

INSTRUCTIONS FOR SETTING UP AN EMAIL ACCOUNT ON AN ANDROID-BASED SMART PHONE

Open the Settings APP on the Android device and select the "Accounts" tab



Click Add Account

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← A	Add account	
8	Samsung account	•
0	Email	
g	Google	•
1	LDAP	
in	LinkedIn	•
	Microsoft Exchange Active	
M	Personal (IMAP)	•
M	Personal (POP3)	
\Diamond	Sync apps with Facebook	•
σ		

Click the circle to place the green dot next to "Email"

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Email accounts		
Select an existing account or add a new one in a few simple steps.		
Select existing account 💌		
Enter sign-in details		
testing@cvctx.com		
test1234		
Show password 🔽		
MANUAL SETUP		

Enter your e-mail address and password in the sign-in details fields and press NEXT

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~	Add email account
	What type of account?
ſ	
	POP3 ACCOUNT
	IMAP ACCOUNT
	MICROSOFT EXCHANGE ACTIVESYNC

Select IMAP Account as the type of account

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← Incoming server settings			
Email address			
testing@cvctx.com			
Username			
testing@cvctx.com			
Password			
test1234			
Show password 🗹			
IMAP server			
imap.cvctx.com			
Security type			
TLS (Accept all certificates)			
Port			
NEXT 🔊			

Enter your email address in the Username field and your password in the Password field In the IMAP Server field enter **imap.cvctx.com** if it is not already there Select **TLS(Accept all certificates)** for security type

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← Incoming server settings		
Password		
test1234		
Show password 🔽		
IMAP server		
imap.cvctx.com		
Security type		
TLS (Accept all certificates) 🔹		
Port		
143		
IMAP path prefix		
Optional		
NEXT 🔊		

Scroll down and make sure that 143 is entered in the Port field

Press **NEXT**

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← Outgoing se	rver settings
SMTP server	
smtp.cvctx.com	
Security type	
TLS (Accept all cer	tificates) 🗸
Port 1025	
Require sign-in	
	NEXT 🔊

In the "SMTP server" box enter smtp.cvctx.com Select TLS(Accept all certificates) for security type In the Port field enter the number 1025 Remove the check mark for the Require sign-in box Press NEXT

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\leftarrow Account options		
Period to sync Email		
2 weeks 💌		
Sync schedule		
Every hour 🔻		
Peak schedule		
Every hour 🔻		
Sync Email		
Notify me when email arrives		
Auto download attachments Automatically download attachments when connected to a Wi-Fi network.		
NEXT	0	

After verifying your settings the screen above is presented for any further settings you might want to make

Press **NEXT**

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Email accounts		
Your account is set up and is ready to send and receive emails.		
Give this account a name (Optional)		
testing@cvctx.com		
• (Displayed on outgoing messages) testing		
DONE		

The final screen allows you to give a name to the account you just created

Press **DONE**