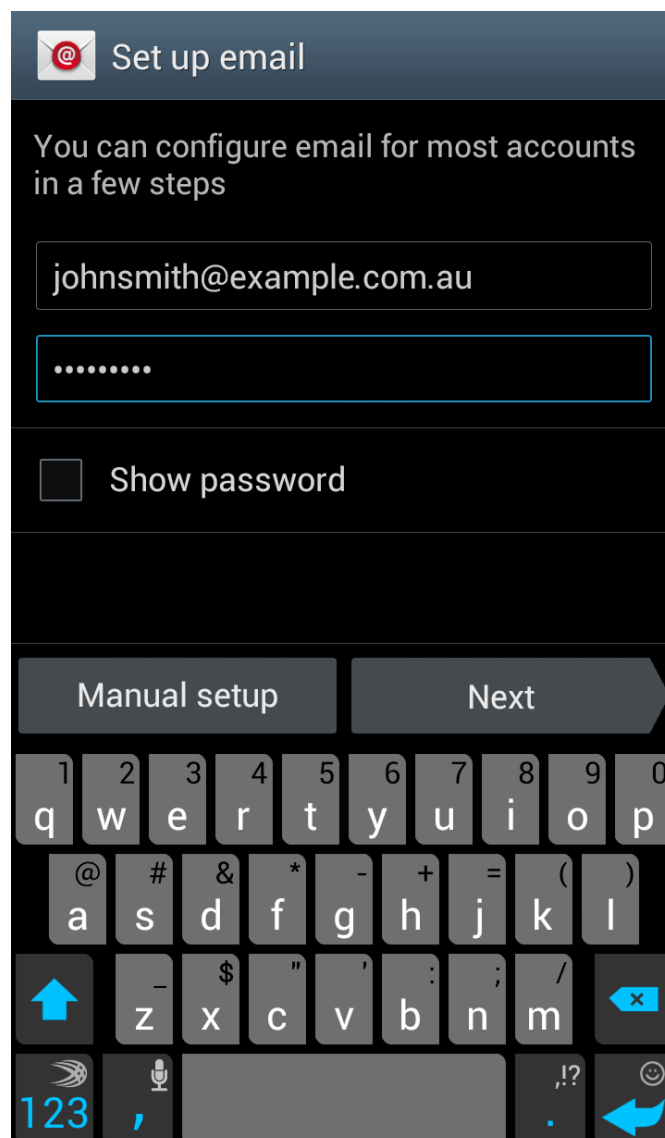


## Setting up Emails on Android Phone

1. From the home screen of your Android phone, press the **Email** icon (this might be on your home screen, but might also be lurking in your Apps folder) to open the app.
2. On the **Set up Email** screen, complete the following details:

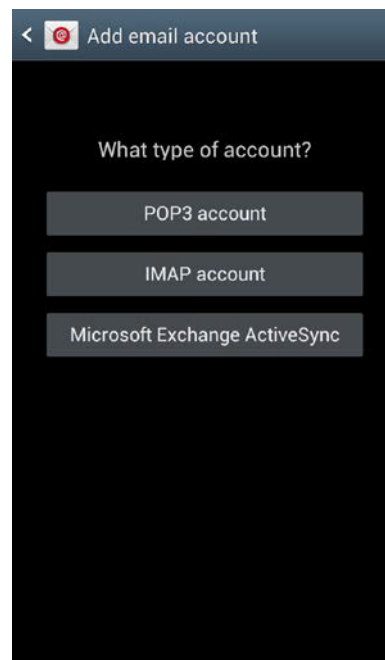
**Your email address:** In this example, we will use johnsmith@example.com.au, but you will need to enter your own email address, in full.

**Your password:** This is the email password you have set for your email account.



Click **Manual Setup**

3. Click **[POP3 Account]**

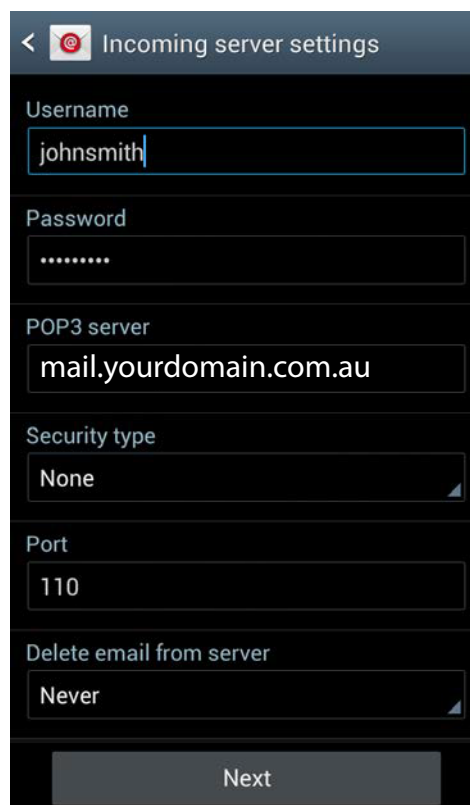


4. Complete the following information:

**Username:** Your full email address – eg [johnsmith@example.com.au](mailto:johnsmith@example.com.au)

**Password:** Your email password

**POP3 Server:** replace with [mail.yourdomain.com.au](mailto:mail.yourdomain.com.au) (yourdomain needs to be your web address.)

A screenshot of a mobile application interface titled "Incoming server settings". The screen contains several input fields and dropdown menus:

- Username:** johnsmith
- Password:** masked with dots
- POP3 server:** mail.yourdomain.com.au
- Security type:** None
- Port:** 110
- Delete email from server:** Never

A "Next" button is located at the bottom of the screen.


Click **[Next]**

5. On the Outgoing Server settings page, fill in the following information:

**SMTP Server:** **mail.yourdomain.com.au** (replace yourdomain.com.au with your domain name)

**Username:** Your email address, in full

**Password:** Your email password



< @ Outgoing server settings

SMTP server  
mail.yourdomain.com.au

Security type  
TLS (Accept all certificates)

Port  
587

Require sign-in

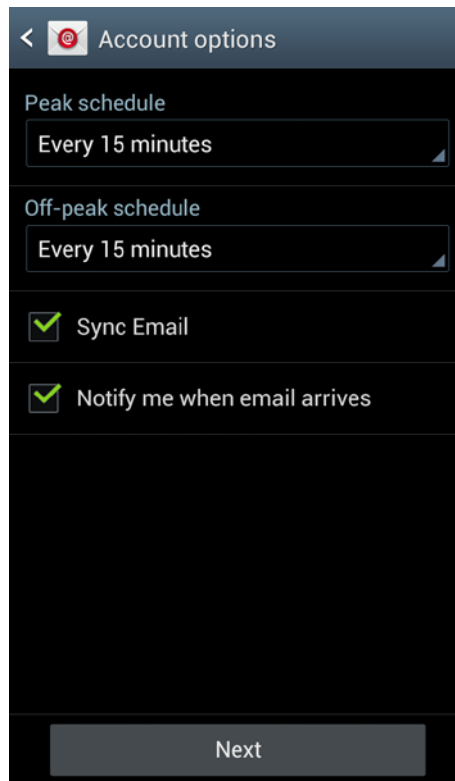
User name  
johnsmith@example.com.au

Password  
.....

Next

Click **[Next]**

6. On the Account Options page, you can edit some of the basic options to suit your needs, including how often you want your emails to download from the server and whether or not you want a notification each time you receive an email.



7. On the last page of your Android email set up, you can give your account a name and edit the name that appears on your outgoing messages.



Click **[Done]** to be taken to your inbox.