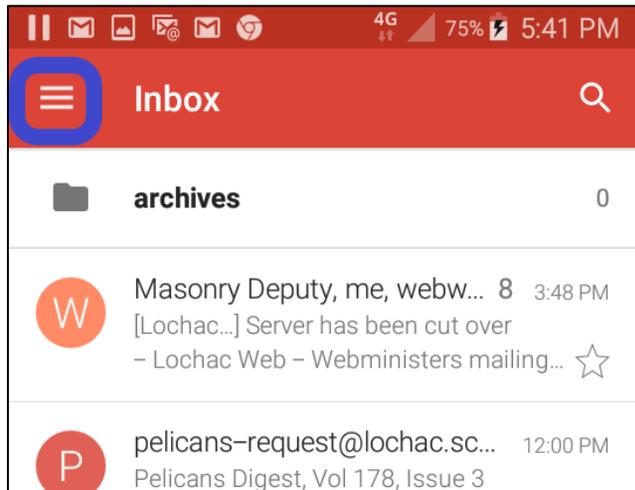
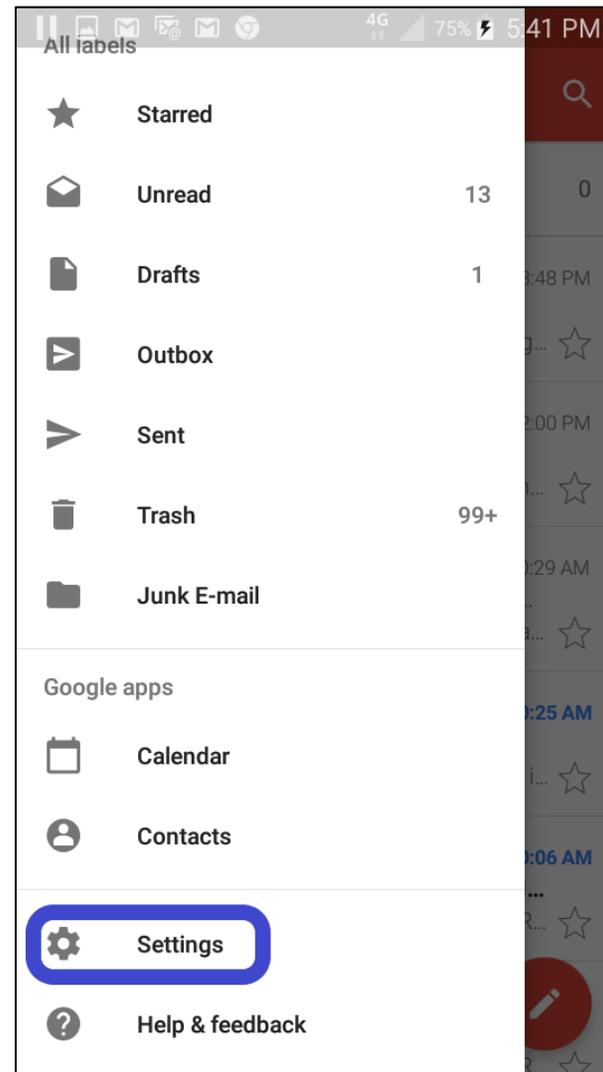


Setting up an SCA mail account using the Gmail app on an Android phone

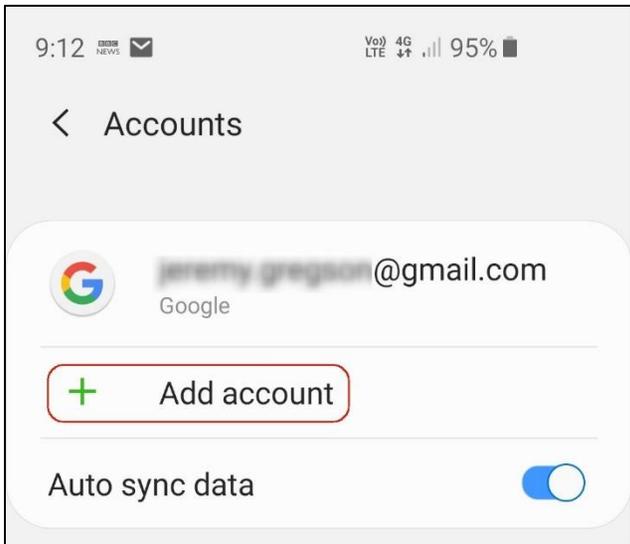
Open the Gmail app, and click the menu icon at the top left:



