

## Android – Email setup guide

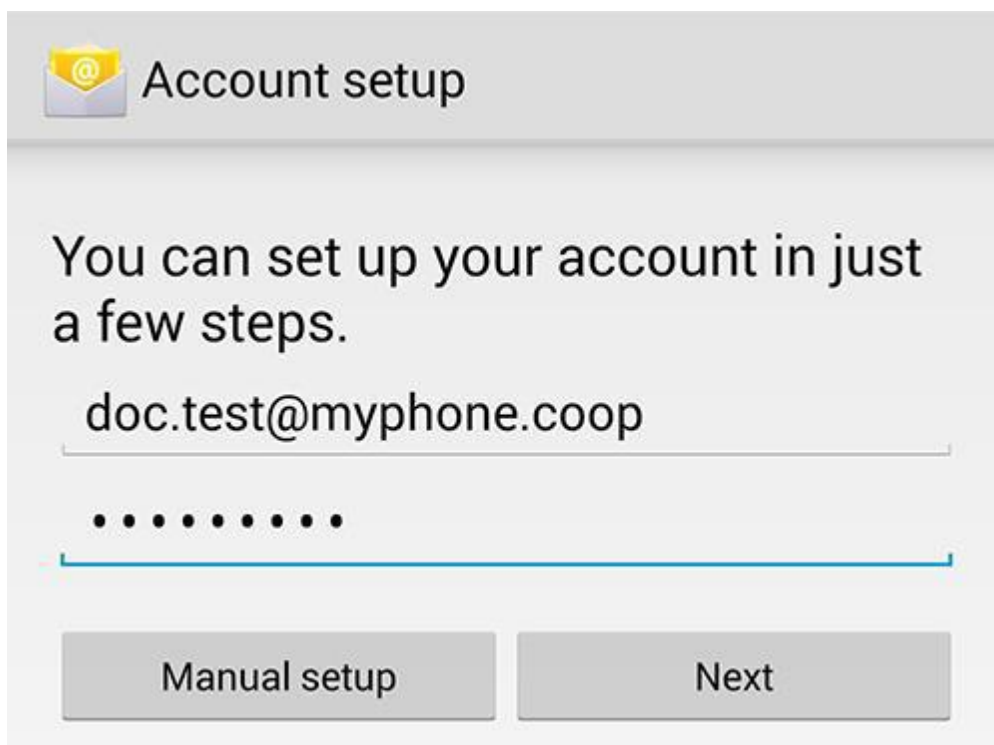
If any of any of the following is unclear or does not work, please call our technical support team on

1608 000.

