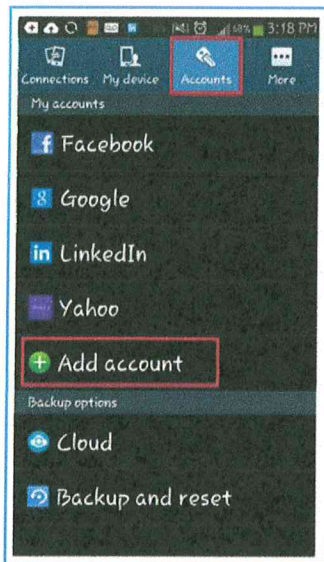


This easy guide will help you set up your Android device to receive and send email using your proper account settings.

IMPORTANT: If you have not synchronized your account with the new system by logging in to the new webmail portal at mail.indytel.com, you will be unable to use the new settings below.

Step 1. Navigate to **Apps** and **Settings**

Step 2. Select **Accounts** and **+Add account**

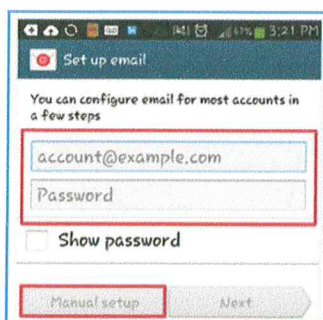


Step 3. Find and tap **Email**



Step 4. Enter your *full email address* (ex: myemail@indytel.com) and your password

- Select **Manual setup**



Step 5. Select **IMAP account**

Step 6. Populate the necessary fields accordingly:

- **Email address:** This field should have auto-populated; if not, enter your *full email address*
- **Username:** Enter your *full email address* here also (ex: *myemail@indytel.com*)
- **Password:** Enter the password for your email account
- **IMAP server:** Enter **in.indytel.com**
- **The system may auto-populate this field with incorrect information. If it does, change it.**
- **Security type:** Select the drop-down and choose either:
 - **SSL (Accept all certificates)** or
 - **SSL/TSL (Accept all certificates)****The choices are listed differently based on smart phone device**
- **Port:** Ensure that this field is displaying **993**
- Tap **Next** to continue

Step 7. Populate the necessary fields accordingly:

- **SMTP server:** Enter **out.indytel.com**
- **Security type:** Select the drop-down and choose either:
 - **SSL (Accept all certificates)** or
 - **SSL/TSL (Accept all certificates)****The choices are listed differently based on smart phone device**
- **Port:** Update to **465**
- **Require Sign-in:** Ensure that this field is checked
- **Username:** Enter your *full email address* (ex: *myemail@indytel.com*)
- **Password:** Enter the password for your email account
- Tap **Next** to continue

Step 8. Select your preferences, then tap **Next**

Congratulations, your Android device is now set up!