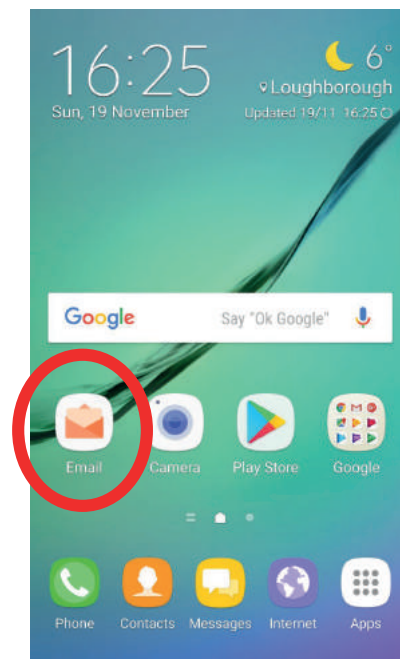


How to add your new email account to an Android device

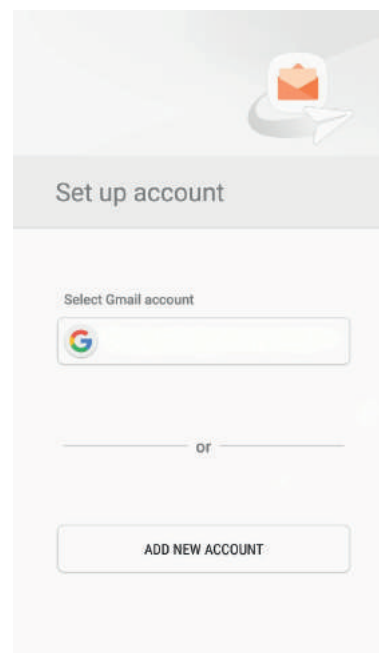
This document explains how to set up a connection between your Android mobile device and your new email address, so that you can use your Android device to send and receive emails.

Please Note: You will need to be connected to the internet on your device

1: Go to the "Email" app on the App Menu.

