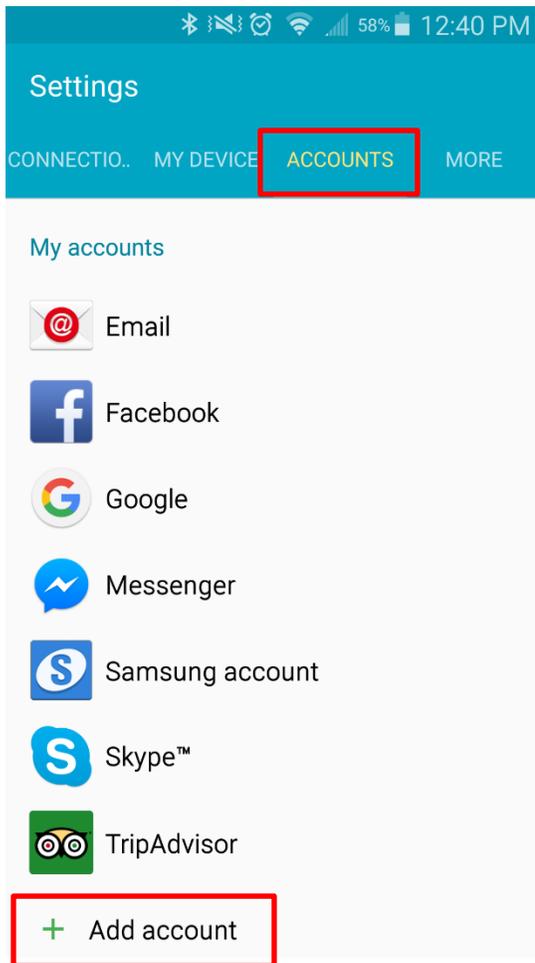


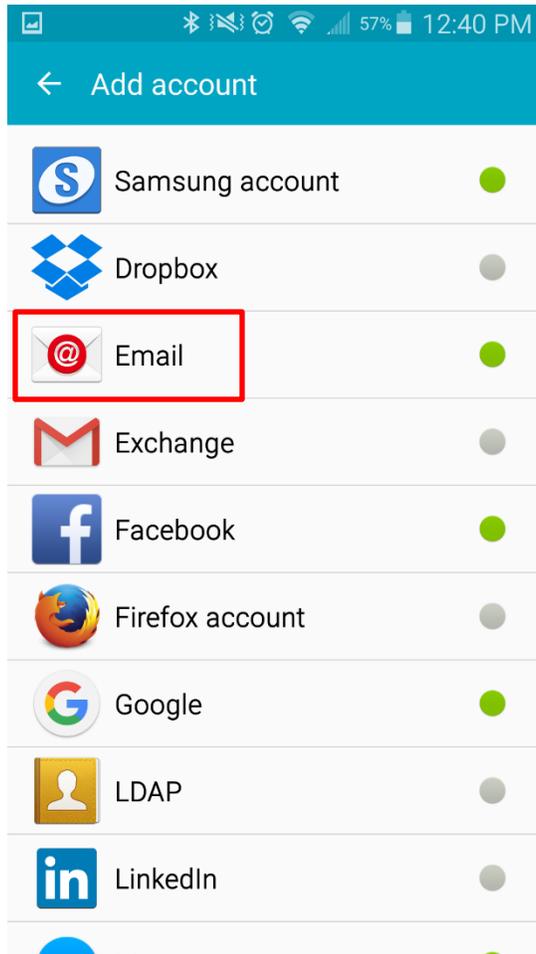
# How to setup an email account on Android OS

