

Accessing Email on Android: A Guide Using Gmail App

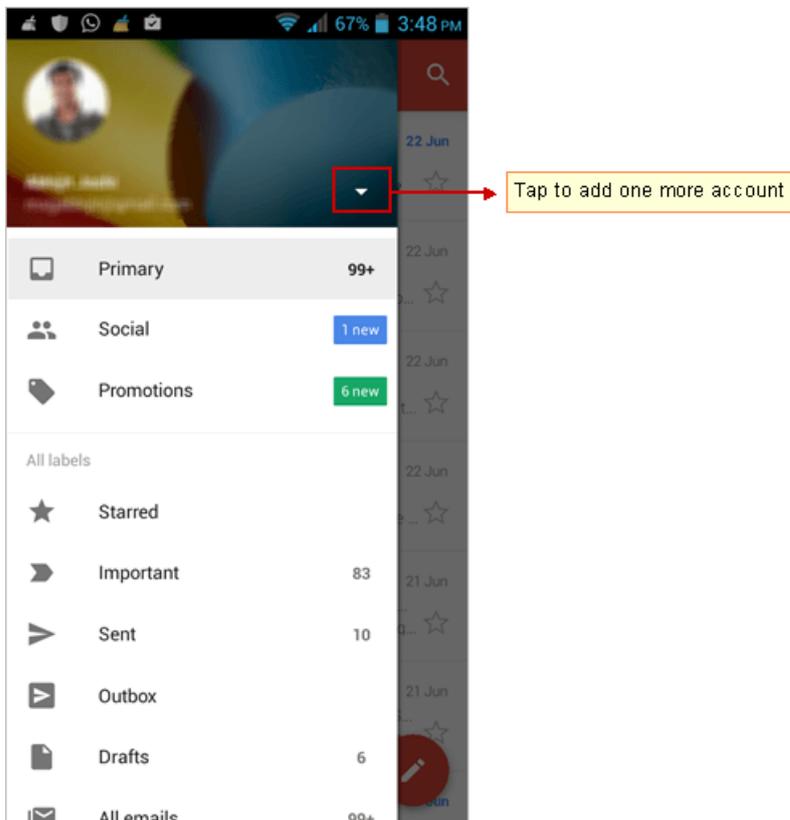
Configure IMAP email account in Gmail App

Step 1: Install Gmail Application

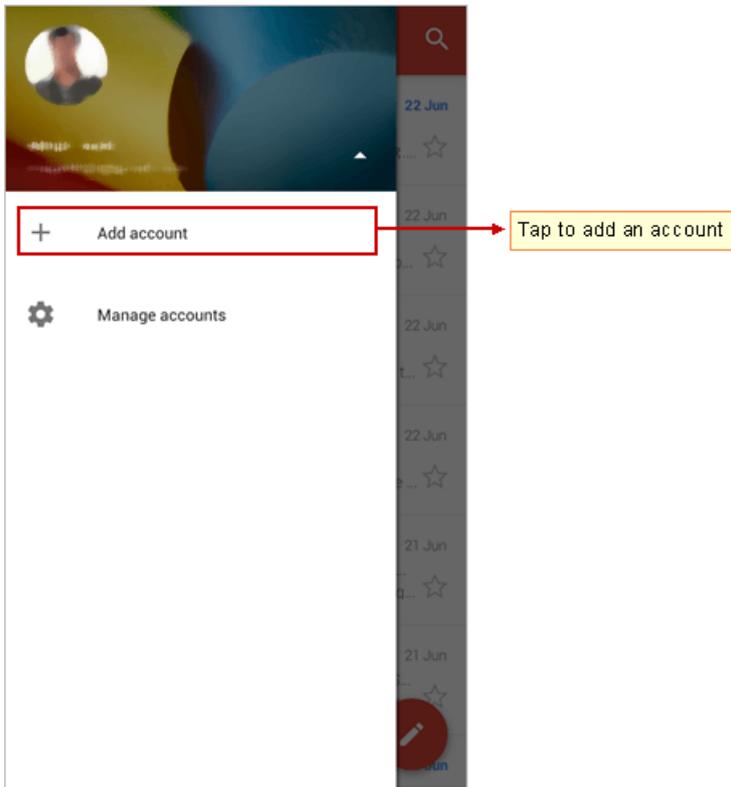
- i. You need to download and install the **Gmail** (<https://play.google.com/store/apps/details?id=com.google.android.gm&hl=en>) app on your mobile device.
- ii. Launch the Gmail application from the home screen.

