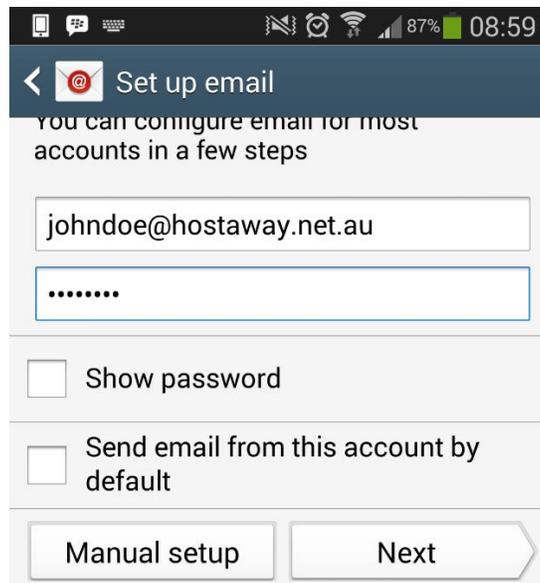


Configuring E-Mail in Android Phones

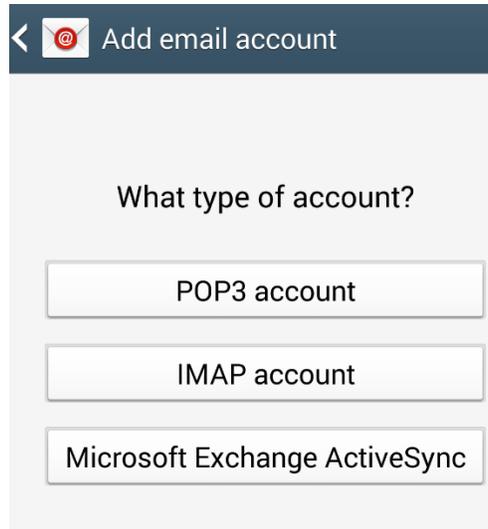
1. First we will need to tap the “Email” application (shown below) which will launch the email client:



2. This will then launch the “Set up email” screen , which you will need to fill in with your email address and the password for this account, once this information is entered tap on “Manual Setup”:



3. If you only need to access the email from 1 device please use “POP3”. However if you want to access this email account on multiple devices (extra computers, mobile phone, laptop) then “IMAP” would be more suitable:



4. Fill out the “Incoming server settings”, we have included an example of the information required and an example screenshot below:

Email Address: The email address you wish to add (ex. johndoe@hostaway.net.au).

Username: Your user name should be set to your email address (ex. johndoe@hostaway.net.au).

Password: The password you specified when creating your email account.

IMAP/POP3 Server: This is where your mail client goes to get your emails. Please set this to mail.yourdomain or mail.hostaway.net.au as per the example.

Security Type: If you would like to enable SSL you can do this here, however you will need to set the IMAP/POP3 server to mail.hostaway.net.au if this is enabled otherwise your client will generate certificate warnings.

Port: If this is IMAP (without SSL) then set this to 143, if this is POP3 (without SSL) then set this to 110. If you are using IMAP (with SSL) then set this to 993, if this is POP3 (with SSL) then set this to 995.

The screenshot shows a mobile application interface for configuring incoming email server settings. The title bar is dark blue with a back arrow, an email icon, and the text 'Incoming server settings'. Below the title bar are six form sections, each with a label and a text input field:

- Email address:** johndoe@hostaway.net.au
- Username:** johndoe@hostaway.net.au
- Password:** (masked)
- IMAP server:** mail.hostaway.net.au
- Security type:** None (dropdown menu)
- Port:** 143

5. Fill out the “Outgoing server settings”, we have included an example of the information required and an example screenshot below:

SMTP Server: This is where your mail client goes to send your emails. Please set this to mail.yourdomain or mail.hostaway.net.au as per the example, or if you would like to use your ISP to send emails enter your ISPs (Internet Service Provider) SMTP server.

Security Type: If you would like to enable SSL you can do this here, however you will need to set the SMTP server to mail.hostaway.net.au if this is enabled otherwise your client will generate certificate warnings.

Port: Ensure this is set this to 587 if you are using HostAway, if you are using your ISP this should be set to 25.

Require Sign-in: If you are using HostAway then ensure this is ticked and the username and password are filled in with your email address and password, if you are using your ISP then this should be left unchecked.

←  Outgoing server settings

SMTP server

Security type

Port

Require sign-in

User name

Password

6. You can configure your phones sync schedule on the next screen:

  Account options

Sync schedule
Every 15 minutes

Peak schedule
Every 15 minutes

Sync Email

Send email from this account by default

Notify me when email arrives

Automatically download attachments when connected to Wi-Fi

Next

7. The email account is now set up and you should be able to send/receive mail. You can give your account a name and specify the name that is displayed on messages you send on this next screen:

 Set up email

Your account is set up, and email is on its way!

Give this account a name (Optional)

johndoe@hostaway.net.au

(Displayed on outgoing messages)

johndoe