



## 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.