Step 2: Go to the Add Account screen

- i. On the Primary Account information screen, tap the down arrow icon.

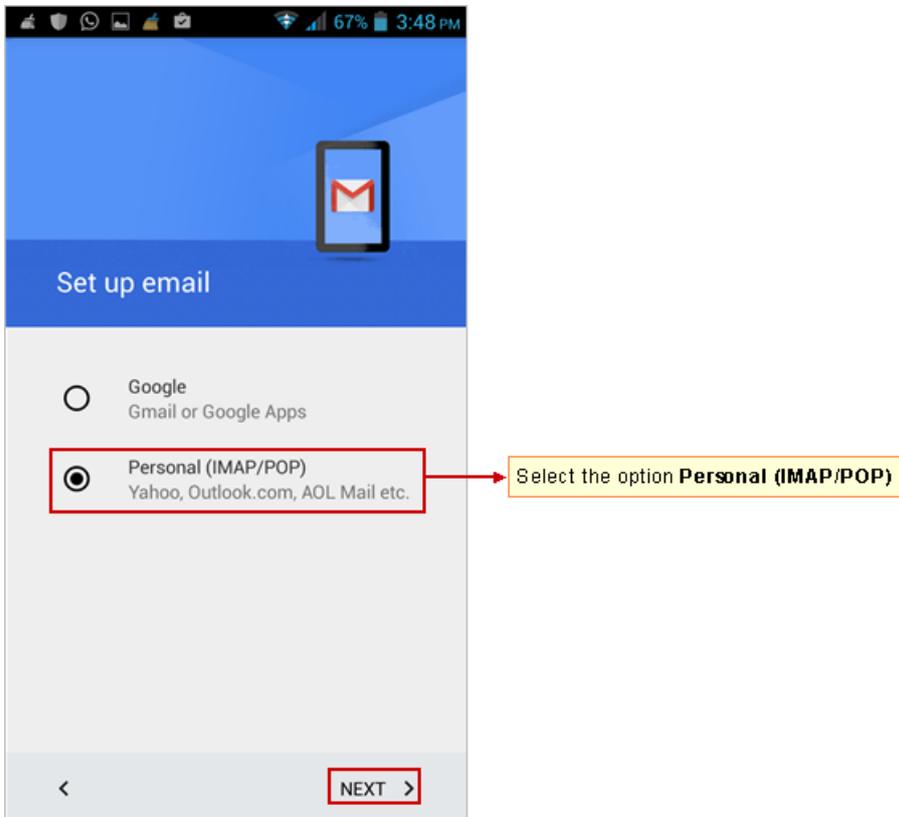


- ii. Tap the **Add account** option

