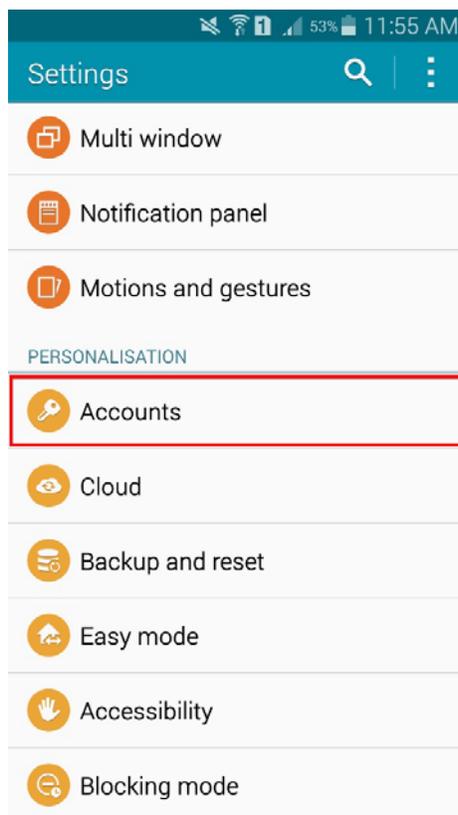


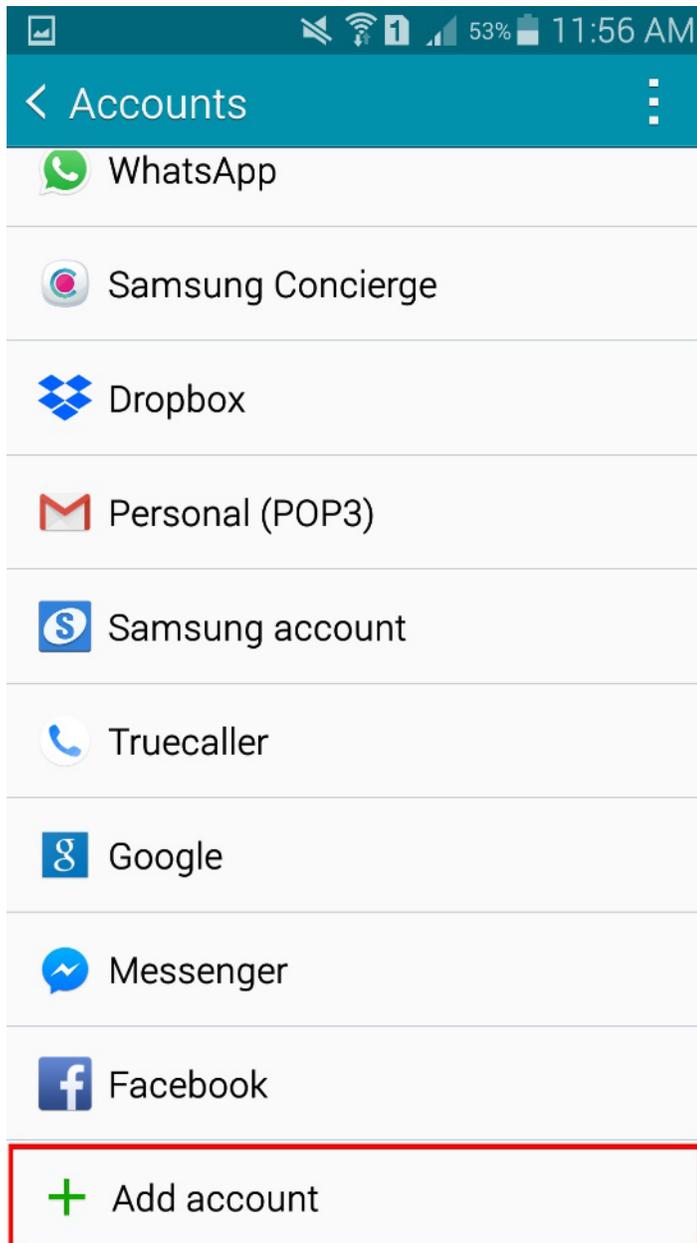
# Set Up Mailguru Mail - Android Phone/Tablet

