Android Setup Guide

IMAP Email Setup Guide

The following guide should help you make your way through setting up Android. This guide will work with any Android device. There may slight be differences between my images and your phone. If you have any trouble, please don't hesitate to let us know and we'll be happy to walk you through it.

Username: Full email address (example: bob@drbob.com)
Hostname: secure.emailsrvr.com
Incoming Port: 993
Outgoing Port: 465
SSL: Enabled

Step 1: Set Up Account

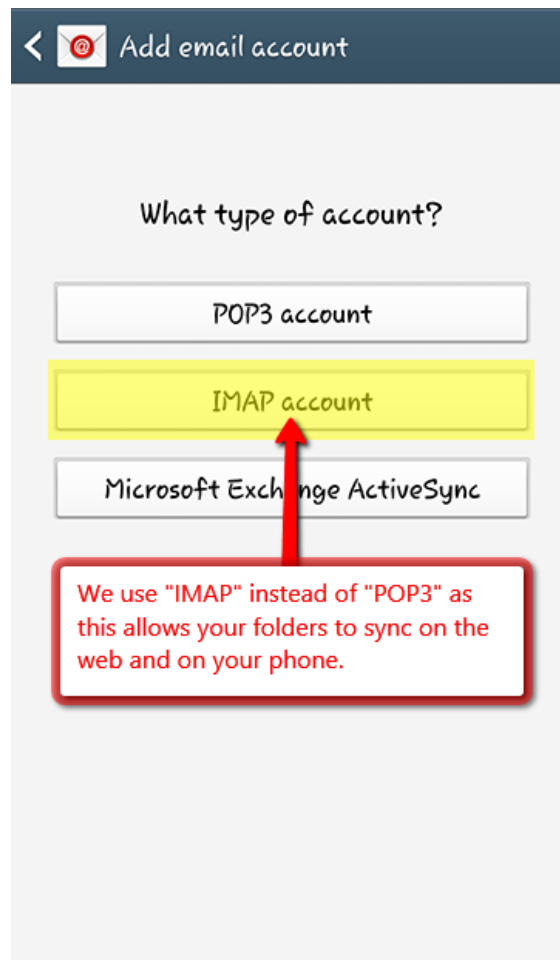Choose "Others" to begin entering your email information. Be sure to enter your full email address and password. Then choose "Manual Setup" to continue.

Step 2: Add Email Account

We use **IMAP accounts** instead of **POP3 accounts**. The difference between the two accounts is significant.

With a POP3 account, you can only view your email in one location, as it will download all of that email from the server to your computer or phone. With an IMAP account, all of your email syncs with the server continuously, so email can be checked from multiple sources.

Step 3: Incoming & Outgoing Server Settings

Your phone should look very similar to the images below. Please ensure that you include your full email address whenever it says **Email Address** or **Username**.
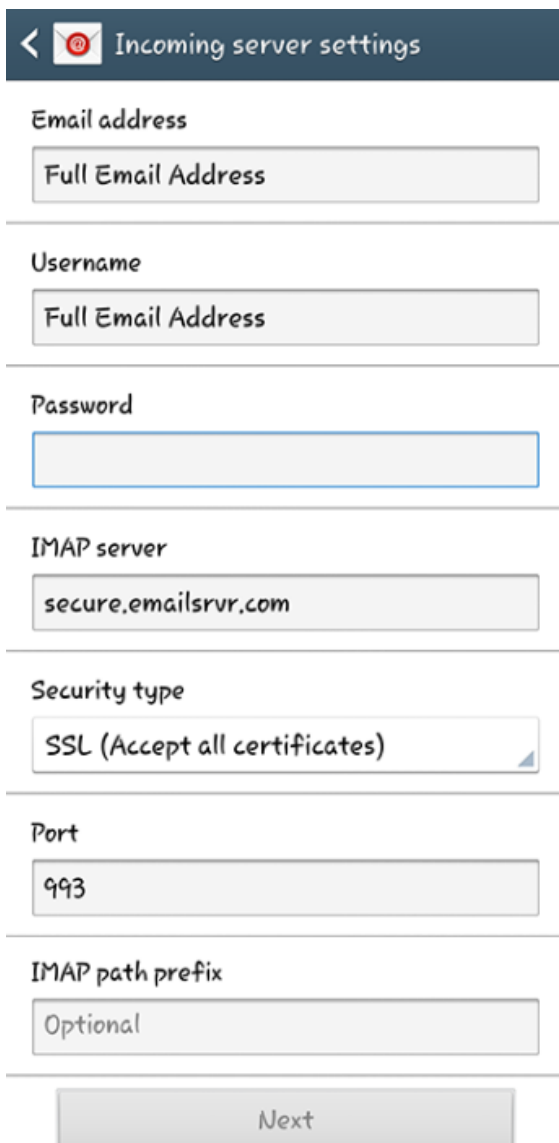
Username: Full email address (example: bob@drbob.com)
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SSL: Enabled

Incoming server settings

Email address
Full Email Address

Username
Full Email Address

Password

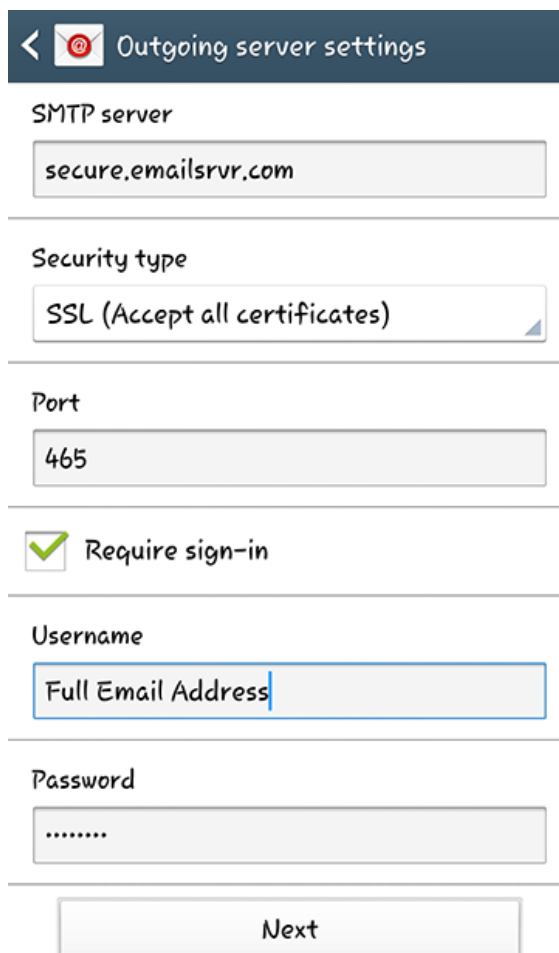IMAP server
secure.emailsrvr.com

Security type
SSL (Accept all certificates)

Port
993

IMAP path prefix
Optional

Next

Outgoing server settings

SMTP server
secure.emailsrvr.com

Security type
SSL (Accept all certificates)

Port
465

✔ Require sign-in

Username
Full Email Address

Password
....

Next

Step 4: Account Options

Choose the amount of time you would like to sync email for and your sync schedule. Make sure **Sync Email** is selected. Provide a name for your email account, then click **Next** to finish the setup process.

Click "next" to finish setting up your account.