

Step 1

The following guide explains how to setup emails on your Android Phone, such as the Samsung Galaxy and HTC One. This example uses Android Lollipop.

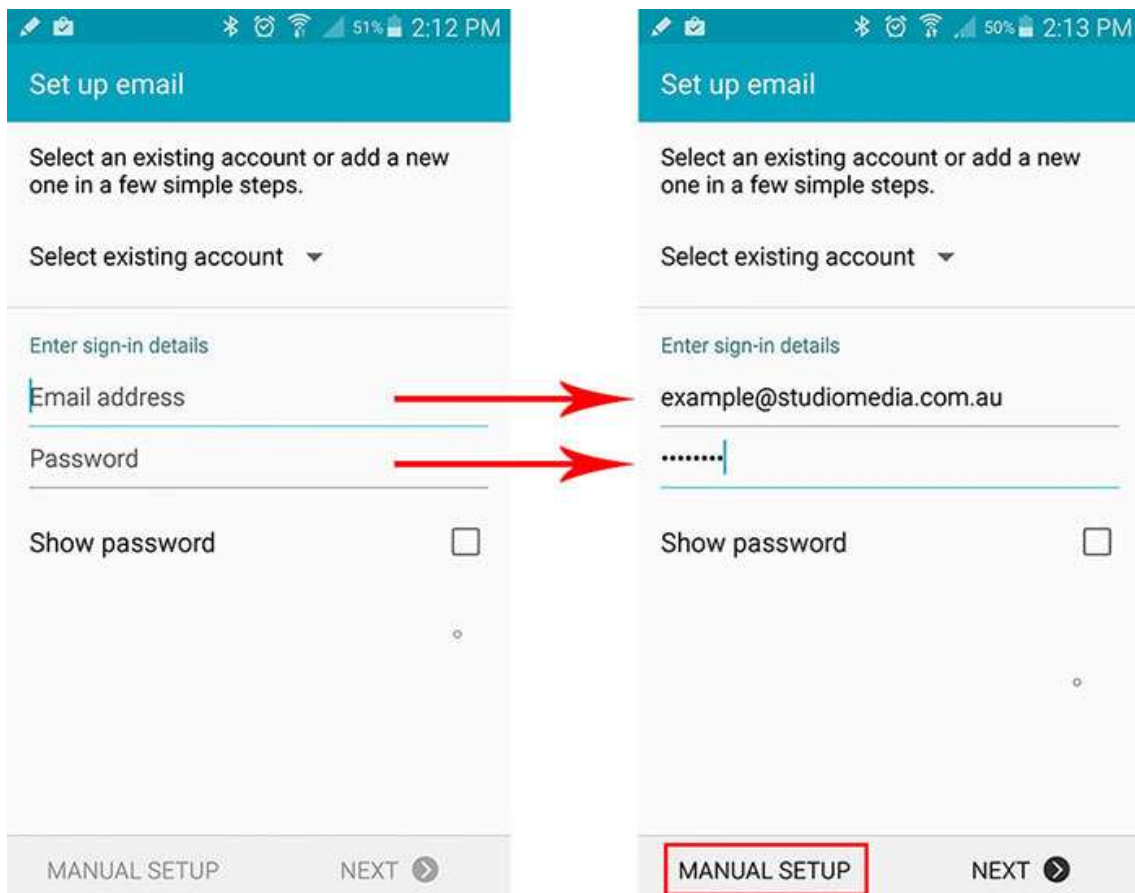
On your Android phone, open your Email application. You may find this under "Applications" (or Apps) and then "Email". If you have not created an email account before this will take you straight to where you start entering in your email information. If you have an existing email account setup, you will need to select the "Menu" button and then "Add Account".

Enter in your Email Address and your Email Password. Then click the "Manual Setup" button. *Figure 1*

