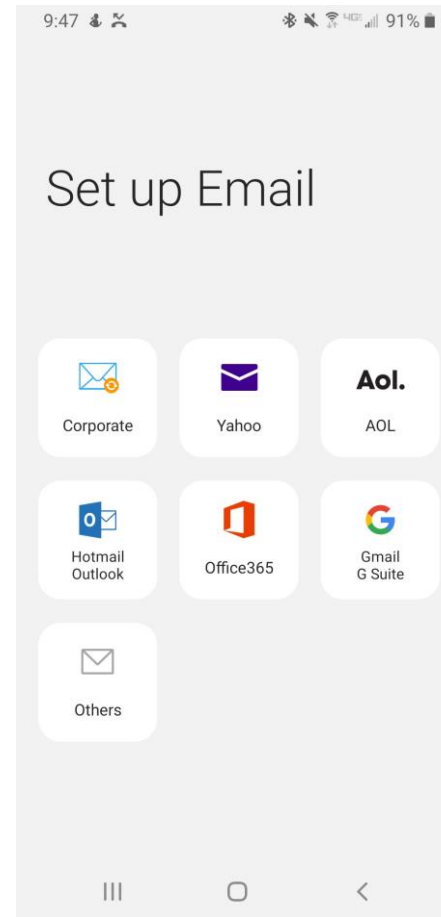


# Setting up Android Email



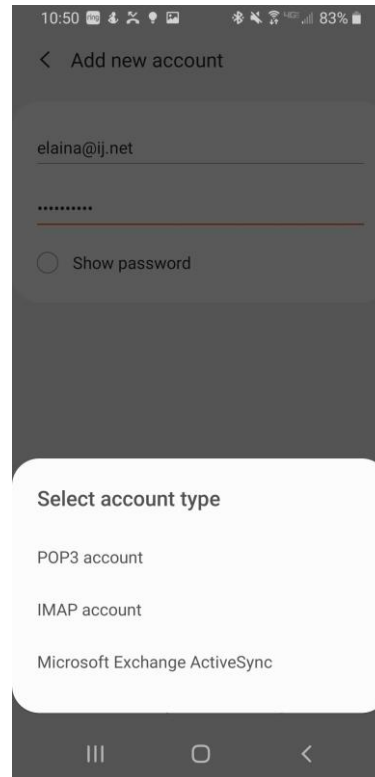
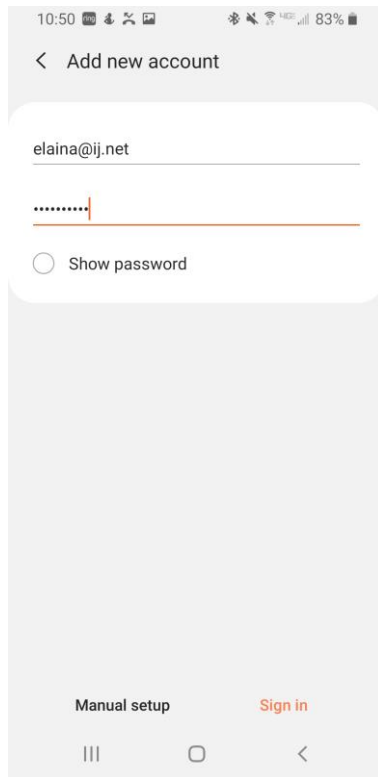
# Open the Email application.

- Click the “Others” button to add new account.



1. Enter your full email address and password then press manual setup

2. Select account type: POP3 or IMAP



# SERVER SETTINGS

- ENTER: Email Address, Username and password
- Email Address: Janedoe@pbx-change.com
- Username: Full Email address a second time. Janedoe@pbx-change.com
- Password: Password to log into email account

11:09 ring 4G 82%

< Server settings

Account

Email address  
elaina@ij.net

User name  
elaina@ij.net

Password  
.....

Show password

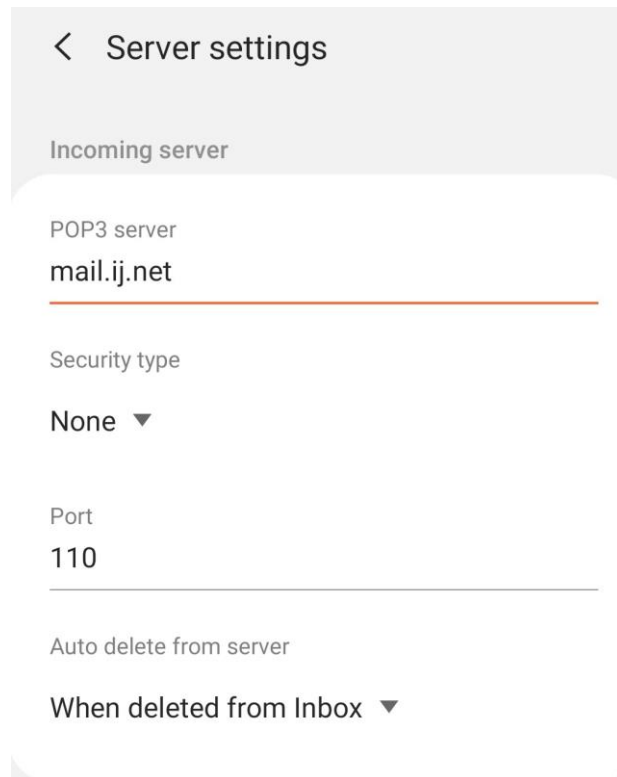
# Server Settings Continued

## INCOMING SERVER SETTINGS

POP3 OR IMAP: mail.yourdomainname Ex. Mail.ij.net

Security type: None

Port: POP3 port 110, IMAP port 143



A screenshot of an email client's 'Server settings' screen for incoming mail. The title is '< Server settings'. Under the 'Incoming server' section, the 'POP3 server' is set to 'mail.ij.net', the 'Security type' is 'None', and the 'Port' is '110'. At the bottom, there is an 'Auto delete from server' section with a dropdown menu currently set to 'When deleted from Inbox'.

