LoboMail – Android

For online instructions and links go to: bit.ly/RsVBCe

LoboMail Setup: Android

1. From the Applications menu, select Email, or Mail on some versions of *Android*.
   Note: If you do not see Email, select Accounts and Sync icon, or select Accounts from the Settings menu, Add Account.
2. Type your full email address, for example ckent2@unm.edu, and your password.
3. If you would like this to be your default email account on your mobile phone, check the box marked Send email from this account by default.
4. Select Next.
5. Select Exchange account. This option may be named Exchange ActiveSync or Corporate Sync on some versions of *Android*.
6. Enter the following account information and select Next.
   - Domain\Username. Type your full e-mail address in this box, e.g. ckent2@unm.edu. In some versions of *Android*, you need to use the domain\username format, for example unm.edu\ckent2@unm.edu. If Domain and Username are separate text boxes in your version of *Android*, type your full e-mail address in the Username box.
   - Password Use. The password you use to access your account.
   - Exchange Server. Use the address of your Exchange server (e.g. pod51019.outlook.com).
   - Check the boxes for Use Secure Connection (SSL) and Accept all SSL certificates.
7. As soon as your phone verifies the server settings the options you can set up from the Account Options screen will include the following:
   - Email checking frequency. The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.
   - Amount to synchronize. This is the amount of email you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.
   - Notify me when email arrives. If you select this option your mobile phone will notify you when you receive a new email message.
   - Sync contacts from this account. If you select this option your contacts will be synchronized between your phone and your account.
8. Select Next then enter a name for this account and the name you want displayed when sending email to others. Select Done to complete the email setup and start using your account.

Optional Setup for IMAP: you can also choose to use an IMAP connection from your mobile device. This type of connection only provides access to your email, and not contacts or calendar items.

From the home screen, tap Applications > Settings > Accounts & sync > Add account > Manual setup.

1. On the Incoming settings screen, in the Protocol drop-down menu, select IMAP or POP3. We suggest you select IMAP because it supports more features.
2. In the Email address and Username text boxes enter your full e-mail address, for example tony@contoso.com, and then select Next. Your user name is the same as your email address.
3. In the Password text box enter your password.
4. In the IMAP server or POP3 server text box enter your IMAP or POP server name. For information on how to look up the server settings you need to complete this step and other steps in this procedure, see "How do I find the server settings" later in this topic.
5. In the Security type drop-down menu and Server port text boxes, specify the POP or IMAP settings that you looked up in step 5, and then tap Next. Your e-mail application will check your IMAP or POP settings.
6. On the Outgoing server settings screen the Login required option should be selected for you, and the Username and Password text boxes should be filled in.
7. In the SMTP server text box, enter the SMTP server name you looked up in step 5.
8. In the Security type drop down menu and Server port text box, specify the SMTP settings that you located in step 5, and click Next.
9. In the Account name, text box, enter a name your account (for example "Office 365 email" or "Work email"). In the Your name text box, enter the name you want displayed when you send e-mail to others (for example "Tony Smith"), and then select Finish Setup.

To find your server settings, sign in to your e-mail account using Outlook Web App. After you sign in, click Options > See All Options > Account > My Account > Settings for POP, IMAP, and SMTP access. The POP3, IMAP4, and SMTP server name and other settings you may need to enter are listed on the Protocol Settings page under POP setting or IMAP setting, and SMTP setting.