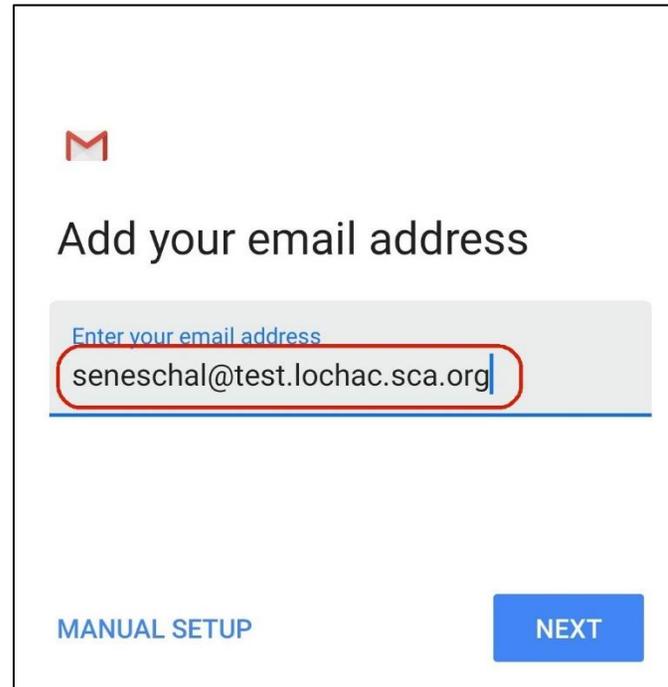
Scroll down the menu to the bottom, where you will see the Settings option:



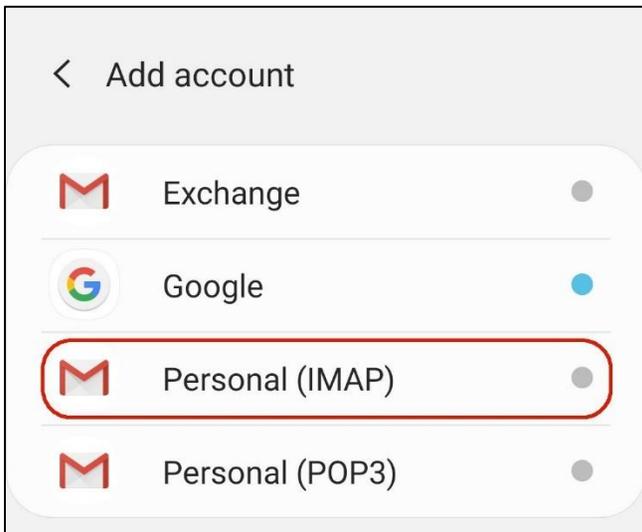
Choose **Settings**, then choose **Add Account**:



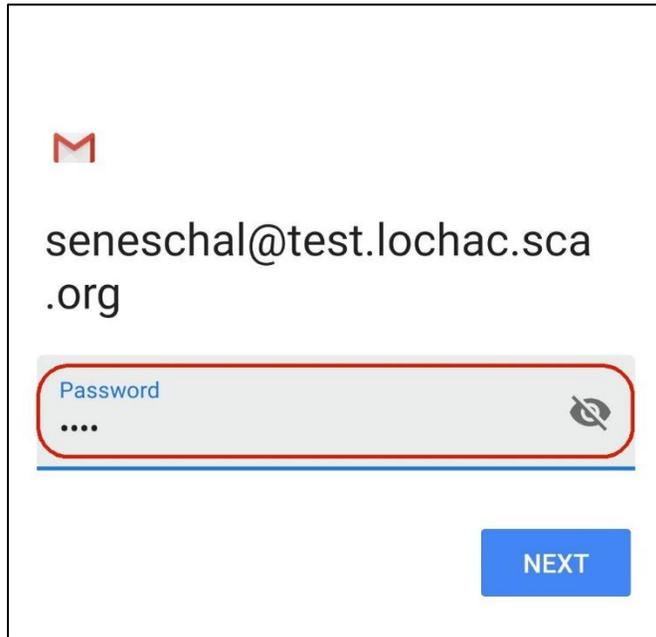
Enter the email address you will be using, in full – your account name and the domain:



The app will ask what sort of account you are adding, choose IMAP:

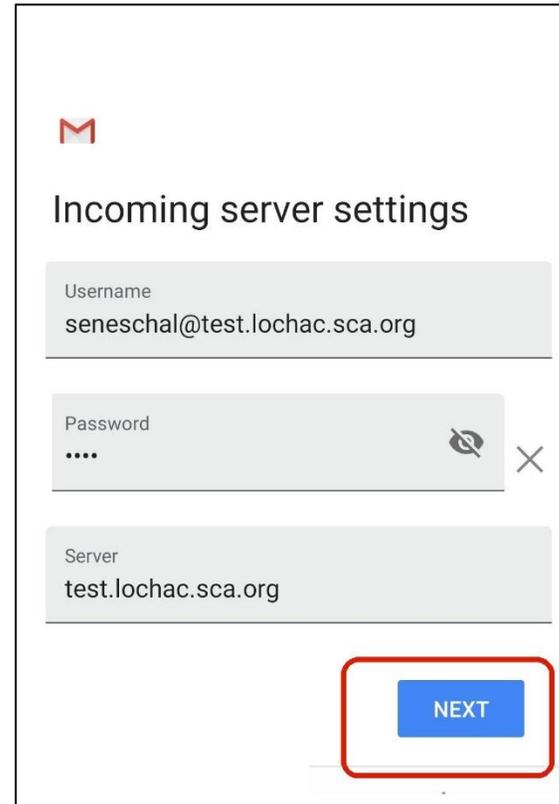


Now enter your **password**. You can use the little eye icon next to the password field to see the characters, if you aren't sure whether you typed it correctly:



