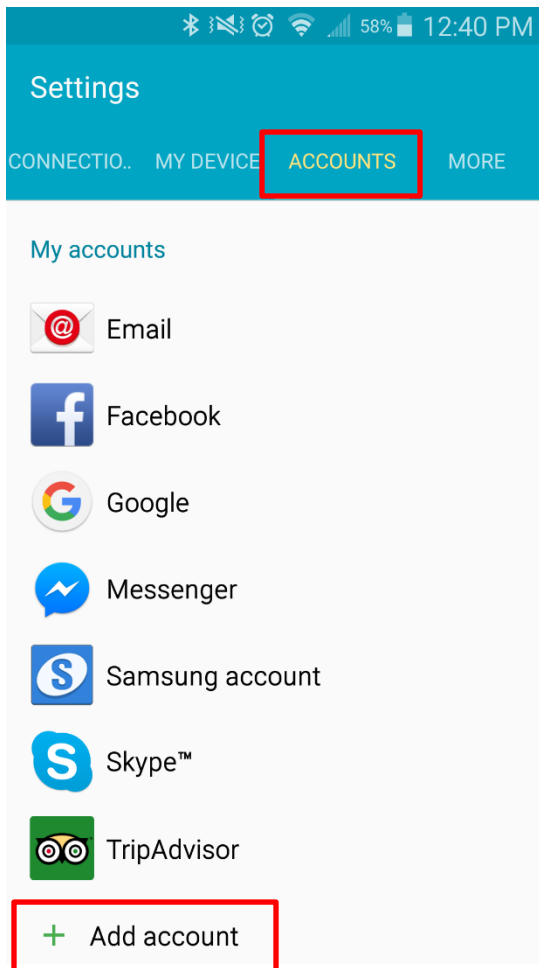


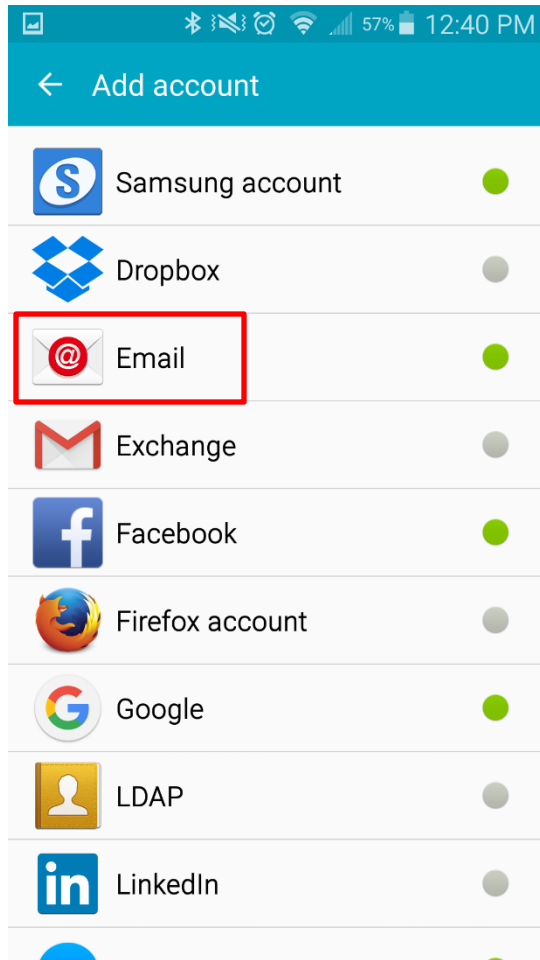
How to setup an email account on Android OS

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

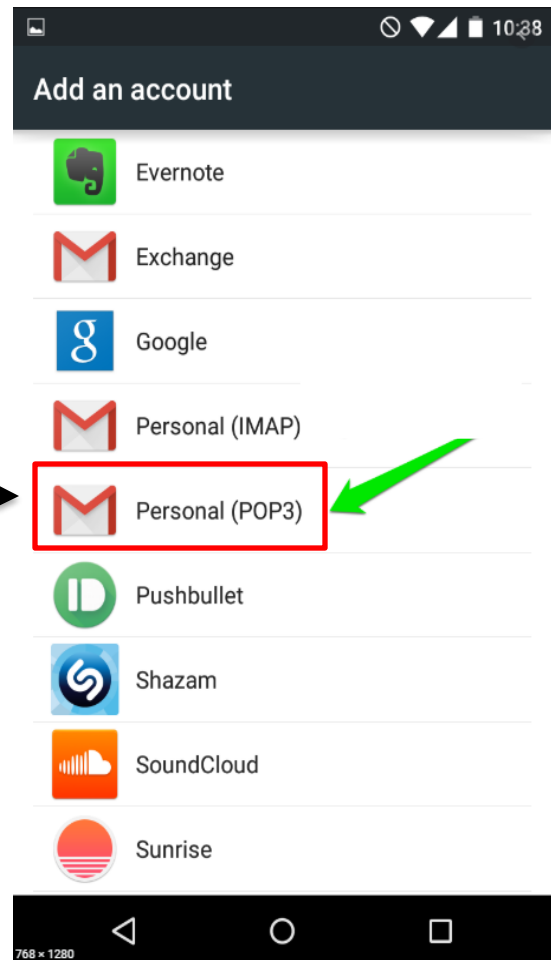


How to setup an email account on Android OS

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

.....