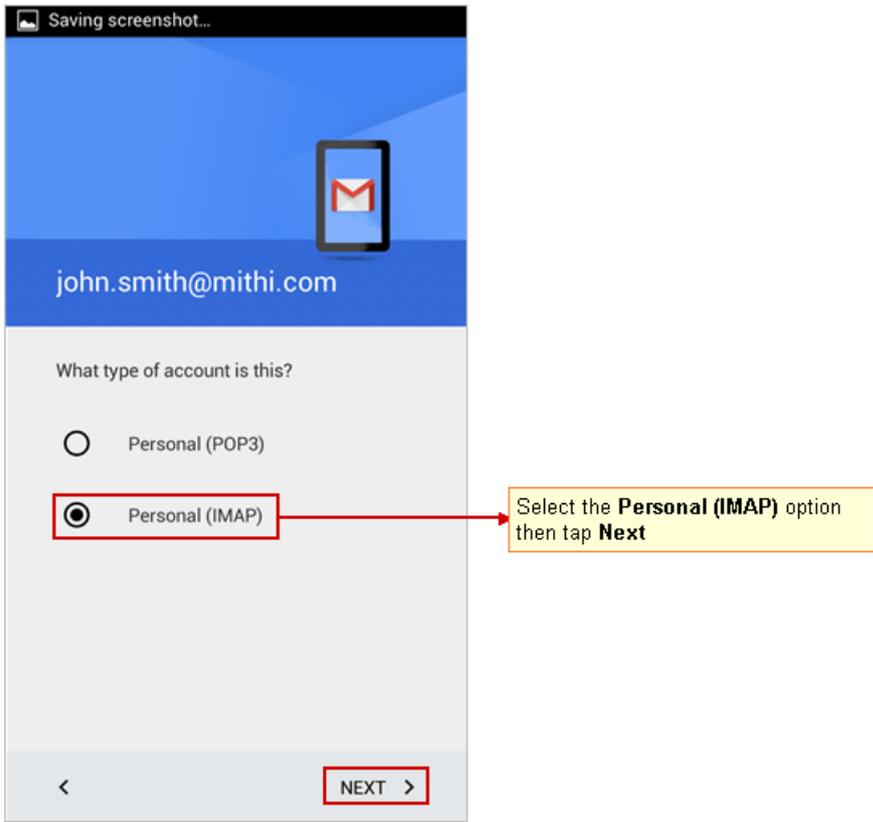


Step 3: Choose Account Type

- i. Select the **Personal (IMAP/POP)** option.

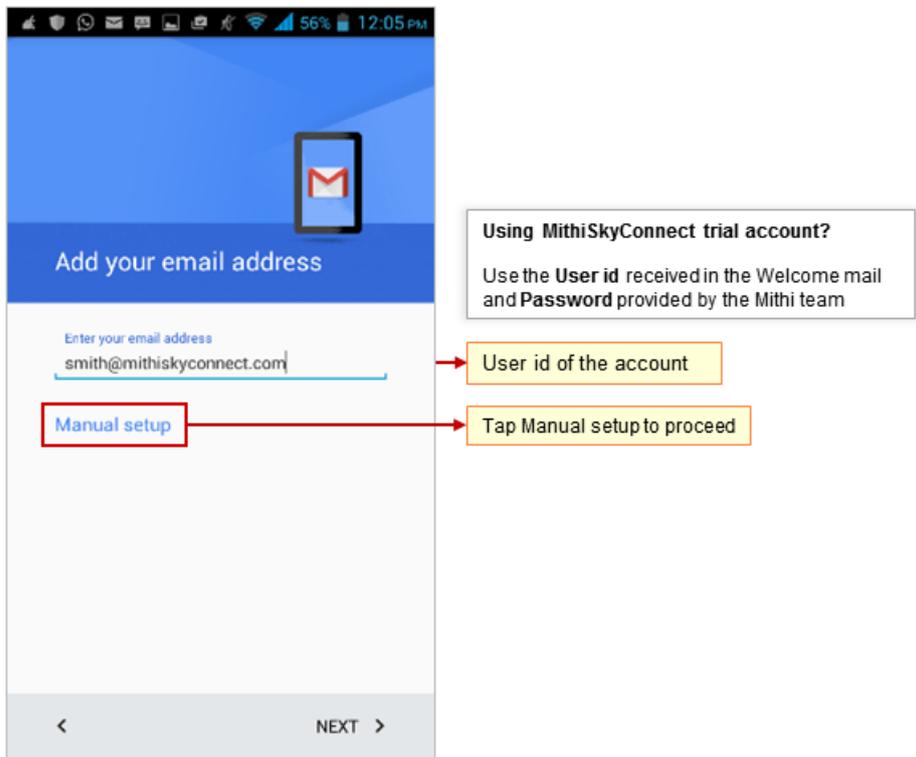


- ii. Select the **Personal IMAP** option.



