
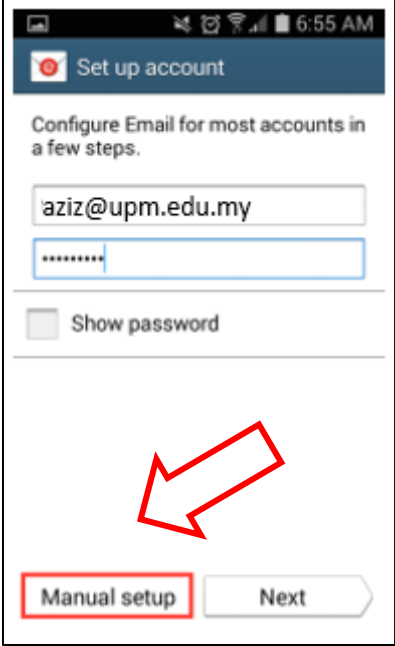
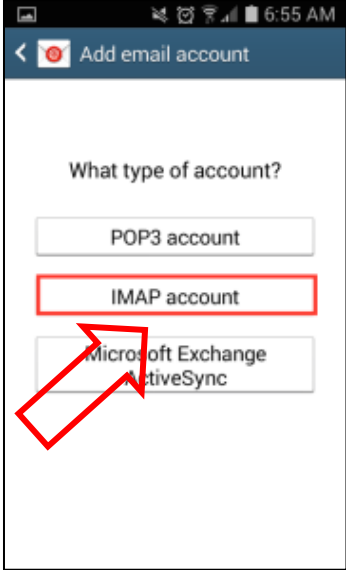


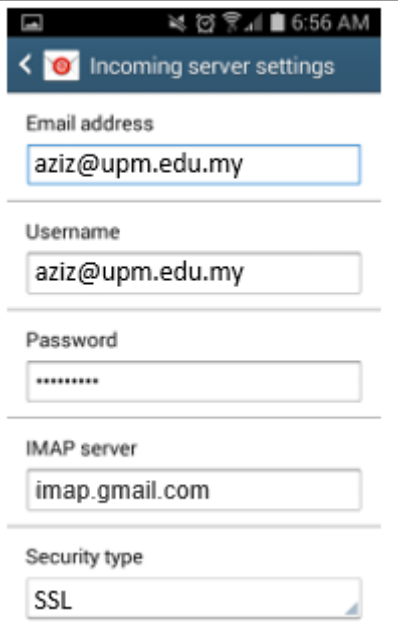
## How to set up Email in your Android device

<p>1. Open the email application.</p>	 The image shows the 'Email' application icon on an Android device. It consists of a white envelope with a red '@' symbol inside, set against a blue square background. Below the icon, the word 'Email' is written in white text.
<p>2. Enter your email address and password, then tap <b>Manual Setup</b>.</p>	 The screenshot shows the 'Set up account' screen in the Email app. At the top, it says 'Set up account' and 'Configure Email for most accounts in a few steps.' Below this, there are two input fields: the first contains the email address 'aziz@upm.edu.my' and the second contains a masked password '*****'. A 'Show password' checkbox is visible below the password field. At the bottom, there are two buttons: 'Manual setup' and 'Next'. A red arrow points from the 'Manual setup' button towards the 'Next' button.
<p>3. Select <b>IMAP</b> (<i>We recommend using IMAP if possible because it's the best way to make sure you can see all your mail at any time on all of your devices.</i>)</p>	 The screenshot shows the 'Add email account' screen. It asks 'What type of account?' and lists three options: 'POP3 account', 'IMAP account', and 'Microsoft Exchange ActiveSync'. The 'IMAP account' option is highlighted with a red box, and a red arrow points to it from the right.

#### 4. INCOMING SERVER SETTINGS

Enter required information and Tap Next when complete

- Email address: *Your full address (e.g. [aziz@upm.edu.my](mailto:aziz@upm.edu.my))*
- User name: *Your full address (e.g. [aziz@upm.edu.my](mailto:aziz@upm.edu.my))* | Password: *User 's UPMID password*
- IMAP server: *imap.gmail.com*
- Security type: *SSL*
- Port: *993*




The screenshot shows the 'Incoming server settings' screen. At the top, there is a back arrow and a red circle icon. The title is 'Incoming server settings'. Below the title, there are several input fields: 'Email address' with the value 'aziz@upm.edu.my', 'Username' with the value 'aziz@upm.edu.my', 'Password' with a masked field '\*\*\*\*\*', 'IMAP server' with the value 'imap.gmail.com', and 'Security type' with a dropdown menu showing 'SSL'. The status bar at the top shows the time as 6:56 AM.

#### 5. OUTGOING SERVER SETTINGS

Enter required information and Tap Next when complete

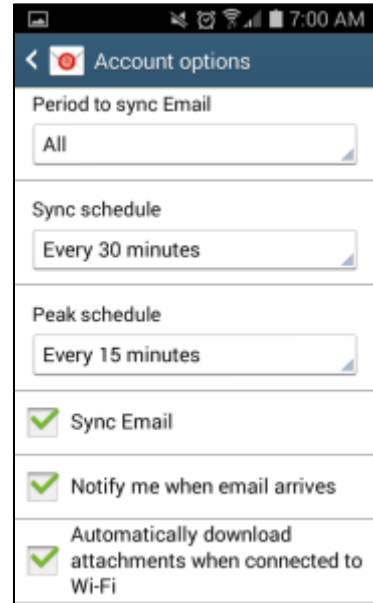
- SMTP sever: *smtp.gmail.com*
- Security type: *SSL*
- Port: *465*
- Require sign-in: *Yes*
- User name: *Your full address (e.g. [aziz@upm.edu.my](mailto:aziz@upm.edu.my))* | Password: *User 's UPMID password*



The screenshot shows the 'Outgoing server settings' screen. At the top, there is a back arrow and a red circle icon. The title is 'Outgoing server settings'. Below the title, there are several input fields: 'Security type' with a dropdown menu showing 'SSL', 'Port' with the value '465', a checked checkbox for 'Require sign-in', 'User name' with the value 'aziz@upm.edu.my', and 'Password' with a masked field '\*\*\*\*\*'. At the bottom, there is a 'Next' button. The status bar at the top shows the time as 6:59 AM.

## 6. ACCOUNT OPTION

Select the preferences you wish to use, then tap **Next**.



## 7. SETUP ACCOUNT INFO

Enter the name you wish people to see when you send emails, then tap **Done** when complete.