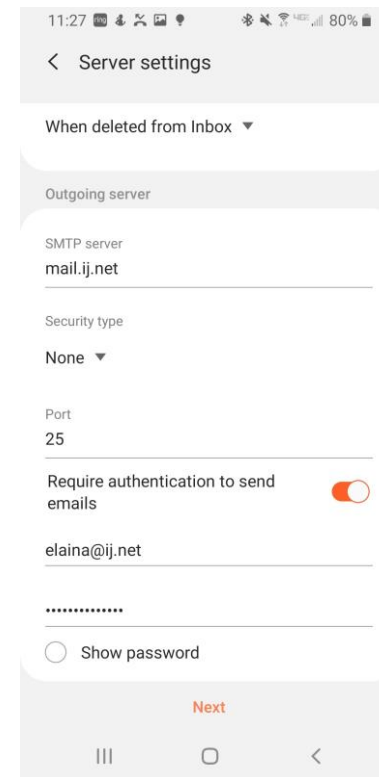
## OUTGOING SERVER SETTINGS

POP3 OR IMAP: mail.yourdomainname Ex. Mail.pbx-change.com

Security type: None

Port: 25 or 2000

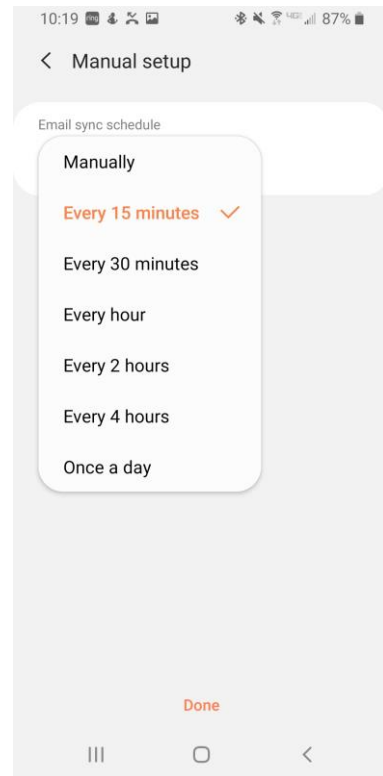
Verify your email address and password then press NEXT



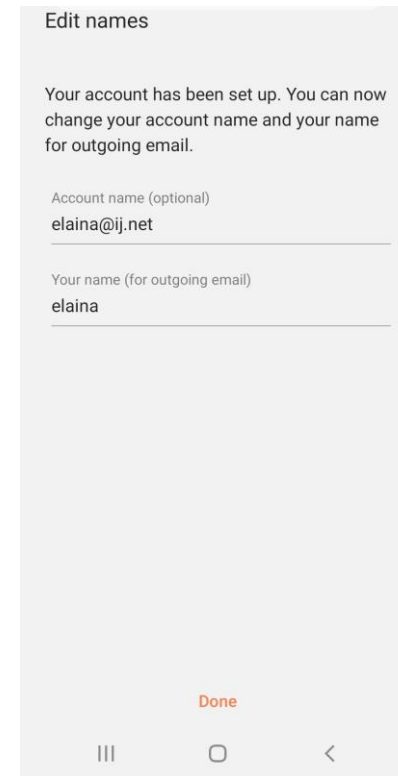
A screenshot of an email client's 'Server settings' screen for outgoing mail. The title is '< Server settings'. Under the 'Outgoing server' section, the 'SMTP server' is set to 'mail.ij.net', the 'Security type' is 'None', and the 'Port' is '25'. There is a toggle switch for 'Require authentication to send emails' which is turned on. Below this, there is a text field for the email address 'elaina@ij.net' and a password field with a 'Show password' option. At the bottom, there is a 'Next' button and a navigation bar with a hamburger menu, a home button, and a back arrow.

# YOU ARE ALMOST DONE

**ENTER SYNC SCHEDULE** - this will automatically be set to 15 minutes



**Edit Display names** - Once the email is set up you can edit the name that displays on outgoing email. Press done when finished.



## **What else do I need to know?**

The difference between IMAP and POP3:

IMAP: Mail syncs with your mail client. For example, deleting mail from your Outlook deletes the mail on the server. Local copy is not stored with your mail client.

POP3: Mail is copied and downloaded from the server - and individual copy resides on your client. Deleting mail in Outlook does not delete it from the server unless specifically told to do so in Outlook. This uses space on your computer, but allows mail to be available if you are offline.

If your mail resides at your company domain name then your Incoming and Outgoing Servers should be set to : mail.yourdomainname Ex. Mail.pbx-change.com