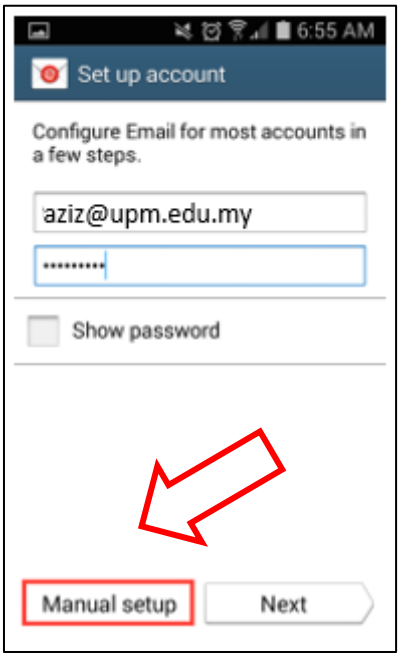
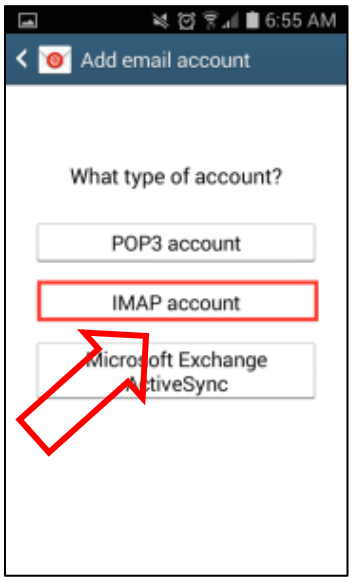
How to set up Email in your Android device

1. Open the email application.	
2. Enter your email address and password, then tap **Manual Setup**.	
3. Select **IMAP** (*We recommend using IMAP if possible because it's the best way to make sure you can see all your mail at any time on all of your devices*.)	

4. INCOMING SERVER SETTING

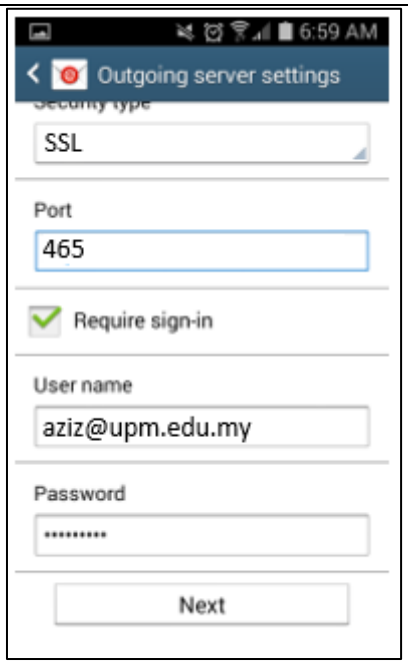
Enter required information and Tap Next when complete

- Email address: *Your full address (e.g. aziz@upm.edu.my)*
- User name: *Your full address (e.g.* aziz@upm.edu.my*)* | Password: *User 's UPMID password*
- IMAP server: *imap.gmail.com*
- Security type: *SSL*
- Port: *993*

5. INCOMING SERVER SETTING

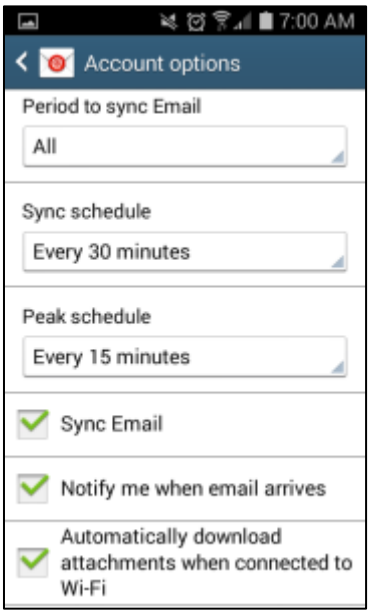
Enter required information and Tap Next when complete

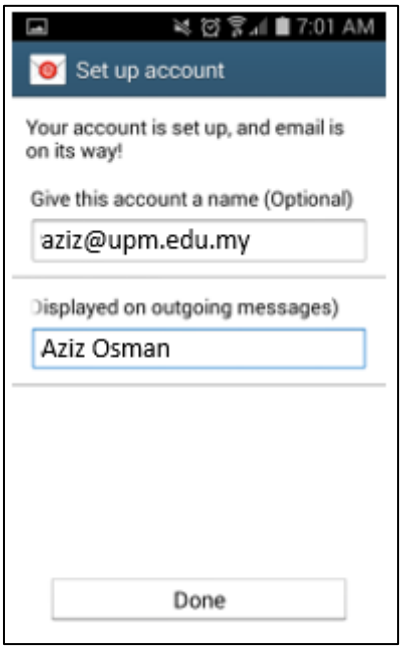
- SMTP sever: *smtp.gmail.com*
- Security type: *SSL*
- Port: *465*
- Require sign-in: *Yes*
- User name: *Your full address (e.g.* aziz@upm.edu.my*)* | Password: *User 's UPMID password*



6. **ACCOUNT OPTION**

Select the preferences you wish to use, then tap **Next**.



7. **SETUP ACCOUNT INFO**

Enter the name you wish people to see when you send emails, then tap **Done** when complete.