



ETC Email Setup on Smartphones

How to setup up email accounts on your smartphone using the Android Operating System.

1. Tap the **HOME** icon
2. Tap the **GRID** icon, which allows you to view all the installed applications
3. Tap the **EMAIL** icon
4. Enter your **EMAIL ADDRESS** and **PASSWORD** for the account; tap **NEXT**
5. Select type of account: POP3, IMAP Microsoft Exchange ActiveSync; select **IMAP**
6. Enter **Incoming Server** settings - all should remain as the default except for the server
 - Username, Password, Port, Security type, etc.
 - In most cases, you will need to enter your full email address for the Username
 - IMAP Server
WEB HOSTED customers (**mail.yourdomain.com**)
 - Tap **NEXT**
7. Enter the **Outgoing Server** settings - all should remain as the default except for the server
 - Username, Password, Port, Security type, etc.
 - In most cases, you will need to enter your full email address for the Username
 - SMTP Server
WEB HOSTED customers (**mail.yourdomain.com**)
 - Tap **NEXT**
8. Select Account options or leave as the default; tap **NEXT**
9. Enter your **ACCOUNT NAME** and **YOUR NAME** displayed on outgoing messages.

How to delete an email account already setup.

1. View the list of accounts set up.
2. Hold your finger down on the account you want to delete and it will prompt you with options.