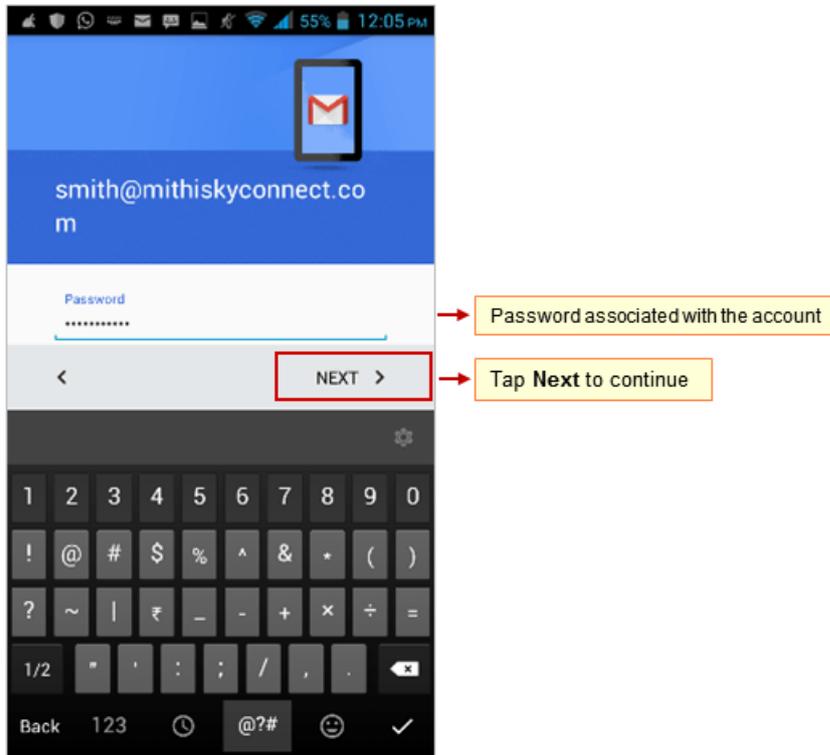
Step 4: Provide user information

- i. Enter **User name** of the account to be configured. If you are using Mithi SkyConnect Trial account, provide user id which you have received in the Welcome Mail.



- ii. Enter the **Password** associated with the account. If you are using Mithi SkyConnect Trial account, provide Password which you have received in the mail by the Mithi Team.

TIP : If you change the password in the future, an authentication error will occur. Application will fail to fetch emails from the server in result.

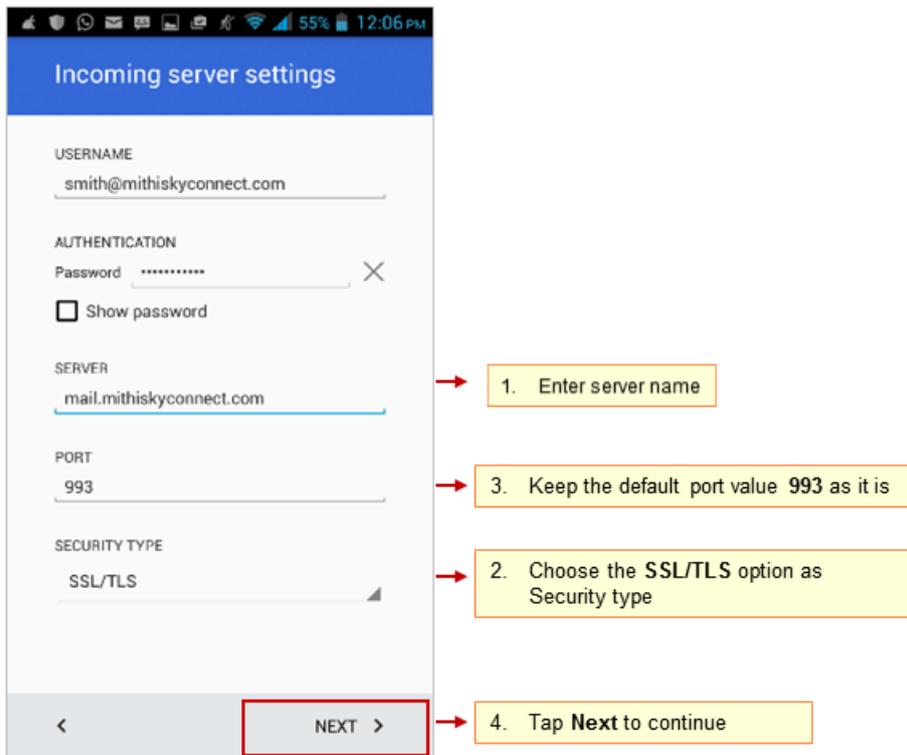


Step 5: Provide Incoming Server Settings

- i. **User name:** User name for account is displayed here
- ii. **Authentication:** Choose Password option
- iii. **Server:** Enter server name of the server.

Don't know your server name? [Access the online help](https://docs.mithi.com/home/faqs-on-accessing-skyconnect-application-on-mobile#how-to-access-help-to-configure-a-mobile-device-%C2%A0) (https://docs.mithi.com/home/faqs-on-accessing-skyconnect-application-on-mobile#how-to-access-help-to-configure-a-mobile-device-%C2%A0) to know the server settings required to configure your account.

