

# 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](mailto: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.

**Set up account**  
Choose an account to set up

Corporate Yahoo! Mail AOL

Outlook.com Verizon.net Others

For Gmail account, use Gmail app.

Click "others" to begin entering your email information.

**Set up account**  
Configure Email for most accounts in a few steps.

Email address

Password

Show password

1) Enter your full email address.  
2) Enter your password.

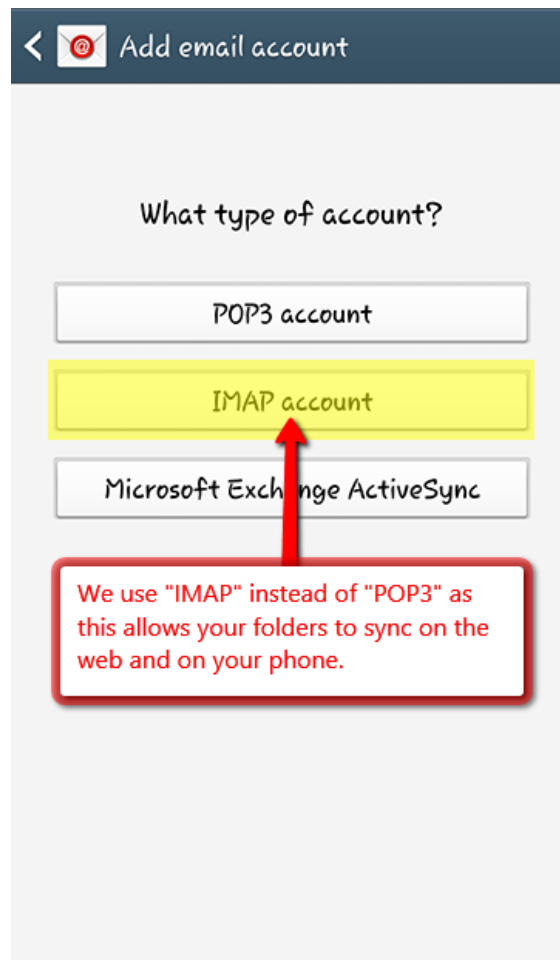
Click "Manual Setup" to continue.

Manual setup Next

## 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**.

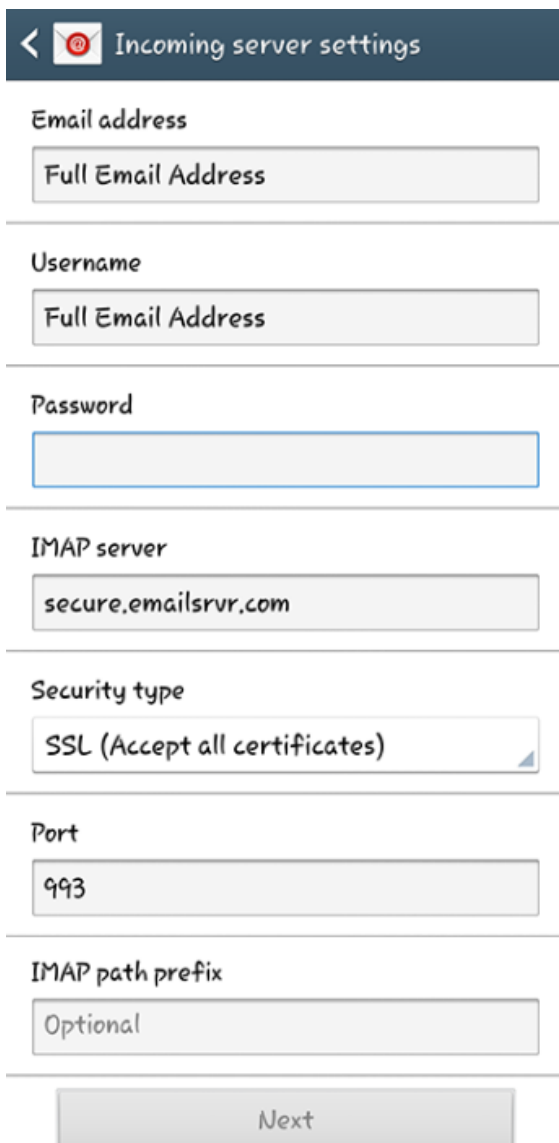
**Username:** Full email address (example: [bob@drbob.com](mailto:bob@drbob.com))

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**Incoming server settings**

Email address  
Full Email Address

Username  
Full Email Address

Password

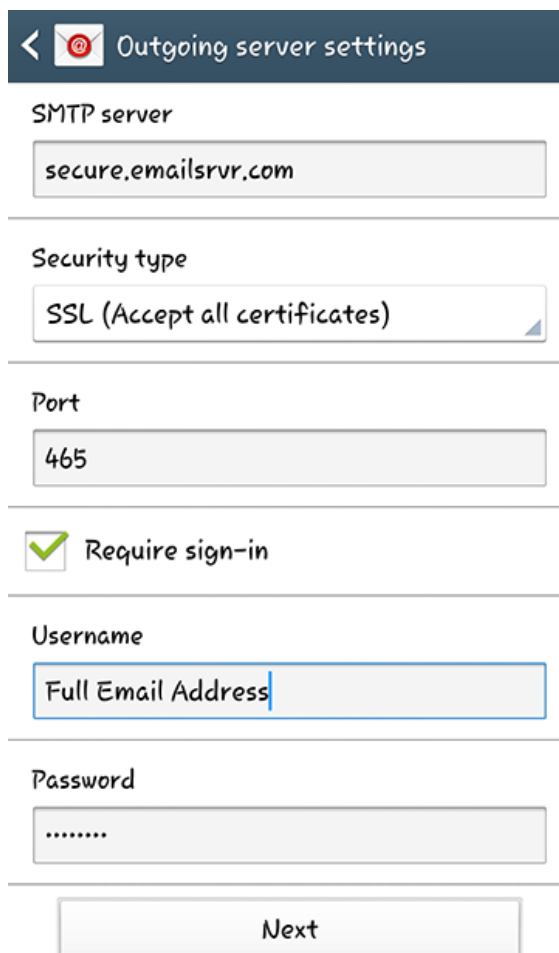
IMAP server  
secure.emailsrvr.com

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.

< Account options

Period to sync Email  
1 month

Sync schedule  
Every 15 minutes

Peak schedule  
Every 15 minutes

Sync Email

Notify me when email arrives

Automatically download attachments when connected to Wi-Fi

Next

Set up account

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

Give this account a name (Optional)  
Work, Clinic Name, Etc.

Your name (Displayed on outgoing messages)  
Your Name Here

Click "next" to finish setting up your account.

Next