

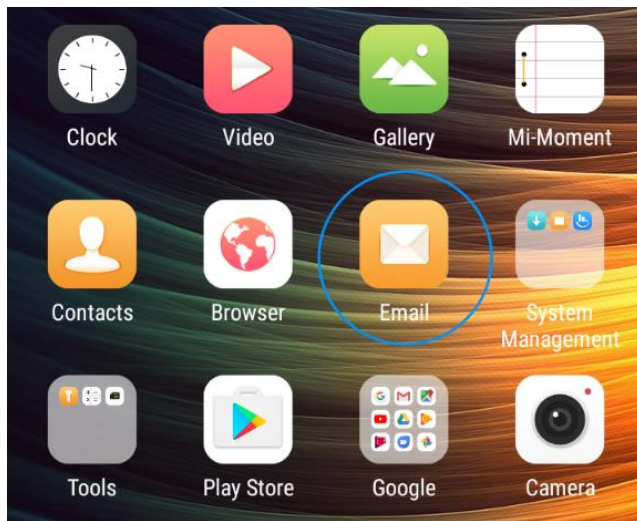
ANDROID 7 (NOUGAT) E-MAIL SETUP GUIDE

BELxpress

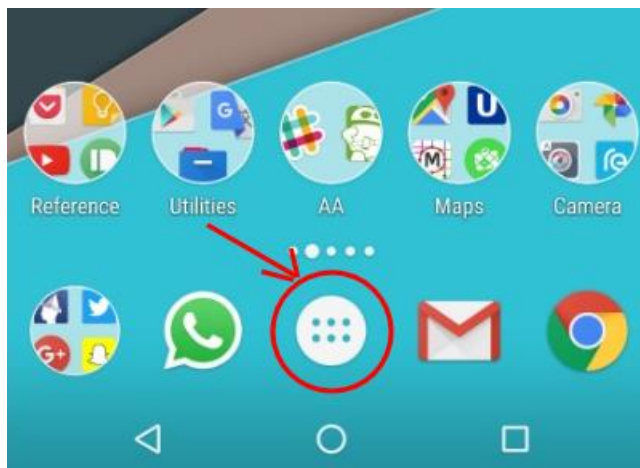


Step 1

First of all, look for your Email app (see below).

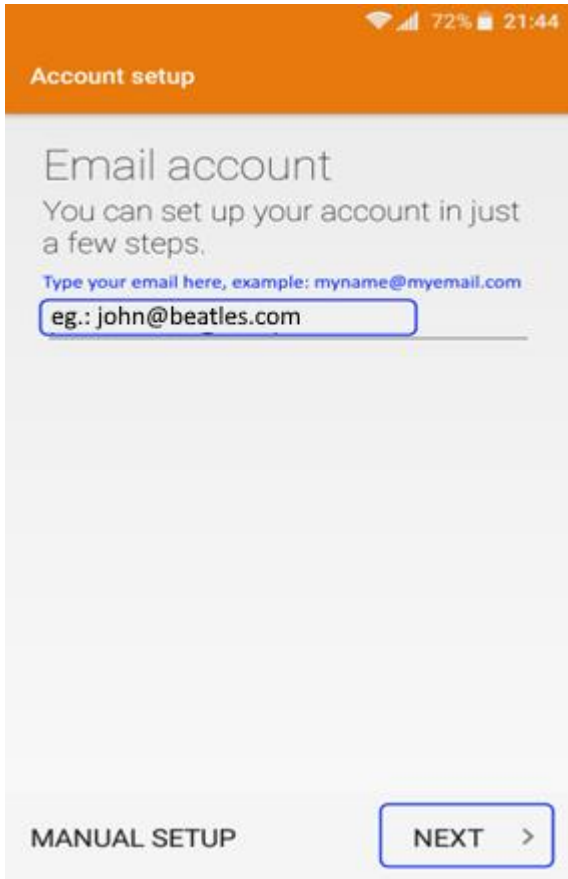


Note: It depends on phone manufacturers and models, there are several ways to access your Email app. Some are located inside the Apps group (see below). Note: Some phone may need you to slide up from the bottom of the phone to access your Apps group, then, search your Email app.