- iv. **Security Type:** Choose the SSL/TLS option from the list
- v. **Port:** Keep the default value 993 as it is.
- vi. Tap **Next** to proceed.

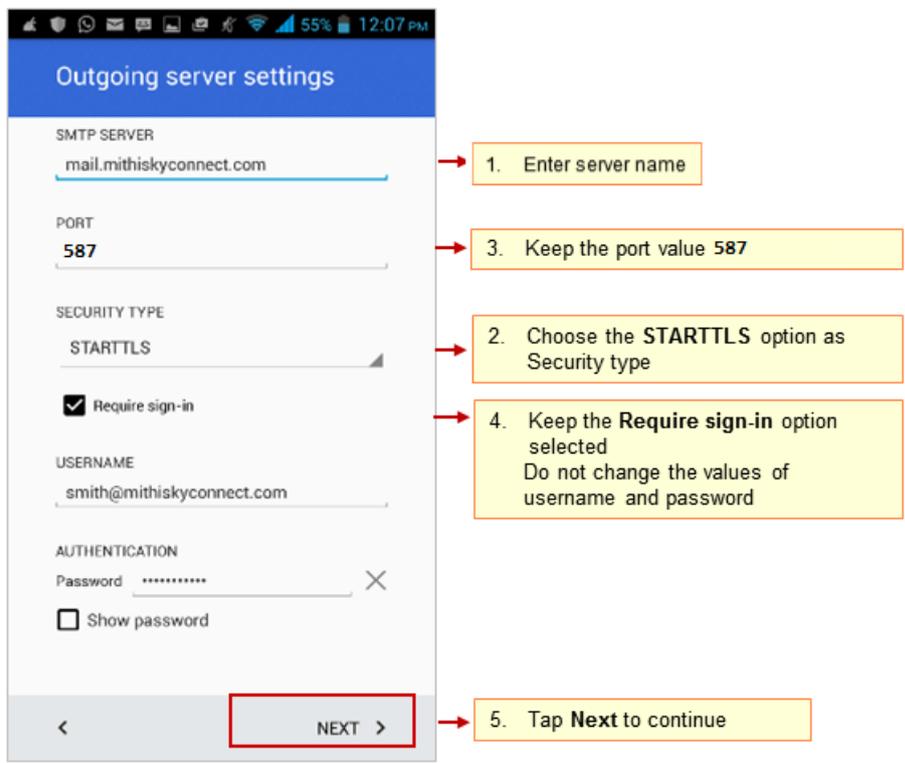


Step 6: Provide Outgoing Server Settings

- i. **SMTP Server:** Enter your server name

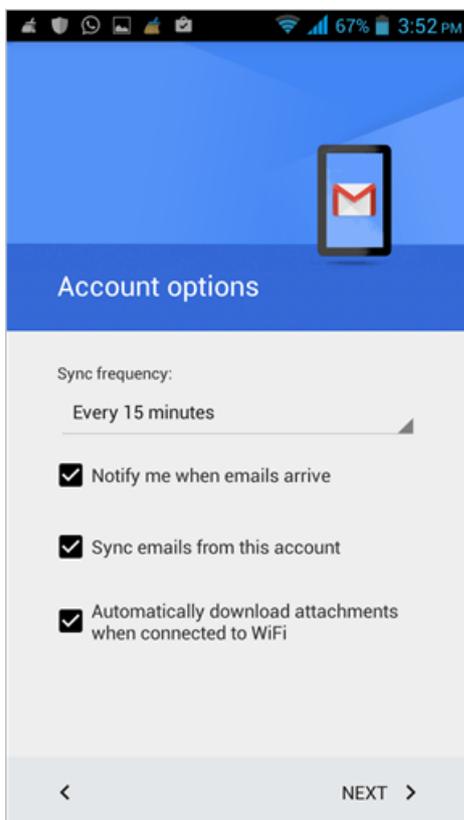
Don't know your server name? [Access the online help](https://docs.mithi.com/home/faqs-on-accessing-skyconnect-application-on-mobile#how-to-access-help-to-configure-a-mobile-device-%C2%A0) (https://docs.mithi.com/home/faqs-on-accessing-skyconnect-application-on-mobile#how-to-access-help-to-configure-a-mobile-device-%C2%A0) to know the server settings required to configure your account.

