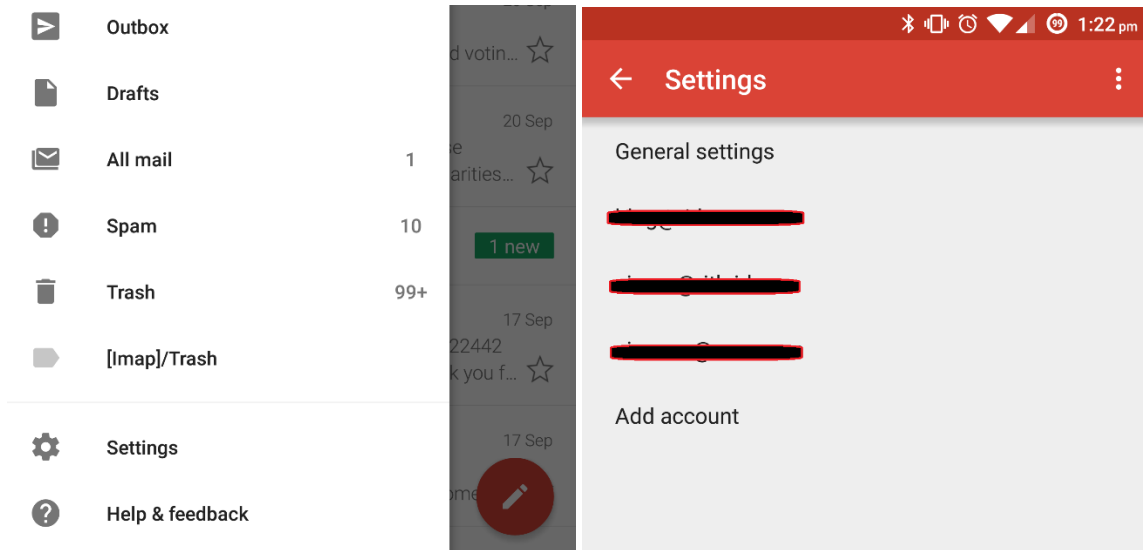


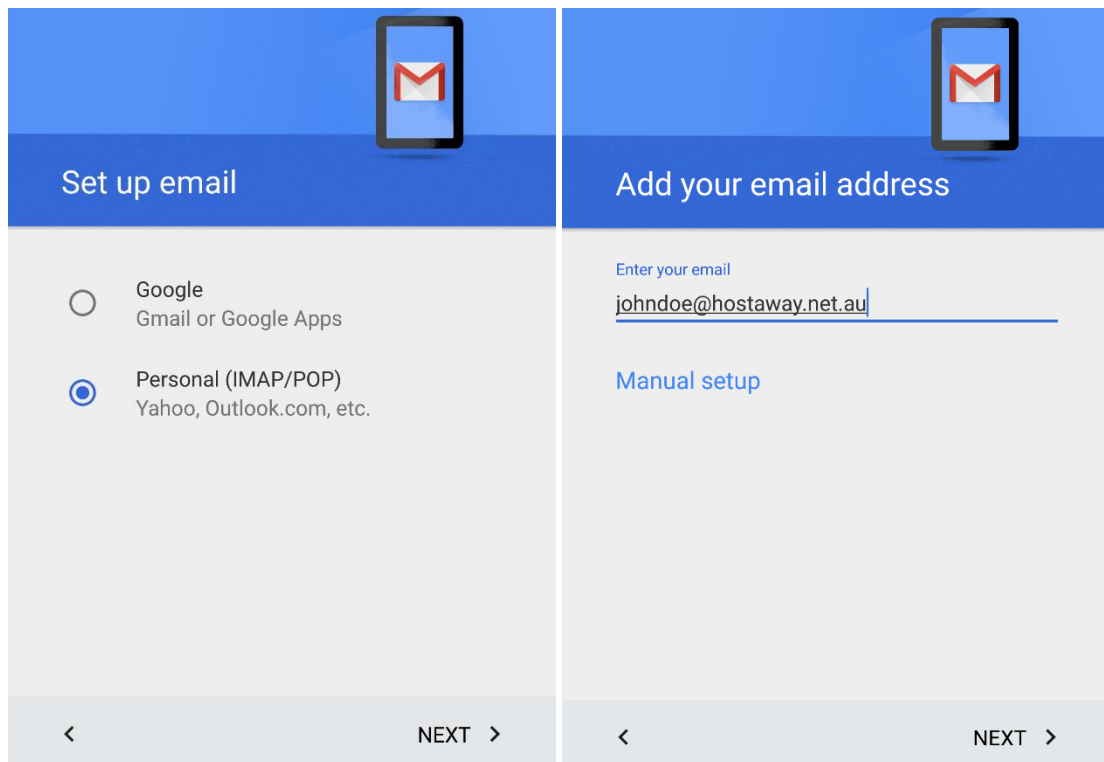
## Configuring E-Mail in Android Phones – Gmail App

Most users of Android phones may already be using Gmail app to check their Google email address. The latest versions of the Gmail app will allow you to add a non-Gmail email address for extra convenience.

1. In the Gmail app, swipe from the left of the screen to bring up your folders. Tap on *Settings* and then *Add account*



2. Select *Personal (IMAP/POP)* and then tap *NEXT >*. Enter your email address and then tap *Manual Setup*



3. Select *Personal (POP)* or *Personal (IMAP)* and then enter your password. IMAP accounts are more suitable for mobile devices as emails are synced to the server.