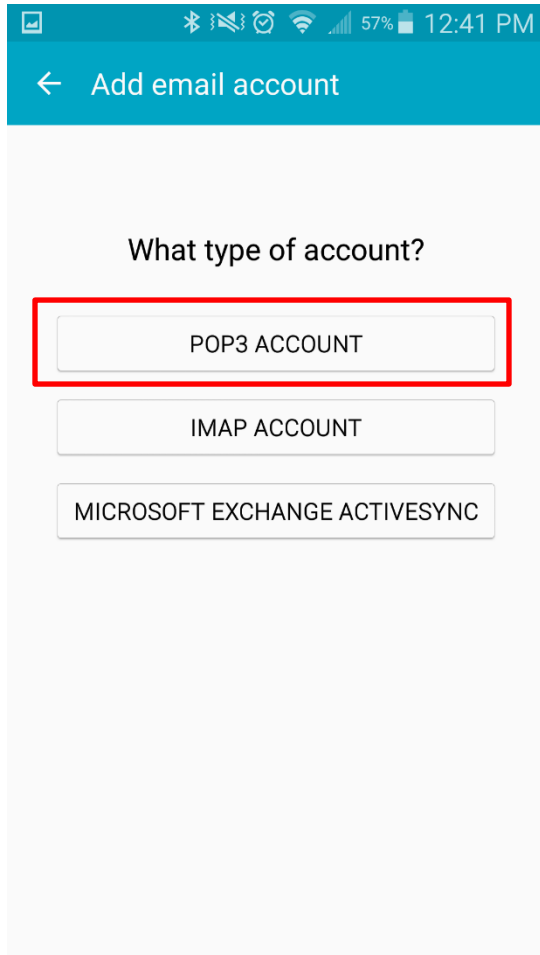
Show password

Set as default account

MANUAL SETUP NEXT ➔

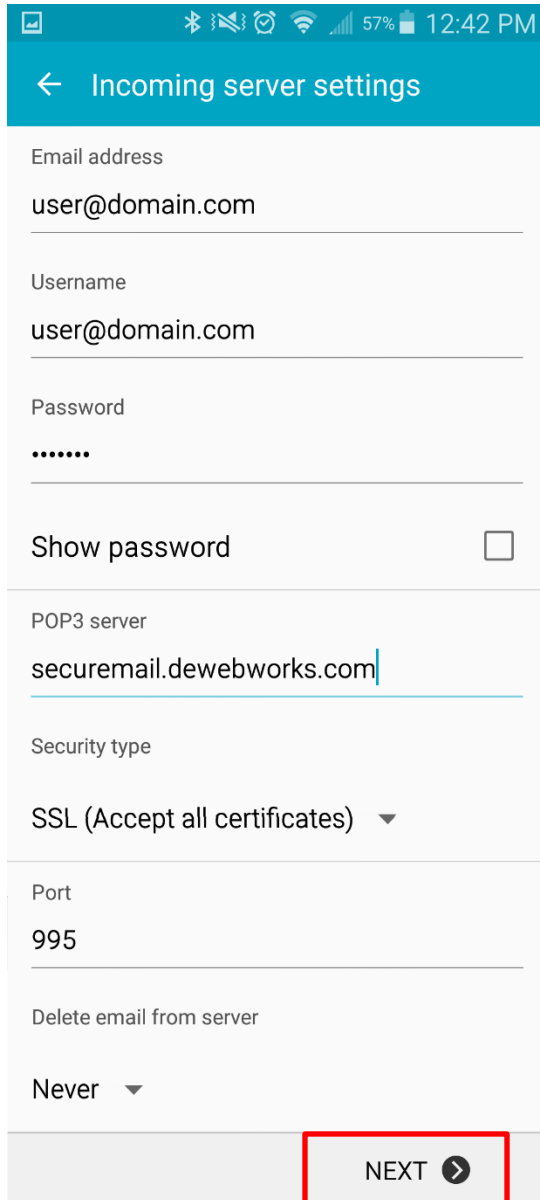
How to setup an email account on Android OS

4. Select **POP3 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 **POP3 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 995 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' (user@domain.com), 'Username' (user@domain.com), 'Password' (masked with dots), a 'Show password' checkbox (unchecked), 'POP3 server' (securemail.dewebworks.com), 'Security type' (SSL (Accept all certificates)), 'Port' (995), and 'Delete email from server' (Never). A red box highlights the 'NEXT' button with a right-pointing arrow at the bottom right of the screen.