- ii. **Server Port:** Enter the port value 587.
- iii. **Security Type:** Select the STARTTLS option from the list.
- iv. **Require Sign-in:** Keep this option selected.
- v. **User Name:** The user name provided on the previous screen populates here. Do not change the user name in this field.
- vi. **Authentication:** The password provided for the associated account populates here and is used as authentication. The application verifies the settings provided and displays options to customize the behavior of the application.

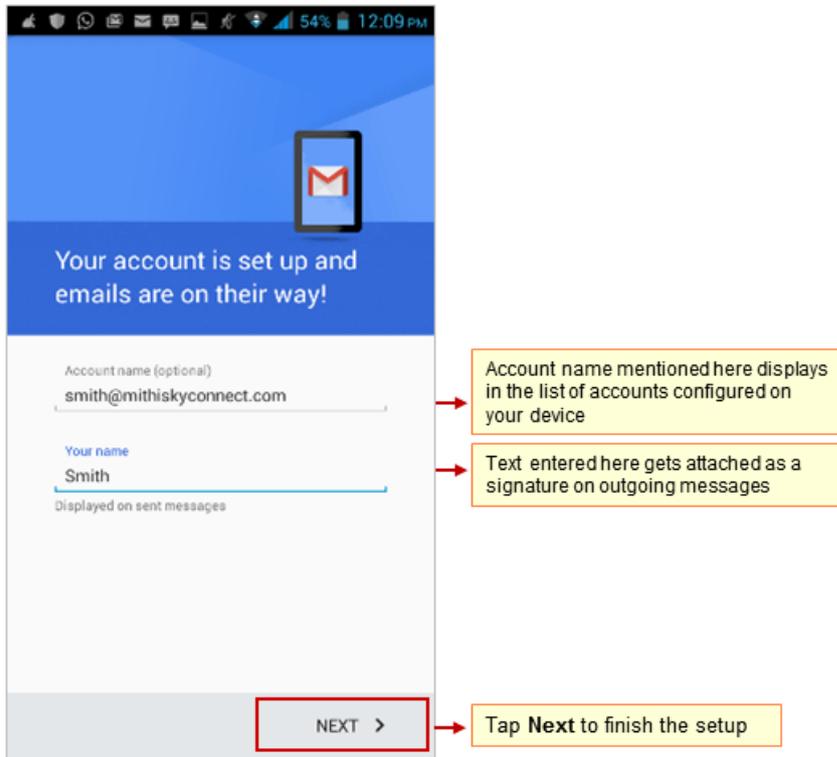


Step 7: Customize account settings and finish the configuration

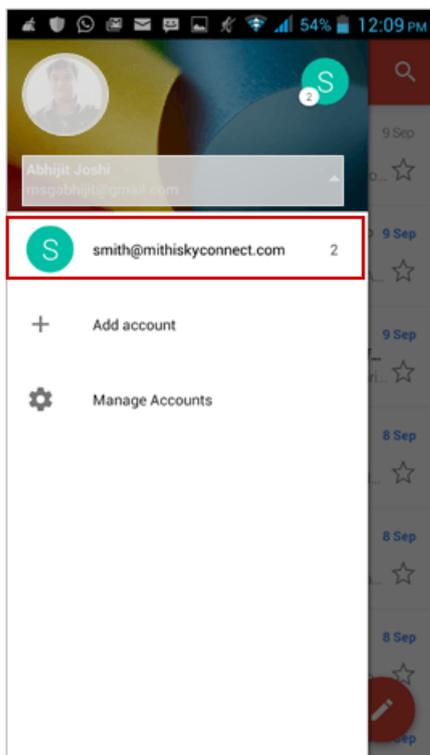
- i. Customize the settings to decide the behavior of the application for incoming emails to this account.
- ii. Tap Next to proceed.



- iii. Give your account the appropriate name which displays in the list of accounts configured on your mobile device. Provide a text string that will get attached to each outgoing message as your signature.
- iv. Tap **Next** to proceed.



- v. The application creates an account on your mobile.