1. Open **Settings** and select the **Accounts** tab then select **Add account**.

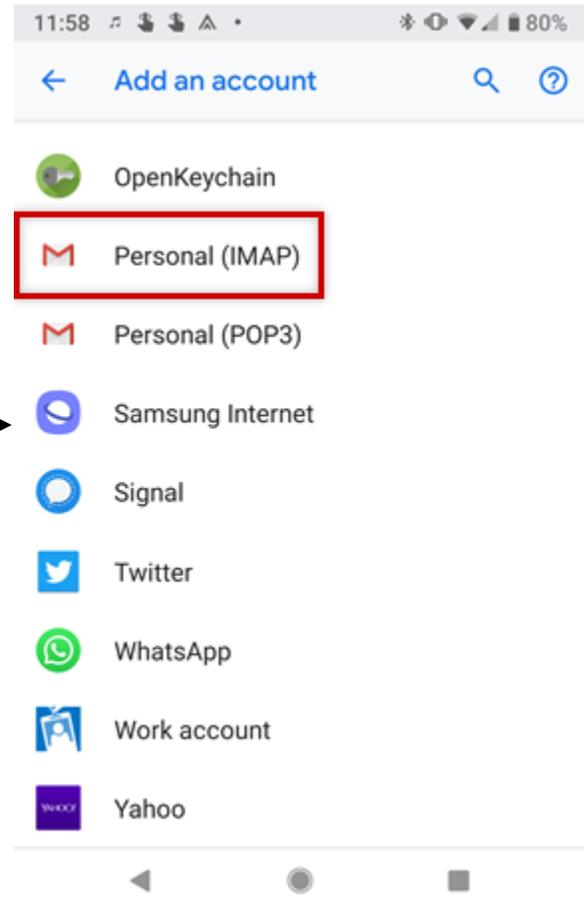


## How to setup an email account on Android OS

### 2. Select **Email**.



Or



## How to setup an email account on Android OS

3. Under sign-in details enter your full email address in the **E-mail Address** field and your email password in the Password field – pay close attention to spelling as a mistake can cause it not to validate.

12:41 PM

### Email accounts

Select an existing account or add a new one in a few simple steps.

Select existing account ▼

---

Enter sign-in details

user@domain.com

.....

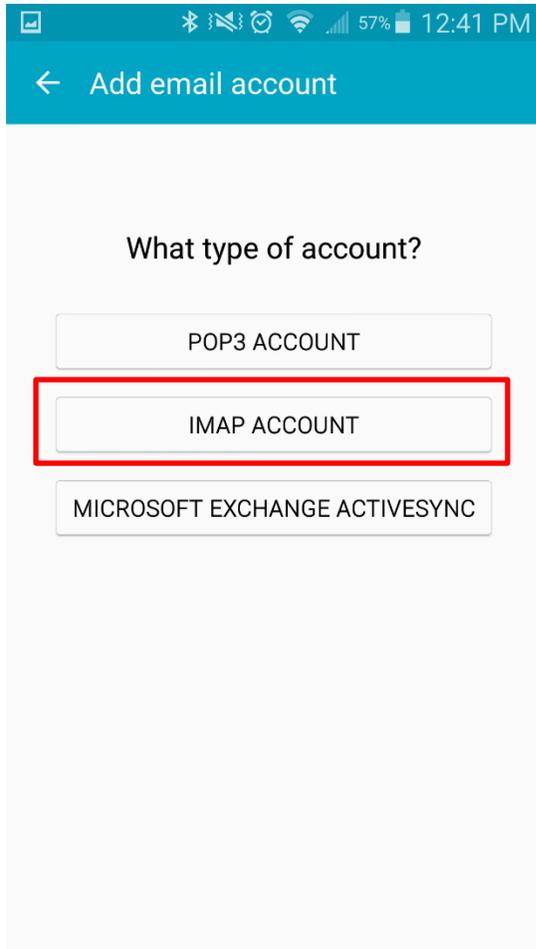
Show password

Set as default account

**MANUAL SETUP**      NEXT ➔

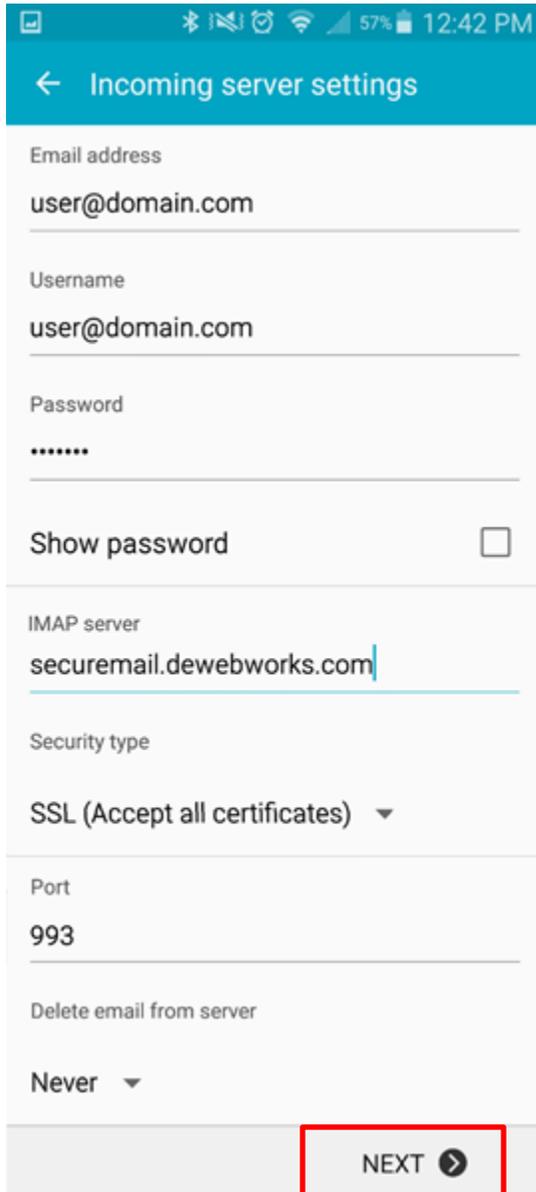
## How to setup an email account on Android OS

4. Select **IMAP Account**.



## How to setup an email account on Android OS

5. Incoming server settings.
  - a. Enter your full email address in the **Username** and **E-mail Address** field and your email password in the Password field – pay close attention to spelling as a mistake can cause it not to validate.
  - b. Enter securemail.dewebworks.com in the **IMAP server** field. – pay close attention to spelling as a mistake can cause it not to validate.
  - c. Select SSL (Accept all certificates) in the **Security type** drop down menu.
  - d. Enter 993 in the **Port** field. Click **Next**.