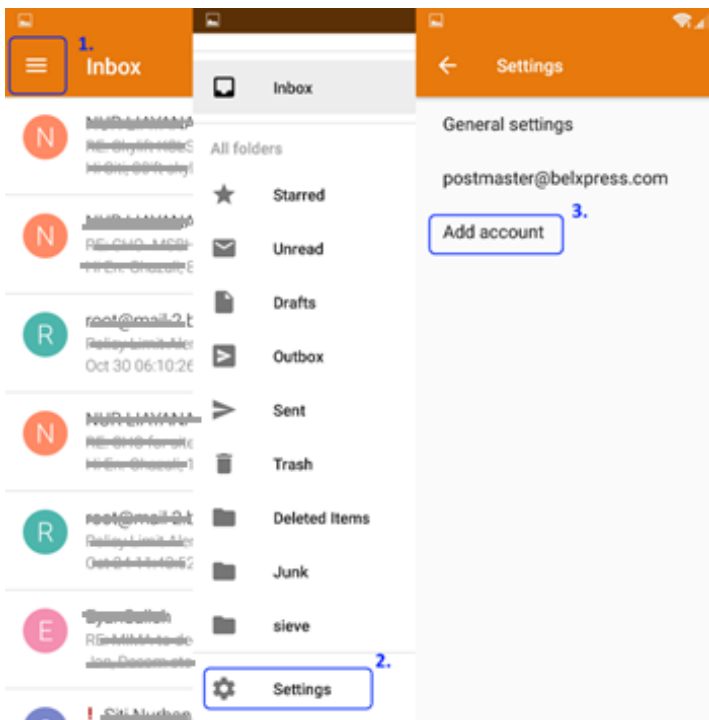


Step 2

If you're new to Android Email, you will be asked to add account on the "Account Setup" screen.

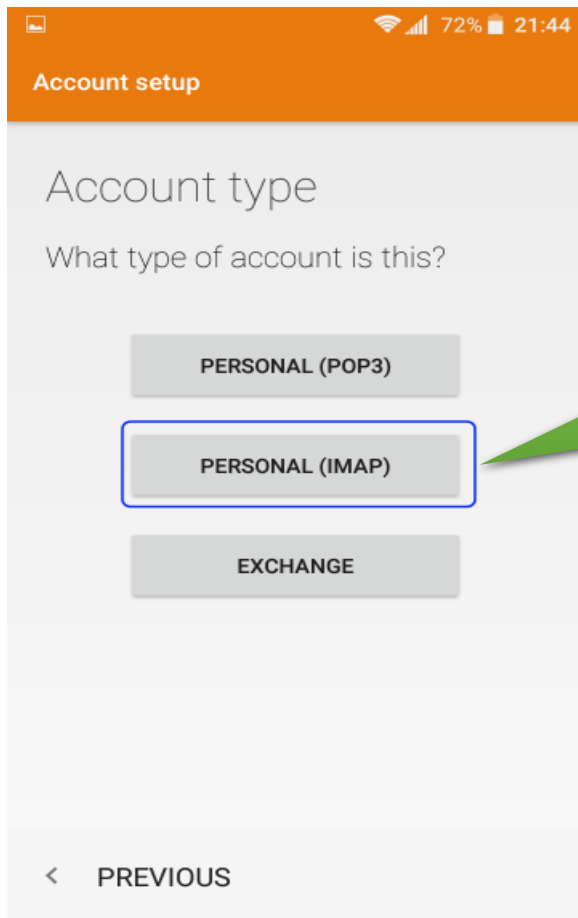


If you already have an email on your Android 7 (smart phone or tablets), you can easily add new email account follow the numbering as shown on below.



Step 3

Choose an account setup type, kindly choose "Personal (IMAP)"



IMAP vs POP3

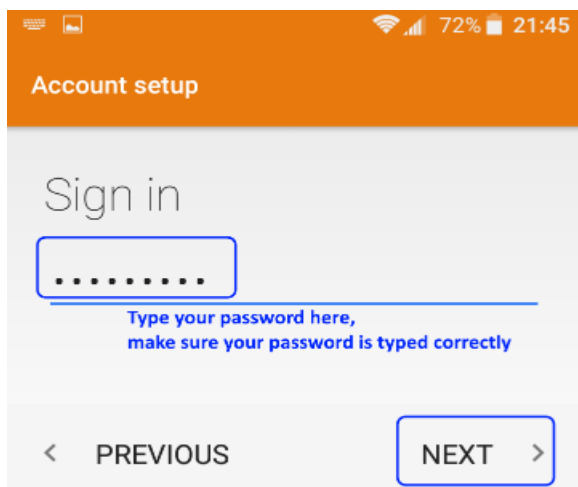
See the comparison on last page

If you are choosing POP3 as the access protocol, you can only set up your email in **ONE** computer or device. If you want to sync your email across multiple computers or devices (smartphone, tablet), you **MUST** use IMAP access protocol.