Username: DOMAIN EMAIL

Password: PASSWORD

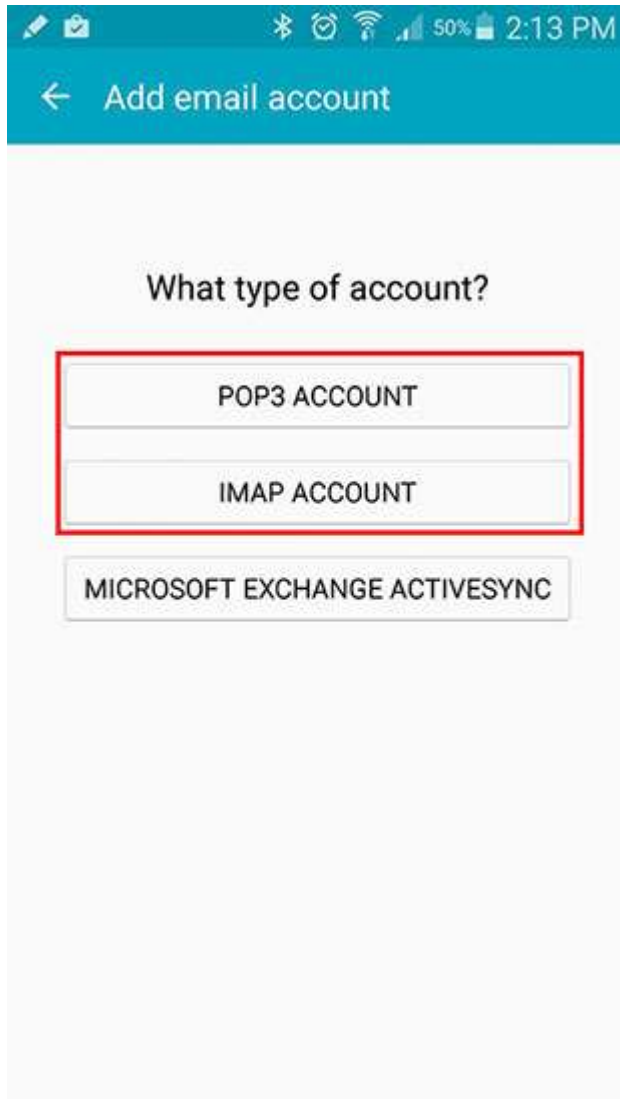
Figure 1



Step 2

Next, select IMAP *Figure2*

Figure 2



Step 3

Next fill in your email's Incoming Server Settings as per below. *Figure3*

| | |
|--------------------------|---|
| User Name: | DOMAIN EMAIL ADDRESS |
| Password: | PASSWORD HERE |
| IMAP/POP3 Server: | planet.studiocoast.com.au |
| Security Type: | You can either select None or SSL. |
| Port: | This will be filled in automatically for you. |

Figure 3

The screenshot shows the 'Incoming server settings' screen on an Android phone. The status bar at the top indicates 49% battery and 2:14 PM. The screen has a teal header with a back arrow and the title 'Incoming server settings'. Below the header are several input fields:

- Email address:** example@studiomedia.com.au
- Username:** example@studiomedia.com.au
- Password:** masked with seven dots
- IMAP server:** moon.studiocoast.com.au
- Security type:** None (with a dropdown arrow)
- Port:** 143

At the bottom right, there is a 'NEXT' button with a right-pointing arrow.

Step 4

Fill in your Outgoing server settings as below then click 'Next'. *Figure4*

| | |
|-------------------------|-------------------------------------|
| SMTP Server: | planet.studiocoast.com.au |
| Security Type: | You can either select None or SSL. |
| Port: | 26 |
| Require Sign-in: | Yes. Make sure this box is checked. |
| User Name: | |
| Password: | |

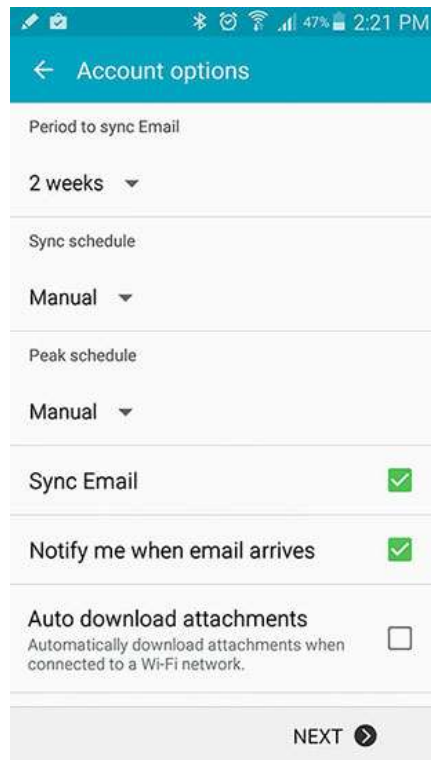
Figure 4

The screenshot shows the 'Outgoing server settings' screen on an Android phone. The status bar at the top indicates 48% battery and 2:18 PM. The screen has a teal header with a back arrow and the title 'Outgoing server settings'. Below the header are several settings sections: 'SMTP server' with the value 'moon.studiocoast.com.au', 'Security type' set to 'None', 'Port' set to '26', 'Require sign-in' which is checked with a green checkmark, 'User name' set to 'example@studiomedia.com.au', and 'Password' which is masked with six dots. At the bottom right, there is a 'NEXT' button with a right-pointing arrow.

Step 5

You may also have the next screen come up. Select any options based on your personal preferences and select 'Next'. *Figure5*

Figure 5



Step 6

In the final step, you can give your account a name for your reference (such as your email address). In the "Your Name" field type in your name as you wish it to be displayed when sending recipients emails. Click 'Done' to finish. *Figure 6*

Figure 6