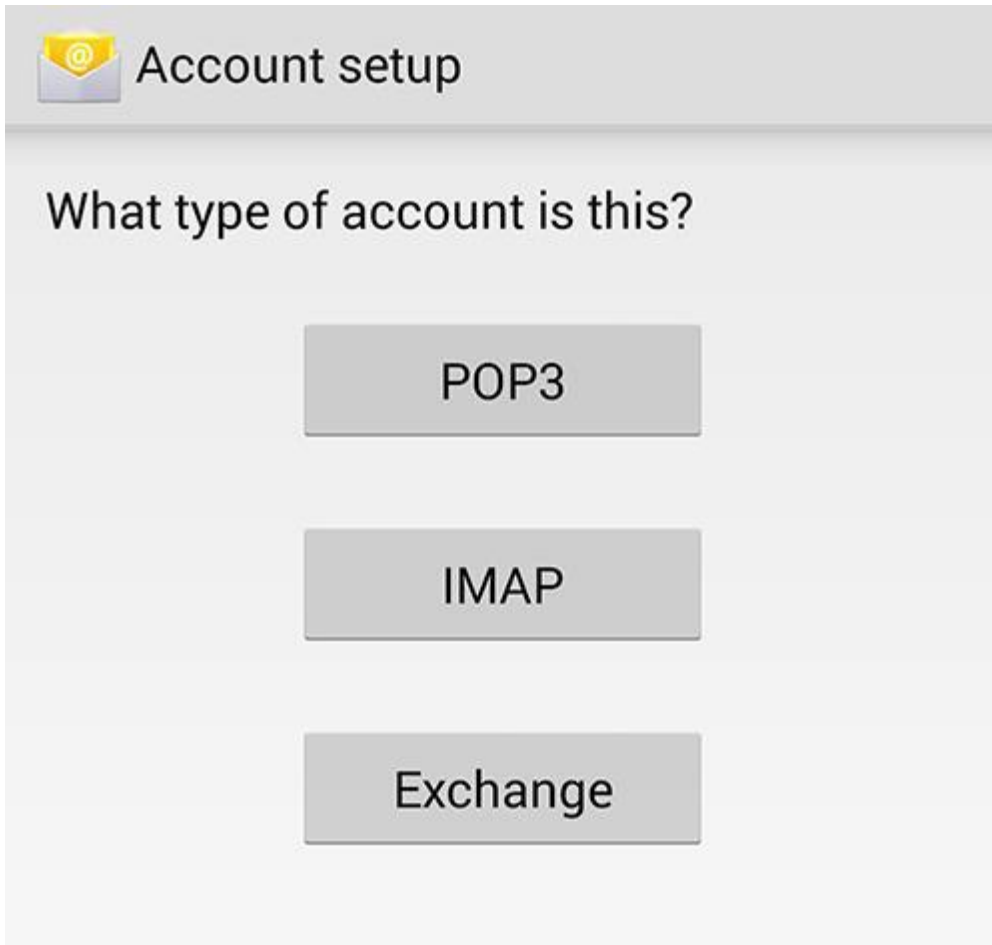
1. Find and click on the icon for the android email app.



2. Enter your email address and password on the next screen and press Manual setup.

The screenshot shows the 'Account setup' screen in an Android email app. At the top left is a small icon of an envelope with an '@' symbol. The title 'Account setup' is in the top right. Below the title, the text reads 'You can set up your account in just a few steps.' There are two input fields: the first contains the email address 'doc.test@myphone.coop' and the second contains a series of dots representing a password. At the bottom, there are two buttons: 'Manual setup' on the left and 'Next' on the right.

3. Select IMAP.



The image shows a screenshot of an "Account setup" screen. At the top left, there is a yellow envelope icon with a white '@' symbol. To its right, the text "Account setup" is displayed in a bold, black font. Below this header, the question "What type of account is this?" is centered. Underneath the question, there are three vertically stacked, light gray rectangular buttons with rounded corners. The top button is labeled "POP3", the middle button is labeled "IMAP", and the bottom button is labeled "Exchange".

4. Make sure you have the following incoming details and then click next.

- a. Username - Your full email address
- b. Password - Your password
- c. Server - `imap.myphone.coop`
- d. Port - 143
- e. Security Type – STARTTLS



## Account setup

Username

doc.test@myphone.coop

Password

••••••••

Server

imap.myphone.coop

Port

143

Security type

STARTTLS

Previous

Next

5. Make sure you have the following outgoing email details and then click next

- a. SMTP server – smtp.myphone.coop
- b. Port - 587
- c. Security Type - STARTTLS
- d. Username - Your full email address
- e. Password - Your password



## Account setup

SMTP server

smtp.myphone.coop

Port

587

Security type

STARTTLS

Require sign-in

Username

doc.test@myphone.coop

Password

••••••••••

Previous

Next

6. Choose how often you want your email to update and then click next. Shorter time periods will cause your battery to run out quicker.



## Account settings

Inbox checking frequency

Every 15 minutes

- Notify me when emails arrive
- Sync emails from this account
- Automatically download attachments when connected to Wi-Fi

Previous

Next

7. Enter your name as you would like it to appear on emails you send and press next.



## Account setup

Your account is set up and emails are on their way!

Give this account a name (optional)

doc.test@myphone.coop

Your name (displayed on outgoing messages)

Joe Bloggs

Next

8. Your account is now set up, open the email app to start using email.