

# Setting up email accounts on your Samsung



**Please note:** If your Samsung device is a secondary device for emails, you need to check that your email account on your main device is setup to use IMAP as your account type **and** incoming mail server. If your mail account is set up as a POP3 account, it is recommended that you remove and re-add the account using the IMAP as the **account type and incoming mail server**. (Please see email support page on how to set up an email account or contact an IT Person).

POP3 and IMAP are two different protocols (methods) used to access email. Each has its own advantages.

POP3 downloads email from a server to a single computer, then deletes it from the server. So POP3 is most useful if you want to keep all your email on one computer and check emails **only** on that computer, and not from any other device.

IMAP is the better option when you need to check your emails from multiple devices, such as a work laptop, a home computer, or a tablet, smartphone, or other mobile device. Tap into your synced (updated) account from any device with IMAP.

Here are the differences between POP3 and IMAP.

POP3 - Post Office Protocol	IMAP - Internet Messaging Access Protocol
You can use only one computer to check your emails (no other devices)	You can use multiple computers and devices to check your emails
Your emails are stored on the computer that you use	Your emails are stored on the server
Sent mail is stored locally on your PC, not on a mail server	Sent mail stays on the server so you can see it from any device.

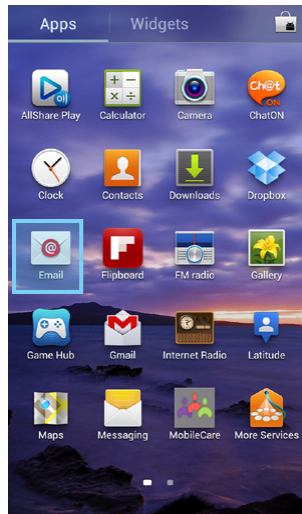
Step 1.

Tap **'Applications'** on your mail screen



Step 2.

Tap **'Email'**



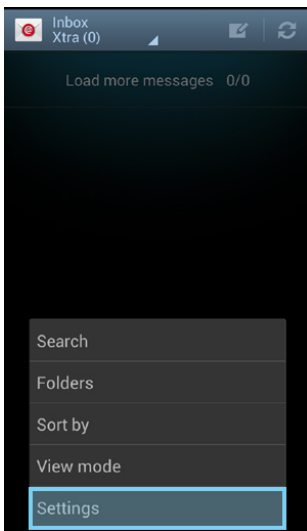
Step 3.

If there are existing accounts:  
Tap the **'Options'** key



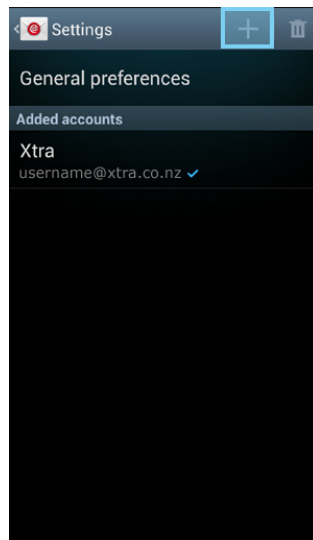
Step 4.

Tap **'Settings'**



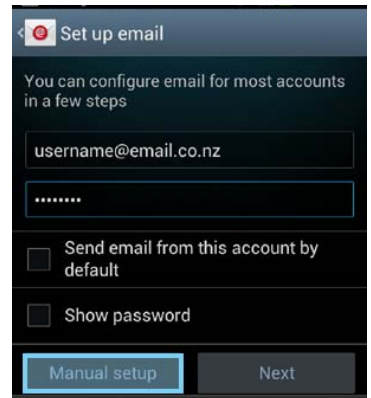
Step 5.

Tap the **+** icon



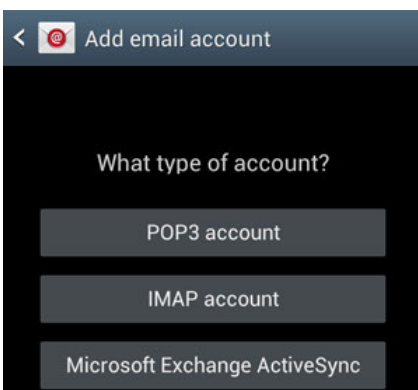
Step 6.