The image shows two side-by-side screenshots of an email setup interface. Both screens have a blue header with a Gmail icon and the email address 'johndoe@hostaway.net.au'.  
The left screenshot asks 'What type of account is this?' with two radio button options: 'Personal (POP3)' and 'Personal (IMAP)'. The 'Personal (IMAP)' option is selected. A 'NEXT >' button is at the bottom right.  
The right screenshot shows a 'Password' field with a masked password '.....'. Below it is a 'Show password' checkbox. A virtual keyboard is overlaid on the screen, and a 'NEXT >' button is at the top right.

4. Ensure the following settings are correct (see the example screenshots). Make sure that *Require signin* is checked in the Outgoing server settings.

**Username:** Your email address. This should be filled in automatically.

**Password:** Your email password. This should also be filled in automatically.

**Server:** mail.hostaway.net.au – set this for both incoming and outgoing server settings

**Port:** Incoming: If this is IMAP (without SSL) then set this to 143, if this is POP3 (without SSL) then set this to 110. If you are using IMAP (with SSL) then set this to 993, if this is POP3 (with SSL) then set this to 995.

Outgoing: Port 25 or 587 (with SSL).

**Security Type:** If you are not using SSL (as explained above), set this to *None*.

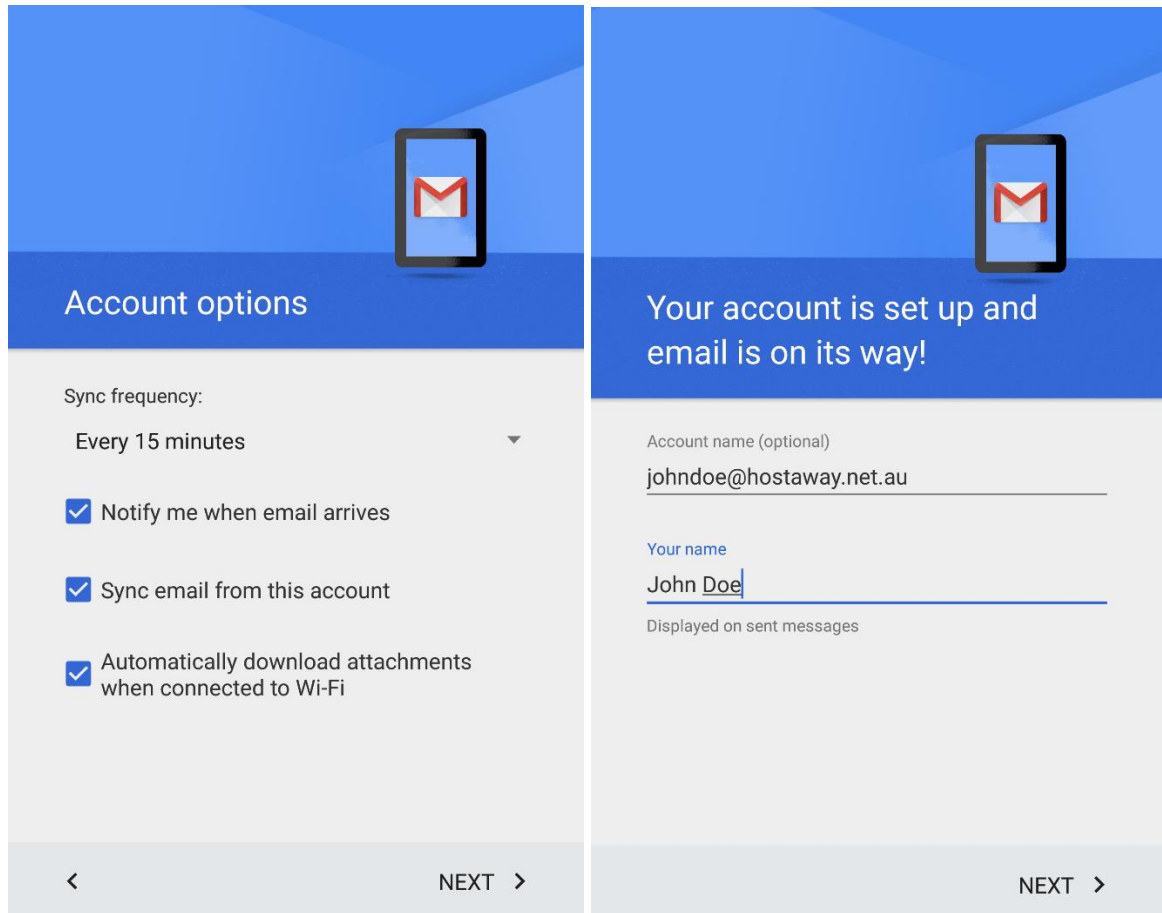
The image shows two side-by-side screenshots of email server settings.  
The left screenshot is titled 'Incoming server settings' and has a blue header. It contains the following fields:

- USERNAME: johndoe@hostaway.net.au
- AUTHENTICATION: Password field with a masked password '.....' and a 'Show password' checkbox.
- SERVER: mail.hostaway.net.au
- PORT: 143
- SECURITY TYPE: None

The right screenshot is titled 'Outgoing server settings' and has a blue header. It contains the following fields:

- SMTP SERVER: mail.hostaway.net.au
- PORT: 587
- SECURITY TYPE: STARTTLS (dropdown menu)
- Require signin: checked checkbox
- USERNAME: johndoe@hostaway.net.au
- AUTHENTICATION: Password field with a masked password '.....'

5. Tap *NEXT* > and choose your preferences for email delivery. Then enter a description and a name. This name will show as the sender name when you send an email from your phone.



If you need any assistance during any part of the setup, please don't hesitate to give us a call.