Note that these instructions and screens may vary slightly due to manufacturer modifications to the phone. To configure your Android phone or tablet for Smarter Mail Email:

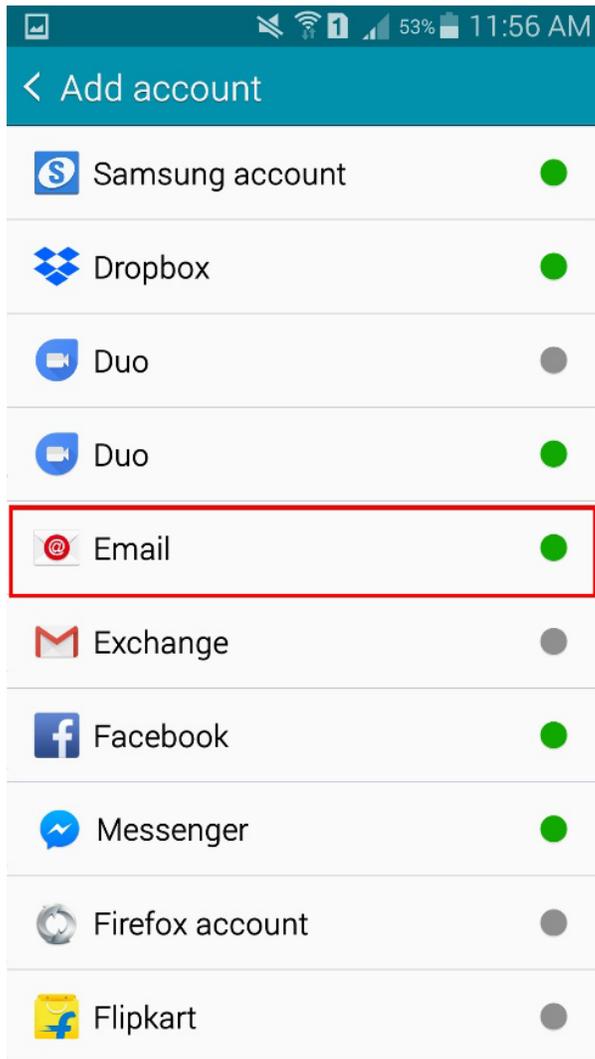
1. On your Android device, select the "Menu" button on the bottom on the phone, and then select **Settings**.



2. Select **+ Add Account, Accounts, or Accounts & Sync** (varies depending on device):



3. Select **Email** as the account type:



4. Enter your **email address** and **password**:

11:57 AM

## Set up email

Select an existing account or add a new one in a few simple steps.

