How to setup an email account on Android OS

1. Open **Settings** and select the **Accounts** tab then select **Add account**.
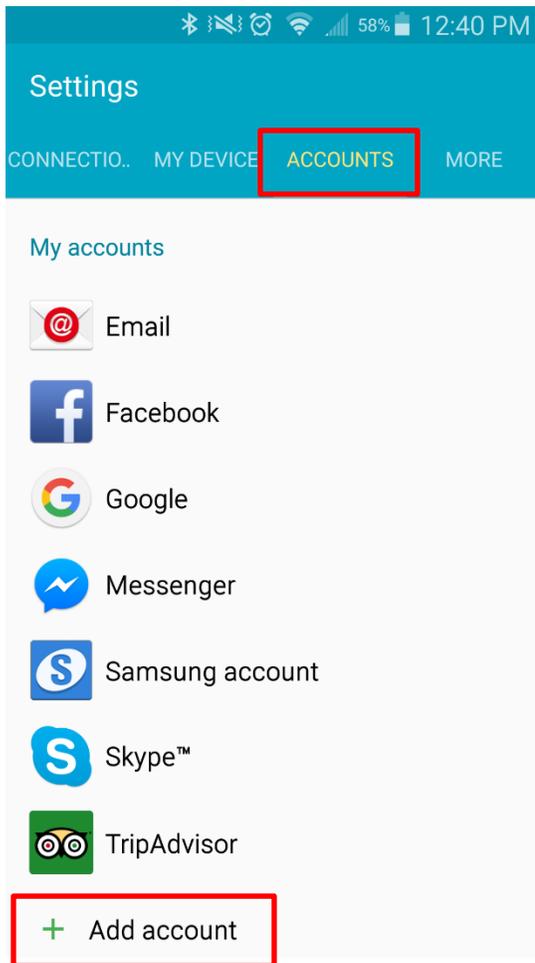
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2. Select **Email**.
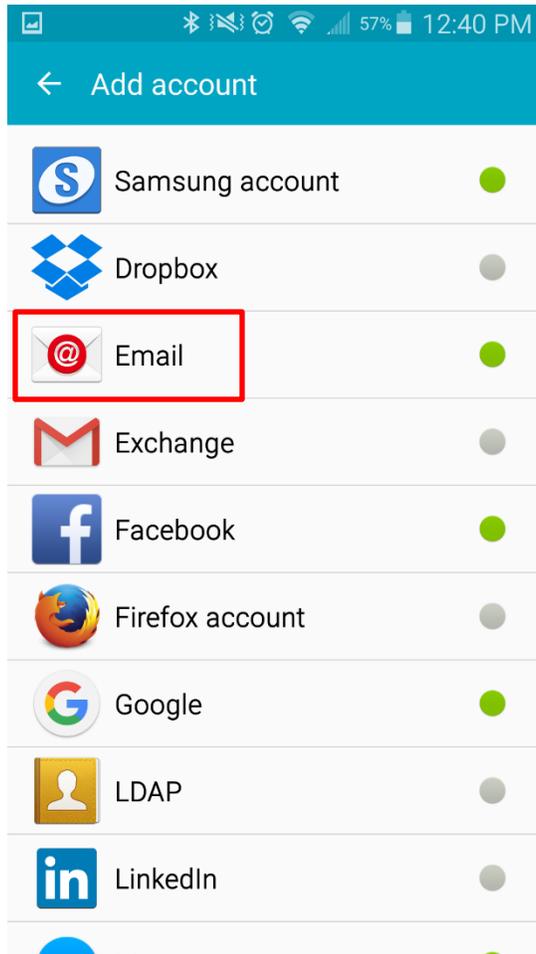
Or
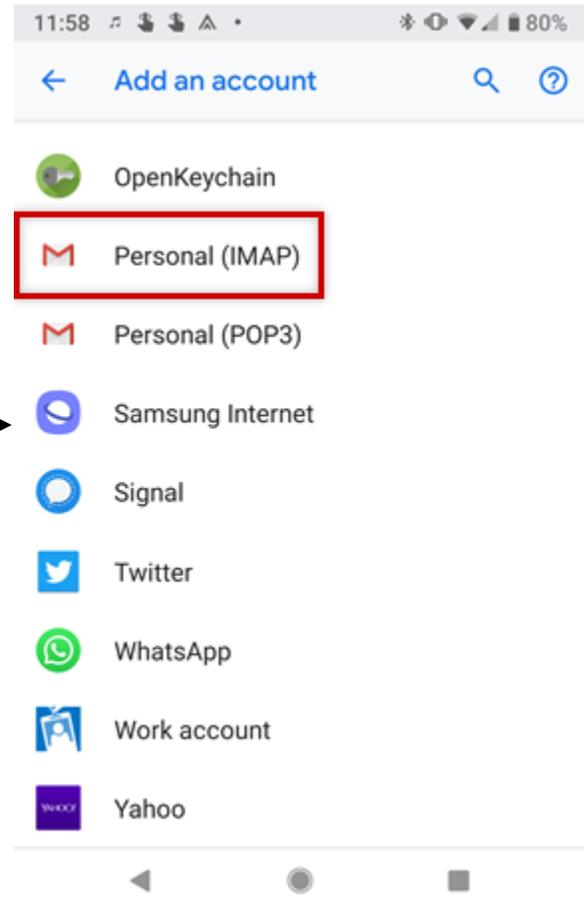
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3. Under sign-in details enter your full email address in the **E-mail Address** field and your email password in the Password field – pay close attention to spelling as a mistake can cause it not to validate.