CAUTION

Step 4

Kindly specify your password. *Caution: It's prone to typo-error on smartphone, please ensure you're typing your correct password.* Press "Next" once done.



Step 5

Follow the setup as shown on below for your email account (scroll down to see more options on your device if necessary), press on “Next” upon completion.

Account setup

Incoming server settings

USERNAME
Your email address here (xx@xxx.xx)
eg.: john@beatles.com

PASSWORD
.....

your mail server name,
SERVER normally begin with mail. xxxx.com
eg.: mail.company.com

PORT
143

SECURITY TYPE
None

Choose "None" if you do not have SSL installed.
IMAP path prefix *Use SSL if you've got SSL for your domain.

Optional

< PREVIOUS NEXT >

Tips: 993 if SSL/TLS.
Normally, Android Email App will detect it automatically.

You're secured, no worries! 😊

TIPS: What is SSL certificate?

“The primary reason why **SSL** is used to keep sensitive information sent across the Internet encrypted so that only the intended recipient can access it. *This is **important** because the information you send on the Internet is passed from computer to computer to get to the destination server.*”

Please do not hesitate to contact us (support@belxpress.com) for ‘SSL for your domain’. Get your SSL today!

Step 6

Set up your Outgoing settings, follow the settings as shown on below. If any error, you can start all over again anytime by exit from the Email app. Please review your settings before press on "Next".

Account setup

Outgoing server settings

Specify your mail server here
SMTP SERVER (normally same with your incoming server)

eg.: mail.company.com

PORT

587

SECURITY TYPE
None

Require signin **Important.
MUST Tick This!**

USERNAME
Specify your email here
eg.: john@beatles.com

PASSWORD
.....