Tap the **'Email Address'** field  
Enter your email address  
Tap the **Password** field and enter in  
password.  
Tap **Manual Setup**



Step 7.

Tap **IMAP account**



Step 8.

Tap the Username field

Enter in your Email Address

Tap the Password field

Enter in your password

Tap the IMAP Server field

Enter in the `imap.webhost.co.nz`

Tap the Security Type field

Select the desired security type (i.e. SSL)

Tap the Port field

Enter in the port number 110

Tap Next



The screenshot shows the 'Incoming server settings' screen. It has a title bar with a back arrow and an email icon. Below the title bar are several fields: 'Username' with the value 'user@example.co.nz', 'Password' with masked characters '\*\*\*\*\*', 'IMAP server' with the value 'imap.webhost.co.nz', 'Security type' with a dropdown menu showing 'SSL', 'Port' with the value '995', and 'Delete email from server' with a dropdown menu showing 'Never'. At the bottom is a 'Next' button.

Step 9.

Tap the SMTP Server field

Enter in the outgoing SMTP server address

`smtp.webhost.co.nz`

Tap the Security Type field

Select the desired security type (i.e. SSL)

Tap the Port field

Enter in the port number 465

Ensure Require Sign In is ticked

Tap the Username field

Enter in your Email Address

Tap the Password field

Enter in your password

Tap Next



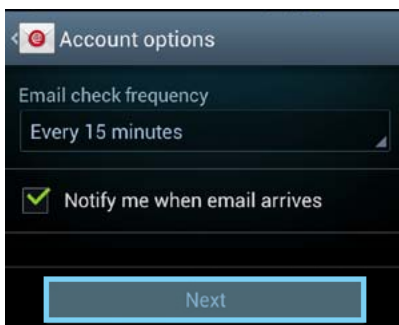
The screenshot shows the 'Outgoing server settings' screen. It has a title bar with a back arrow and an email icon. Below the title bar are several fields: 'SMTP server' with the value 'smtp.webhost.co.nz', 'Security type' with a dropdown menu showing 'SSL', 'Port' with the value '465', a checked checkbox for 'Require sign-in', 'User name' with the value 'user@example.co.nz', and 'Password' with masked characters '\*\*\*\*\*'. At the bottom is a 'Next' button.

Step 10.

Tap **Email Check Frequency** field

Select the desired time

Tap Next



The screenshot shows the 'Account options' screen. It has a title bar with a back arrow and an email icon. Below the title bar are two fields: 'Email check frequency' with a dropdown menu showing 'Every 15 minutes' and a checked checkbox for 'Notify me when email arrives'. At the bottom is a 'Next' button.

Step 11.

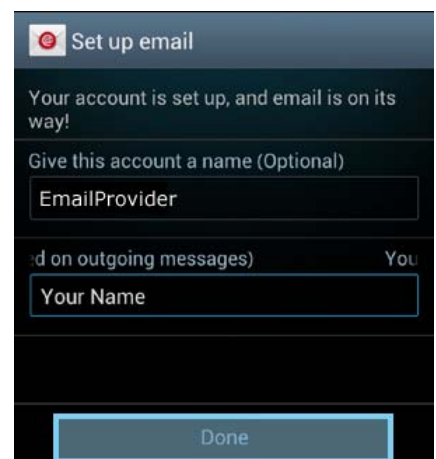
Tap the **Give this Account a Name** field.

Enter how you would like it to display on your phone

Tap the **Your Name** field

Enter in your full name or how you would like messages to display once sent.

Tap **Done**



The screenshot shows the 'Set up email' screen. It has a title bar with an email icon. Below the title bar is a message: 'Your account is set up, and email is on its way!'. Below that are two fields: 'Give this account a name (Optional)' with the value 'EmailProvider' and 'Your Name' with the value 'Your Name'. At the bottom is a 'Done' button.