The screenshot shows the 'Incoming server settings' screen on an Android device. The status bar at the top indicates 57% battery and 12:42 PM. The screen has a teal header with a back arrow and the title 'Incoming server settings'. Below the header are several input fields: 'Email address' with 'user@domain.com', 'Username' with 'user@domain.com', and 'Password' with masked characters. There is a 'Show password' checkbox which is unchecked. The 'IMAP server' field contains 'securemail.dewebworks.com'. The 'Security type' dropdown is set to 'SSL (Accept all certificates)'. The 'Port' field contains '993'. At the bottom, there is a 'Delete email from server' dropdown set to 'Never'. A red box highlights the 'NEXT' button with a right-pointing arrow at the bottom right of the screen.

## How to setup an email account on Android OS

6. Incoming server settings.
  - a. Enter securemail.dewebworks.com in the **SMTP server** field. – pay close attention to spelling as a mistake can cause it not to validate.
  - b. Select SSL (Accept all certificates) in the **Security type** drop down menu.
  - c. Enter 465 in the **Port** field. Click **Next**.
  - d. Enter your full email address in the **Username** and **E-mail Address** field and your email password in the Password field – pay close attention to spelling as a mistake can cause it not to validate. Click **Next**.

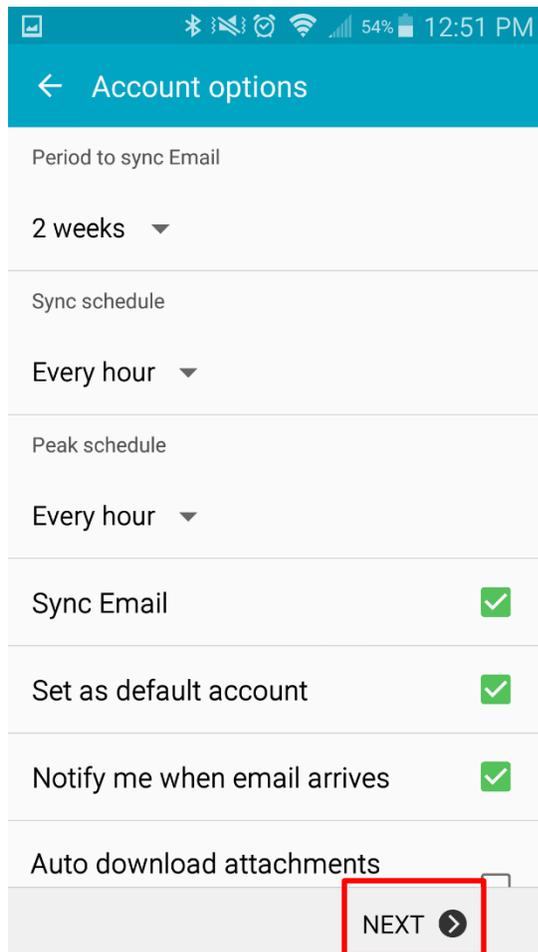
The screenshot shows the 'Outgoing server settings' screen on an Android phone. The status bar at the top indicates 57% battery and 12:43 PM. The screen has a teal header with a back arrow and the text 'Outgoing server settings'. Below the header, there are several settings sections:

- SMTP server:** securemail.dewebworks.com
- Security type:** SSL (Accept all certificates) with a dropdown arrow.
- Port:** 465
- Require sign-in:** checked with a green checkmark.
- Username:** user@domain.com
- Password:** masked with six dots.

At the bottom of the screen, there is a grey bar with a button labeled 'NEXT' and a right-pointing arrow. This button is highlighted with a red rectangular box.

## How to setup an email account on Android OS

7. Under **Sync schedule** select how frequent you would like to check for new emails. Under **Peak schedule** select how frequent you would like to check for new emails during peak business hours. Ensure the **Sync Email**, **Set as default account** (if desired) and **Notify me when email arrives** (if desired) boxes are checked. Click **Next**.



## How to setup an email account on Android OS

8. Enter a name for the mailbox (as seen by you) in the **Give this account a name** field, and underneath enter your name (as you want it to appear on your outbound email messages). Click **Done** to complete your email setup.

12:44 PM 56%

### Email accounts

Your account is set up and is ready to send and receive emails.

Give this account a name (Optional)

user@domain.com

name (Displayed on outgoing messages)

user

**DONE**