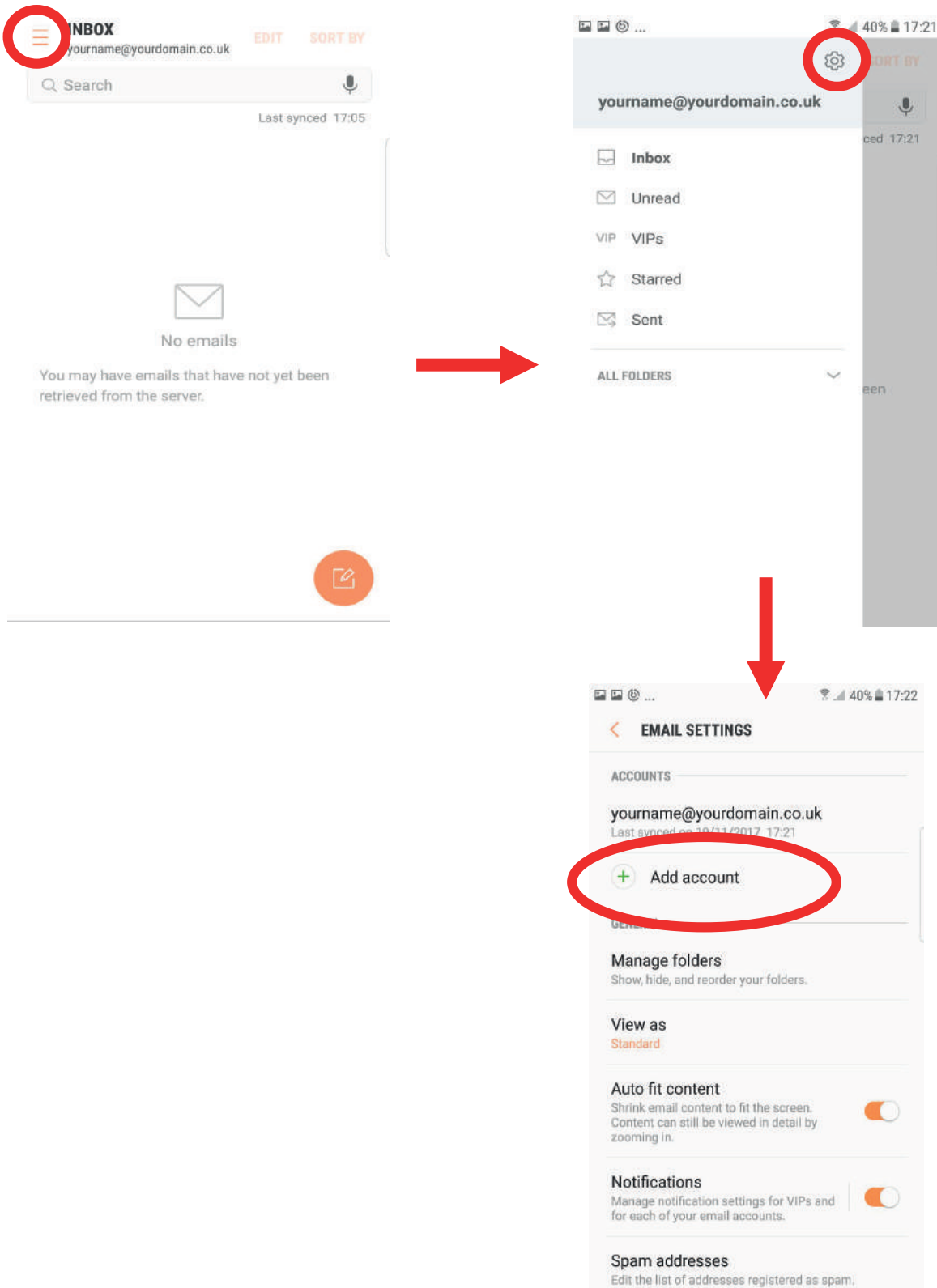


2: If you have not set up an email account on this phone before you will see the screen shown on the right. Select "Add New Account" and skip to step 3.



If you already have email accounts setup:

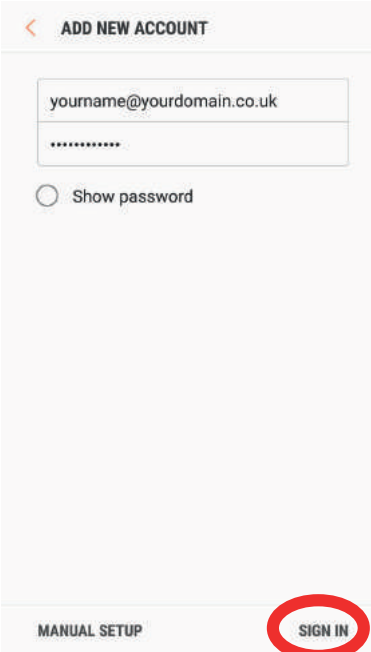
- Select the Menu icon in the top left-hand corner
- Select the Settings icon at the top of the Menu
- On the Email Settings page: select "Add account"



3: Fill in your email address and password, then select "Sign In".

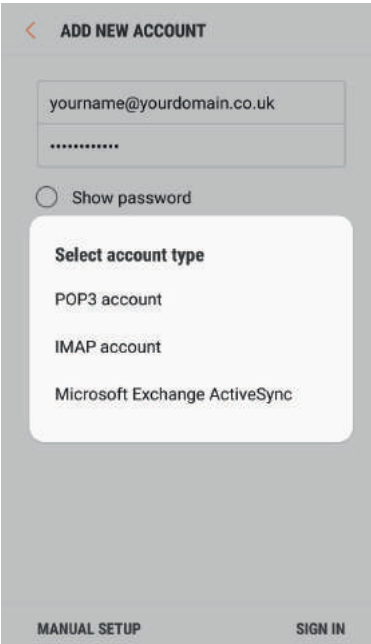
Email: Enter the email address of the account you would like to add.

Password: Enter the password of the email address you would like to add.



The screenshot shows a mobile application interface titled "ADD NEW ACCOUNT". At the top left is a back arrow. Below the title are two input fields: the first contains the email address "yourname@yourdomain.co.uk" and the second contains a masked password "*****". Below the password field is a radio button labeled "Show password". At the bottom of the screen, there are two buttons: "MANUAL SETUP" on the left and "SIGN IN" on the right. The "SIGN IN" button is circled in red.

4: You will be presented with a popup on your screen. Select "IMAP account".



The screenshot shows the same "ADD NEW ACCOUNT" screen as above, but with a modal popup displayed in the center. The popup is titled "Select account type" and lists three options: "POP3 account", "IMAP account", and "Microsoft Exchange ActiveSync". The "IMAP account" option is highlighted. The background of the screen is dimmed. The "MANUAL SETUP" and "SIGN IN" buttons are still visible at the bottom.

5: Change the pre-defined fields by filling in your details. Then, select "Sign In". Please note, your IMAP Server/SMTP information may differ from the example given below, please check with the Webforward team before entering these details.

IMAP Server: Enter "viper.webfwd.co.uk"

SMTP Server: Enter "viper.webfwd.co.uk"

Username: Enter the full email address for the account you would like to add.

Password: Enter the password of the email address you would like to add.

(leave the Port number and Security type fields as they are)

MANUAL SETUP

ACCOUNT

Email address
yourname@yourdomain.co.uk

Username
yourname@yourdomain.co.uk

Password
.....

Show password

INCOMING SERVER

IMAP server
viper.webfwd.co.uk

Security type
None ▼

Port
143

OUTGOING SERVER

SMTP server
viper.webfwd.co.uk

Security type
None ▼

Port
587

Authentication required before sending emails

User name
yourname@yourdomain.co.uk

Password
.....

Show password

SIGN IN

6: You should now be able to access your email account.

