## Clients – Android

This documentation explains how to set up your email account in the default email app found on Android devices.

1. Slide the **Status Bar** down at the top of your device and select **Settings** (gear icon in the top-right corner).



2. Scroll to the **Account** section and select **Accounts**.



3. In **Accounts** select + **Add account**.

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< Accounts				
MY ACCOUNTS				
8 Google				
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+ Add accou	nt			

4. In Add account select Email.

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< Add account	
Samsung account	•
Amazon	•
Appstore	•
Stopbox	•
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8 Google	•
LDAP	•
in LinkedIn	•
Microsoft Exchange ActiveSync	•

5. Enter your **Full Email Address** into the Email address field. Enter your **Password** into the Password field. Select **Manual setup**.

/ou@yo	ur-domain-here.	.com		
	•			
Sh	ow password			
Se	this account as	s the defa	ult for ser	iding emails

6. Select an account type, **POP3** or **IMAP**.



- 7. Enter your **Full Email Address**, **Username** (full email address) and **Password**. Enter the **POP3** or **IMAP Server**:
  - Mail.yourdomain
- 8. Set Security type to **SSL (Accept all certificates)**. The **Port** should adjust as necessary. Select **Next**.

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< Incoming server settings
Email address
you@your-domain-here.com
Username
you@your-domain-here.com
Password
POP3 server
art.arts-spark.com
Security type
SSL (Accept all certificates)
Port
995
Delete email from server
Never
Next 🕑

- 9. Enter the **SMTP Server**:
  - Main.yourdomain
- 10. Set Security type to **SSL (Accept all certificates)**. The **Port** should adjust as necessary. Enter your **Username** (full email address) and **Password**. Select **Next**.

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< Outgoing server settings
SMTP server
art.arts-spark.com
Security type
SSL (Accept all certificates)
Port
465
Require sign-in
Username
you@your-domain-here.com
Password
Next 👂

11. Configure the **Account options** as necessary; this includes sync options, notifications and

attachment settings. Select **Next**.

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Period to sync Email
1 month
Sync schedule
Every 15 minutes
Peak schedule
Every 15 minutes
Sync Email
Notify me when email arrives
Automatically download attachments when connected to a Wi-Fi network
Next <b>D</b>

12. Enter a name for the account (optional) and the name you wish to be displayed on outgoing messages (usually your first and last name). Select **Next**.

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Set up em	ail
Your account and receive e	is set up and is ready to send mails.
Give this acco	ount a name (Optional)
you@your-doma	ain-here.com
Your name (D	isplayed on outgoing messag
Your Full Name	Here
	Next <b>D</b>

13. Access your email through the **Email** app.



14. If you need to make changes to your account you can do so through the **Email** app. Click the menu icon (3 stacked lines) at the top-left and select **Manage Accounts**.

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Inbox (16)	
Inbox (16)	/ 9:32 AM
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📑 Sent	5:13 AM
📔 Show all folde	rs 📩
	5:00 AM
	2:58 AM
	/2015 🔨
	02/23
	02/23
Manage accou	unts