← Incoming server settings

Email address
user@domain.com

Username
user@domain.com

Password
.....

Show password

POP3 server
securemail.dewebworks.com

Security type
SSL (Accept all certificates) ▾

Port
995

Delete email from server
Never ▾

NEXT ➤

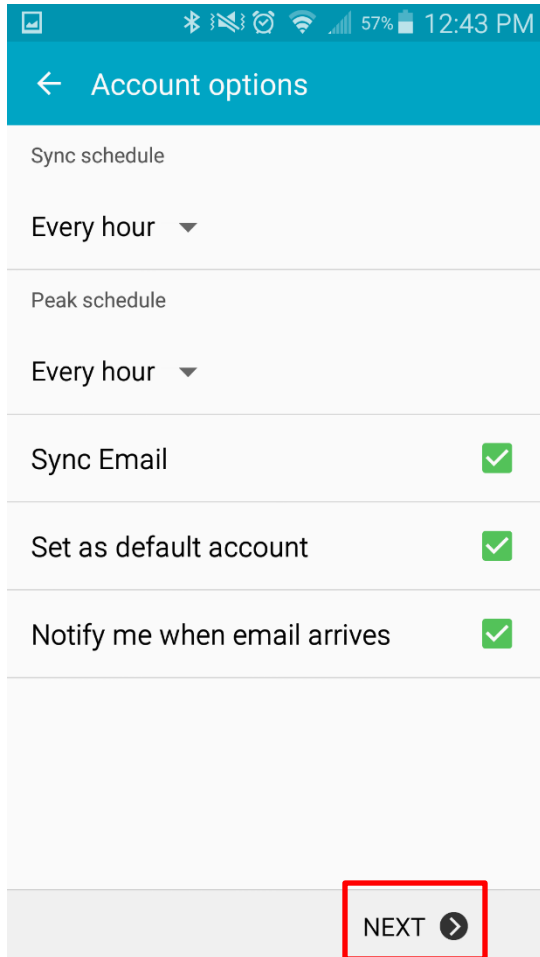
How to setup an email account on Android OS

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' with the value 'securemail.dewebworks.com', 'Security type' set to 'SSL (Accept all certificates)', 'Port' set to '465', 'Require sign-in' with a green checkmark, 'Username' set to 'user@domain.com', and 'Password' which is masked with six dots. At the bottom right, there is a button labeled 'NEXT >' which is highlighted with a red rectangular box.

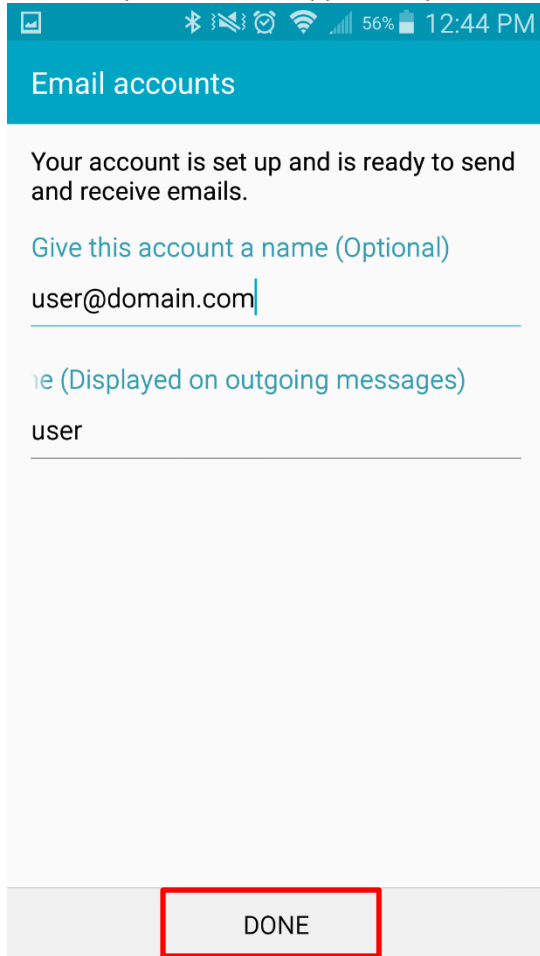
How to setup an email account on Android OS

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

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