



Setting Up Hampshire Email on an Android Device

These instructions will walk through the steps of setting up your Hampshire email account on your Android phone or tablet. Every Android device is slightly different, however, so the screens you see may vary.

1. From the Application screen, select "Email."
2. If you haven't set up any email on the device you should be brought to a screen that immediately asks for account information; otherwise you may have to select "New Account." Enter your Hampshire email account and password.





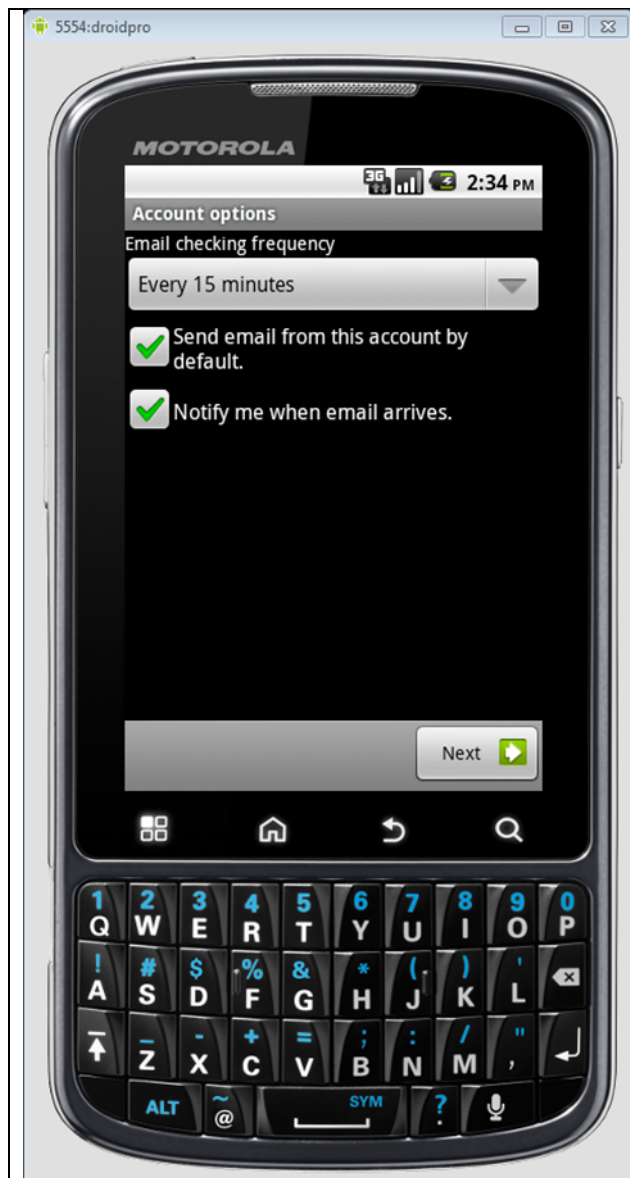
3. Select "IMAP."
4. Your username & password should already be filled in, but if not, please enter them.
5. Our IMAP server is "mail.hampshire.edu".
6. Port number is 993.
7. Security is SSL.
8. IMAP path prefix is "mail".
9. When these have been entered, select "Next." If you've made mistakes you'll be sent back here to fix them, otherwise you'll move onto settings for outgoing mail.





10. Our outgoing server is smtp.hampshire.edu
11. Port number is 587.
12. Security type is TLS.
13. "Require sign-in" should be checked.
14. Your username & password should already be filled in, but if not, please enter them.
15. Give your account a name, such as "Hampshire Email," and enter your name as you like it to be seen by recipients.





16. Finally, decide how often you want your phone to check for email. There's a trade-off between how often it checks and how long your battery keeps a charge, so it may take some experimentation before you find out what setting works best for you.
17. You can set the Hampshire account to be your default email, and request notifications when new mail arrives. Or not.
18. That's it! Your phone should start receiving email.