Select existing account

ENTER SIGN-IN DETAILS

Email address

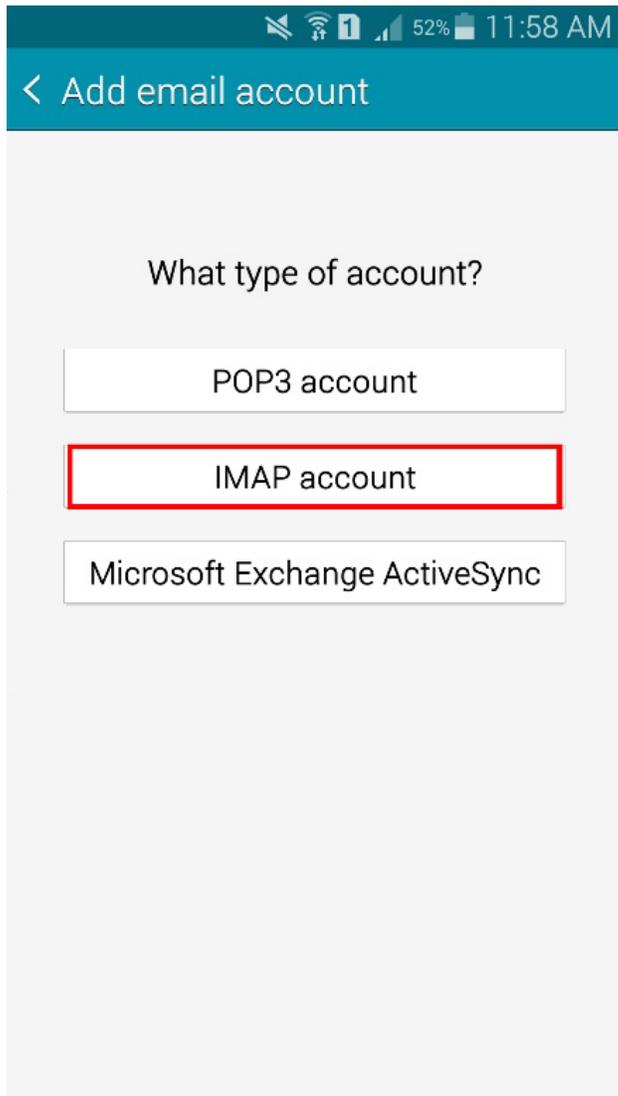
Password

Show password

Set as default account

Manual setup    **Next >**

5. Select **IMAP** as the account type:



6. Enter the following information:

Username: ***your complete email address***

Password: ***your email password*** IMAP Server: **mailguru.cloud** Port: **993**

Security: **SSL (Accept all certificates)**

Click Next when complete.

The screenshot shows the 'Incoming server settings' screen on an Android phone. The status bar at the top indicates the time is 11:59 AM and the battery is at 51%. The screen contains the following fields and options:

- Email address:** A text input field containing 'username@domain.com'.
- Username:** A text input field containing 'username@domain.com'.
- Password:** A text input field with masked characters (dots). Below it is a checkbox labeled 'Show password' which is currently unchecked.
- IMAP server:** A text input field containing 'mailguru.cloud', which is highlighted in yellow.
- Security type:** A dropdown menu showing 'SSL (Accept all certificates)'.
- Port:** A text input field containing '993'.
- IMAP path prefix:** A text input field containing 'Optional'.
- Next:** A button with a right-pointing arrow, highlighted with a red rectangular border.

7. Enter the following information:

SMTP Server: **mailguru.cloud**

Port: **465**

Security Type: **SSL (Accept all certificates)**

Require Sign-In: **checked**

Username: ***your complete email address***

Password: ***your email password***

Click **Next** when complete.

Outgoing server settings

SMTP server  
mailguru.cloud

Security type  
SSL (Accept all certificates)

Port  
465

Require sign-in

User name  
vpsumesh@w3infotech.com

Password  
.....

Show password

Next ➔

8. **Optional:** Enter your desired check intervals. Recommended range is 15-30 minutes (note that setting more frequent checks may affect your phone's battery life). You can also choose to make this account the default sending account and set the notification option. Click **Next** when complete.

The screenshot shows a mobile application interface for 'Account options'. At the top, there is a status bar with icons for signal, Wi-Fi, battery (51%), and time (12:01 PM). Below the status bar is a teal header with a back arrow and the text 'Account options'. The main content area is white and contains several settings sections:

- Period to sync Email:** A dropdown menu showing '2 weeks'.
- Sync schedule:** A dropdown menu showing 'Every 15 minutes'.
- Peak schedule:** A dropdown menu showing 'Every 15 minutes'.
- Sync Email:** A checkbox that is checked with a green checkmark.
- Set as default account:** An unchecked checkbox.
- Notify me when email arrives:** A checkbox that is checked with a green checkmark.
- Automatically download attachments when connected to a Wi-Fi network:** An unchecked checkbox.

At the bottom of the screen, there is a 'Next' button with a right-pointing arrow, which is highlighted with a red rectangular border.

9. Enter a name for your account (Example- Office Email) and Your Name (this displays when sending and replying). Select **Done** when complete.

12:04 PM

## Set up email

Your account is set up and is ready to send and receive emails.

Give this account a name (Optional)

name (Displayed on outgoing messages)

Done



10. Your inbox will now synchronize your email with the mail server. This may take several minutes depending on your Internet connection speed and the amount of email in your mailbox.

11. Email setup is now **complete.**