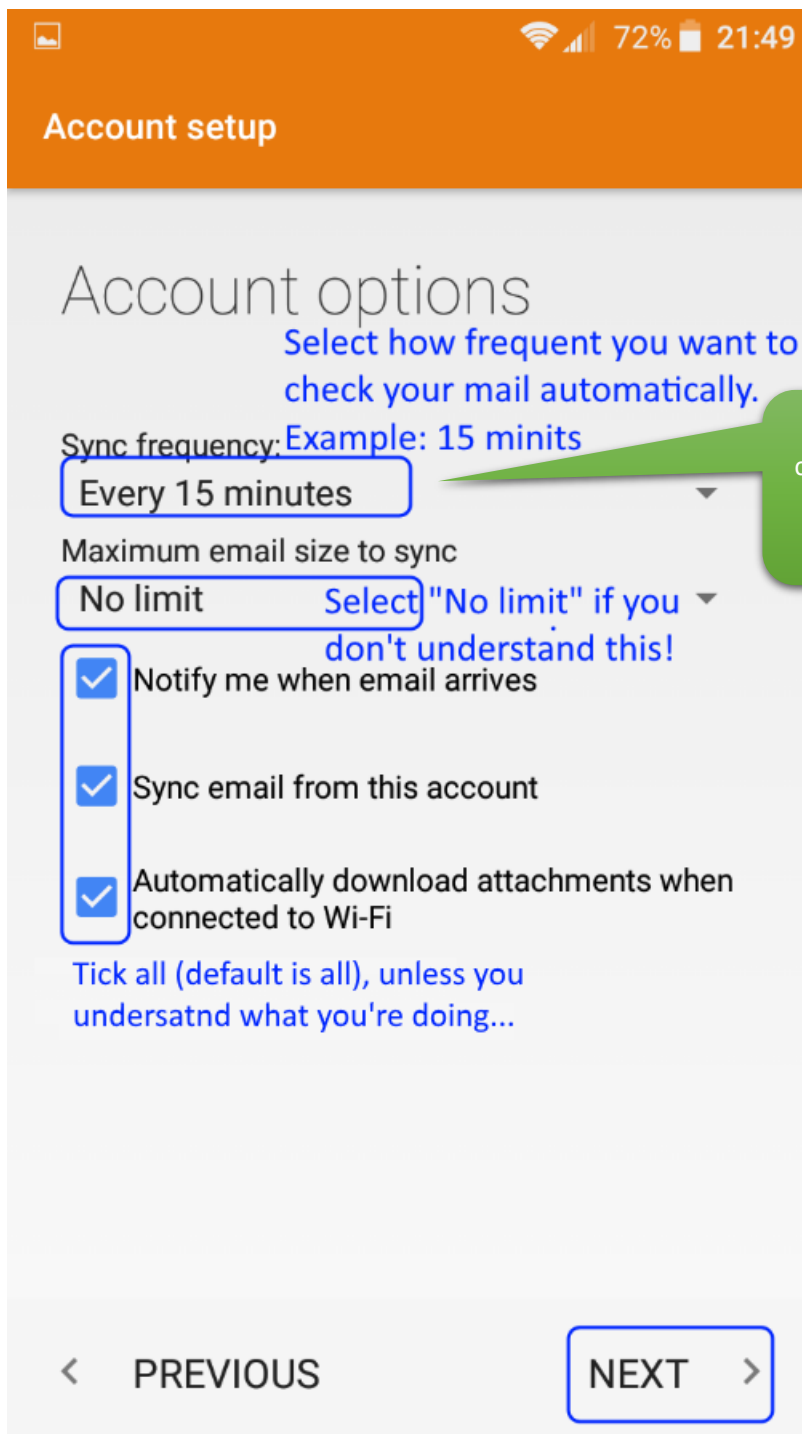
< PREVIOUS **NEXT** >

Tips: 465 if SSL/TLS

Normally, Android Email App will detect it automatically.

Step 7

For better optimization on smartphone, kindly follow the setup as shown on "Account options".



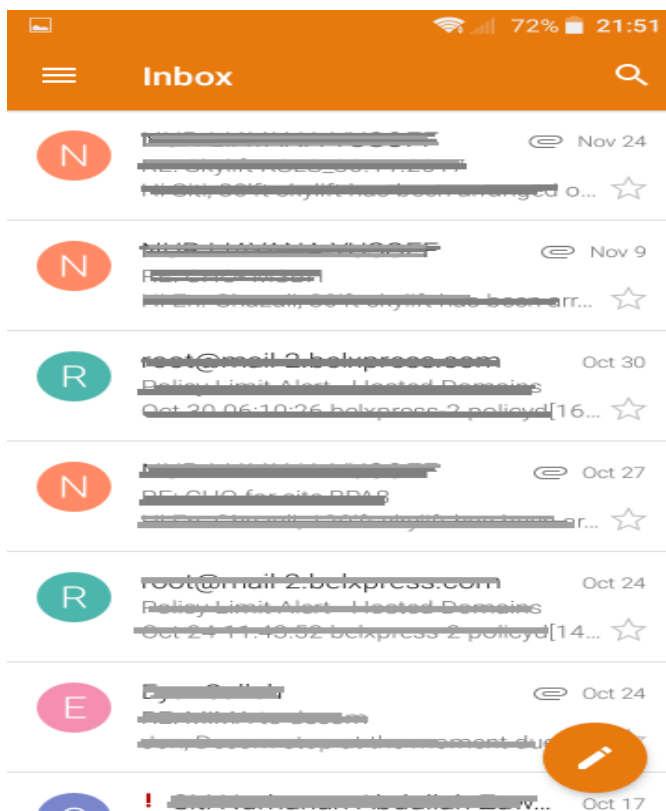
Step 8

Last but not least, give your account a name and type your name to be displayed on your recipient's inbox.



Step 9

You're done, congratulation! You can start using your Android Email app.



IMAP vs POP3

Both POP (Post Office Protocol) and IMAP (Internet Message Access Protocol) allow people to get access to their email from a remote server; however, that is where most similarities end.

POP3	IMAP
<ul style="list-style-type: none">• Consumed less bandwidth (a bit faster if your Internet is slow)• Once retrieved, NO backup in the server (<i>unless special settings supported on mail client</i>). Save server storage if server storage is your concern.• Your mails will be stored in the local computer ONLY (<i>unless special settings supported on mail client</i>)• Your mails will NOT SYNC if access with different computers or devices (NOT recommended for multiple devices)	<ul style="list-style-type: none">• Consumed more bandwidth (a bit slower if your Internet is slow)• Your mails (sent/received) will be stored in local computer/device and remote server (backup)• <u>You can use multiple computers and devices</u> (phone, tablet) to check/send your email (mail sync)• If you lost your computer/device, you can always sync back your mails from remote server (<i>provided that your mails are not deleted from your computer/device</i>)

WARNING: DO NOT mix POP3 and IMAP for your multiple computers' setup in a single email account. If either one of your computers or devices has been set up as POP3 access protocol, email-sync will **NOT** be working correctly. Bear in mind, **POP3 is only for ONE computer or device.**