

1. If you do not have another account configured already, you will be prompted to enter your username and password, then select **Manual setup**. Keep in mind that your username is your full business email address, for example "tuser@rucls.net".

Account setup

You can set up email for most accounts in just a few steps.

tuser@rucls.net

.....

Manual setup Next

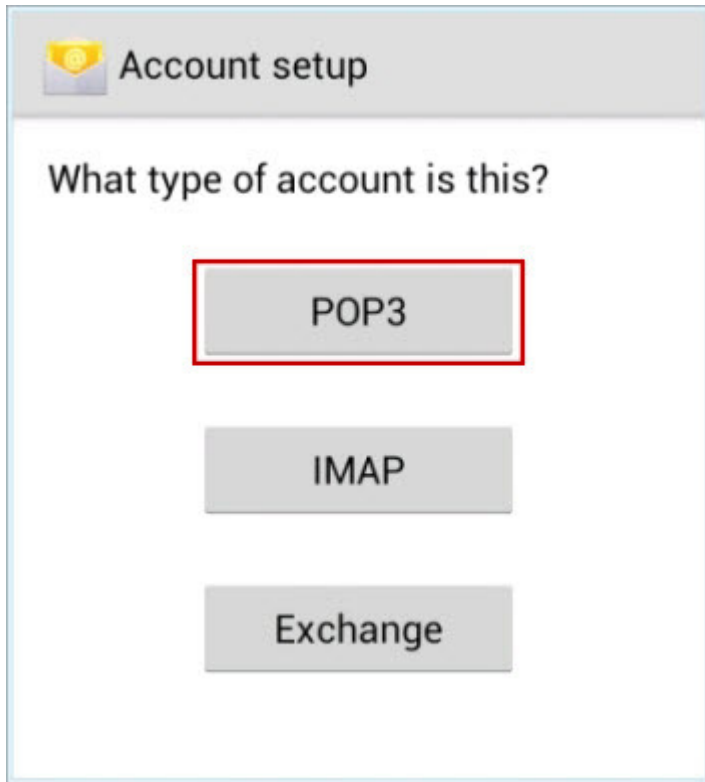
If you have already configured an email account, go to Menu on your device and select **Settings**. In the upper right hand corner you should have the option to **Add Account**, select this option.

Settings ADD ACCOUNT


General

john@yourdomain.com

2. Select the POP option.



3. You will be prompted to enter server information, enter the following information:
 - POP3 server: mail.rucls.net
 - Security type: **SSL (Accept all certificates)**. (Some Android devices will not offer just SSL (Accept all certificates), if this is the case for your device, select **SSL/TLS (Accept all certificates)**.)
 - Once you have selected SSL (Accept all certificates) the port should automatically change to 995. If it does not, manually change it.

 **Account setup**

Username
tuser@rucls.net

Password
.....

POP3 server
mail.rucls.net

Port
995

Security type
SSL (Accept all certificates)

Delete email from server
Never

Previous Next

4. Select whether to delete email messages from the server when they are deleted on your Android.

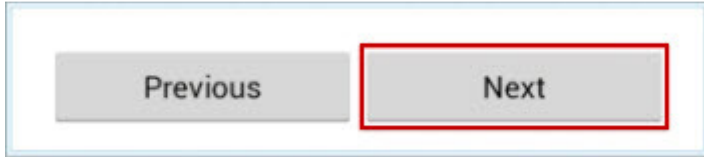
POP3

Never

When I delete from Inbox

Never

5. Press Next.



6. You will be prompted to enter your outgoing server settings. Enter the following information:
- SMTP server: mail.rucls.net
 - Port: **25**
 - Security type: **None**

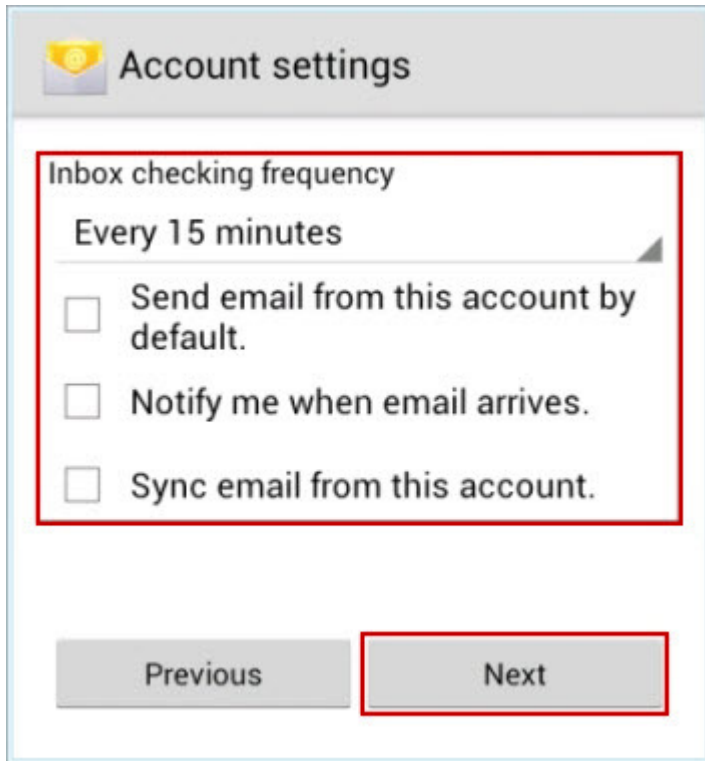
Then press **Next**.

A screenshot of the 'Account setup' screen. The title is 'Account setup' with a yellow shield icon. Below the title are several input fields: 'SMTP server' with 'mail.rucls.net', 'Port' with '25', and 'Security type' with 'None'. There is a checked checkbox for 'Require sign-in.'. Below that are 'Username' with 'tuser@rucls.net' and 'Password' with a masked field of seven dots. At the bottom are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a red border.

Android Email Set Up: Outgoing Server Settings

7. Configure your account options including whether the Android will automatically check for new messages and, if so, how frequently. **Note:** Having your mobile device automatically check for new email may cause errors, or can cause your email account to become temporarily locked.

Then press **Next**.



8. Give this account a name (optional) and enter the name you wish to have displayed on outgoing messages.

Then press **Next**.

Account setup

Your account is set up, and email is on its way!

Give this account a name (optional)

tuser@rucls.net

Your name (displayed on outgoing messages)

Test User

Next

9. Your device will set up the account and begin downloading your new messages.

If you are unable to locate the options mentioned above, we suggest that you contact your device manufacturer for support, as they are the real experts on your Android device.