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4. Select **IMAP Account**.
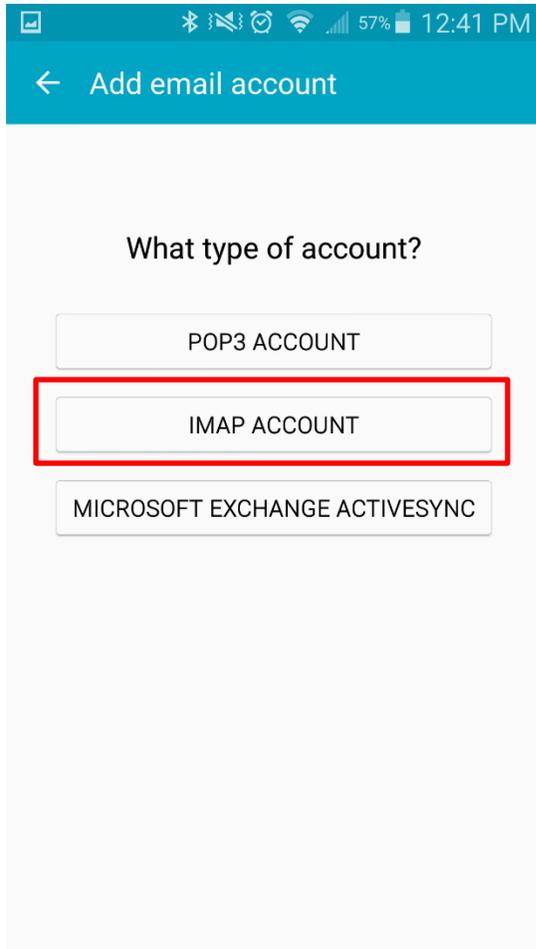
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5. Incoming server settings.
    a. Enter your full email address in the **Username** and **E-mail Address** field and your email password in the Password field – pay close attention to spelling as a mistake can cause it not to validate.
    b. Enter 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**.

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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**.

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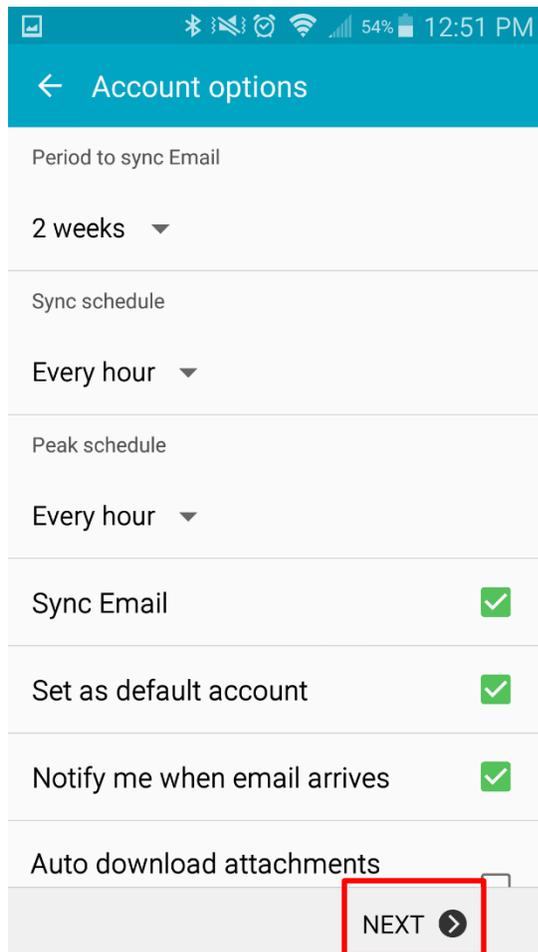
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8. Enter a name for the mailbox (as seen by you) in the **Give this account a name** field, and underneath enter your name (as you want it to appear on your outbound email messages). Click **Done** to complete your email setup.