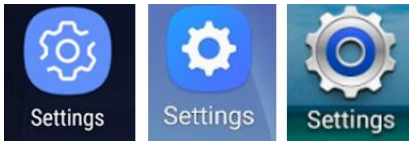


Adding your IMAP Mail Account on your Android Phone

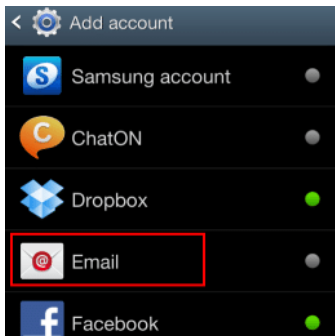
1. Locate your **“Settings”** icon from your App Drawer



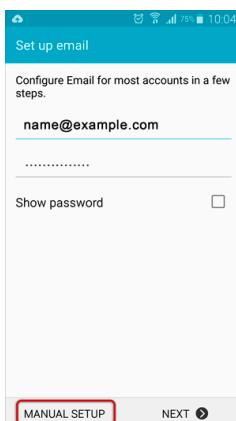
2. In the Settings menu, follow the most relevant steps to your Android device

- find and select **“Add account”**
- find **“Accounts”** and then select **“Add account”**

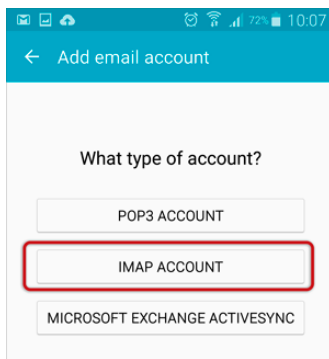
3. Select **Email** from the Add Account screen



4. Enter your email address and email password then choose **“Manual Setup”**



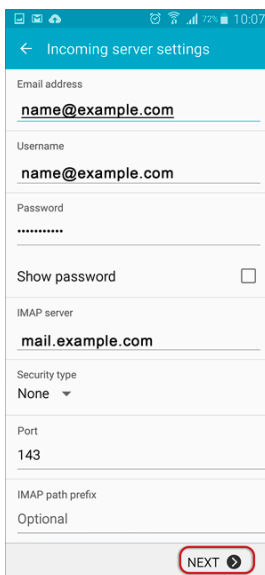
5. Choose “IMAP Account”



6. Your mail program may try to connect to the server but it will fail –

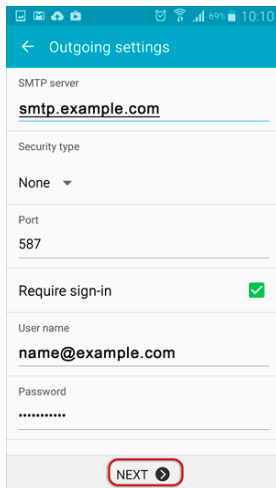
- You have to add the **full** email address in the “User Name” field
- Security Type is “None”
- Port is **143**

Once all the above settings have been confirmed, tap “Next”



7. Outgoing settings

- Enter the relevant details as seen in the screen below
- SmtP Server (was sent to you by Visualize IT)
- You have to add the **full** email address in the “User Name” field
- Security Type is “None”
- Port is **587**



Outgoing settings

SMTP server
smtp.example.com

Security type
None

Port
587

Require sign-in

User name
name@example.com

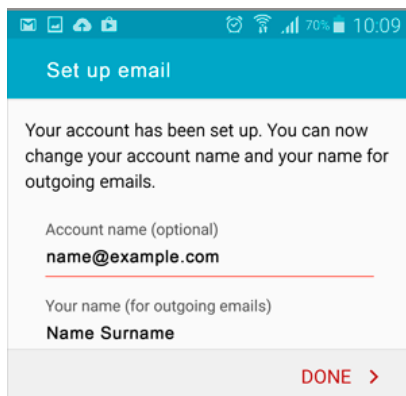
Password
.....

NEXT >

8. Wait while the settings are verified

9. Adjust the additional Account Options as preferred

10. Specify an optional account name (for your reference only), then enter the name you wish to be displayed on outgoing mail, then select Done.



Set up email

Your account has been set up. You can now change your account name and your name for outgoing emails.

Account name (optional)
name@example.com

Your name (for outgoing emails)
Name Surname

DONE >

11. Account setup is now complete. Your existing messages will start to download.