The screenshot shows the Gmail account setup screen. At the top left is the Gmail logo. Below it, the email address "seneschal@test.lochac.sca.org" is displayed. Underneath the email address is a password input field with the label "Password" and four dots representing the password. To the right of the password field is a small eye icon. At the bottom right of the screen is a blue button labeled "NEXT". A red rounded rectangle highlights the password input field.

On the next screen, Gmail will ask you to confirm that the email address and password you just entered are correct for incoming messages. Just press **Next**:



The screenshot shows the "Incoming server settings" screen in Gmail. At the top left is the Gmail logo. Below it is the title "Incoming server settings". There are three input fields: "Username" with the value "seneschal@test.lochac.sca.org", "Password" with four dots and an eye icon, and "Server" with the value "test.lochac.sca.org". At the bottom right is a blue button labeled "NEXT". A red rounded rectangle highlights the "NEXT" button.

The next screen looks just the same, but if you look closely you will see that these are the settings for your outgoing server (sending mail). Your user name, password and the server name should all be filled in for you, and should all be the same as on the previous screen. Make sure the switch at the top right for **Require Sign-in** is turned On:



Outgoing server settings

Require sign-in

Username
seneschal@test.lochac.sca.org

Password
..... X

SMTP server
test.lochac.sca.org

[NEXT](#)

That's basically it. The next screen asks you how often you want to get your mail – your choices will depend on your phone plan, whether or not you have ready access to wi-fi, and how urgently you think you need to respond to messages.



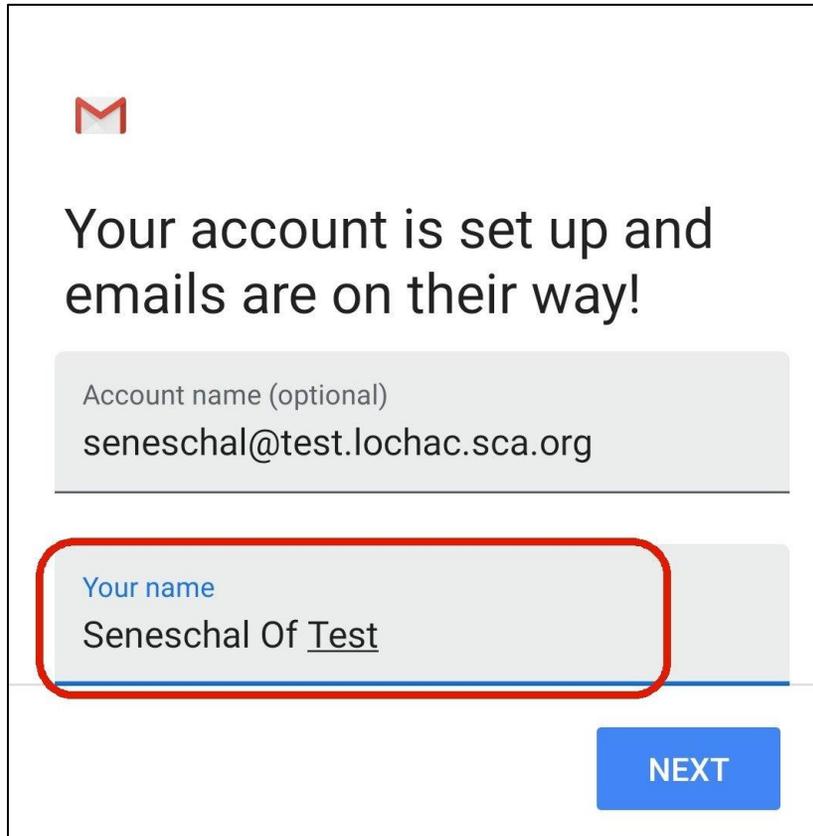
Account options

Sync frequency:
Every 15 minutes ▼

- Notify me when emails arrive
- Sync email for this account
- Automatically download attachments when connected to WiFi

[NEXT](#)

In the last screen, Gmail asks you what you want to call the Account – this is what appears in the list of accounts on your phone, so you can tell which one you are looking at. It isn't sent to anyone else, so use whatever label you like. It also asks what you want to appear as the sender's name when you send mail. This second field is what they will see in their in-box, so choose it more carefully.



You're done!

Next time you are looking at your mail, you can tap the icon at the top left, to bring up a list of the different mail accounts set up on your phone.