Configure POP email account in Gmail app

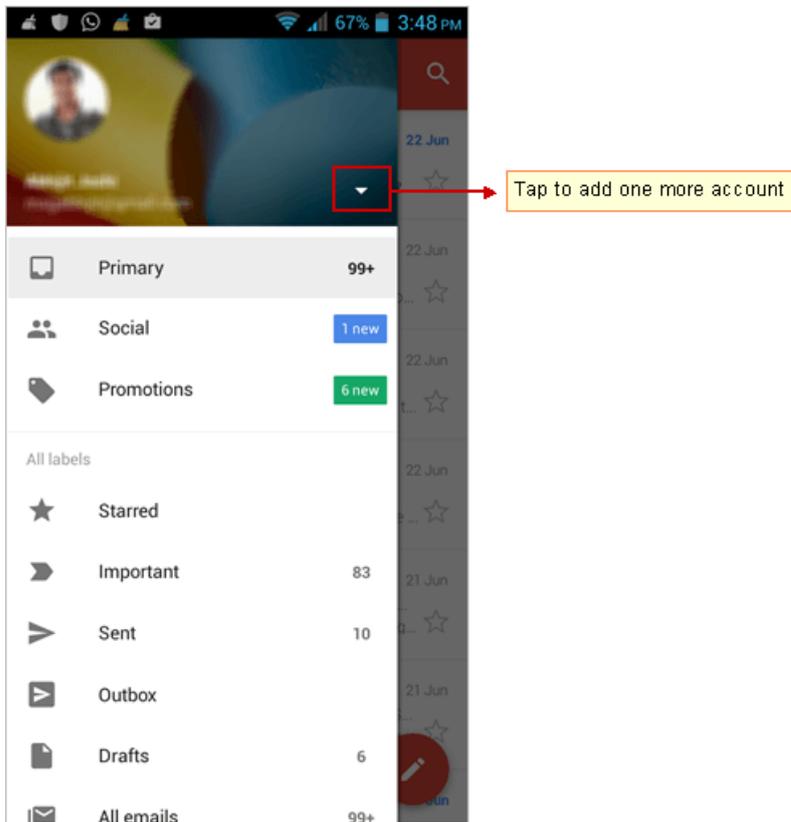
Before configuring POP type of mail account, read the [Difference between POP and IMAP type of accounts and their advantages and disadvantages](https://docs.mithi.com/home/faqs-on-using-the-skyconnect-email-application). (<https://docs.mithi.com/home/faqs-on-using-the-skyconnect-email-application>)

Step 1: Install Gmail Application

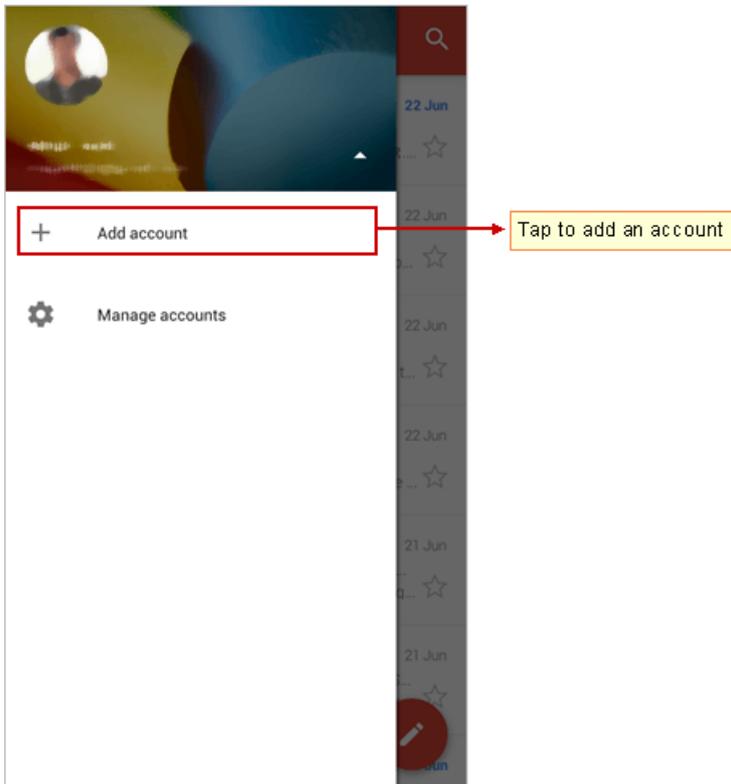
- i. You need to download and install the [Gmail](https://play.google.com/store/apps/details?id=com.google.android.gm&hl=en) app on your mobile device.
- ii. Launch the Gmail application from the home screen.

Step 2: Go to the Add Account screen

- i. On the **Primary Account information** screen, tap the down arrow icon.

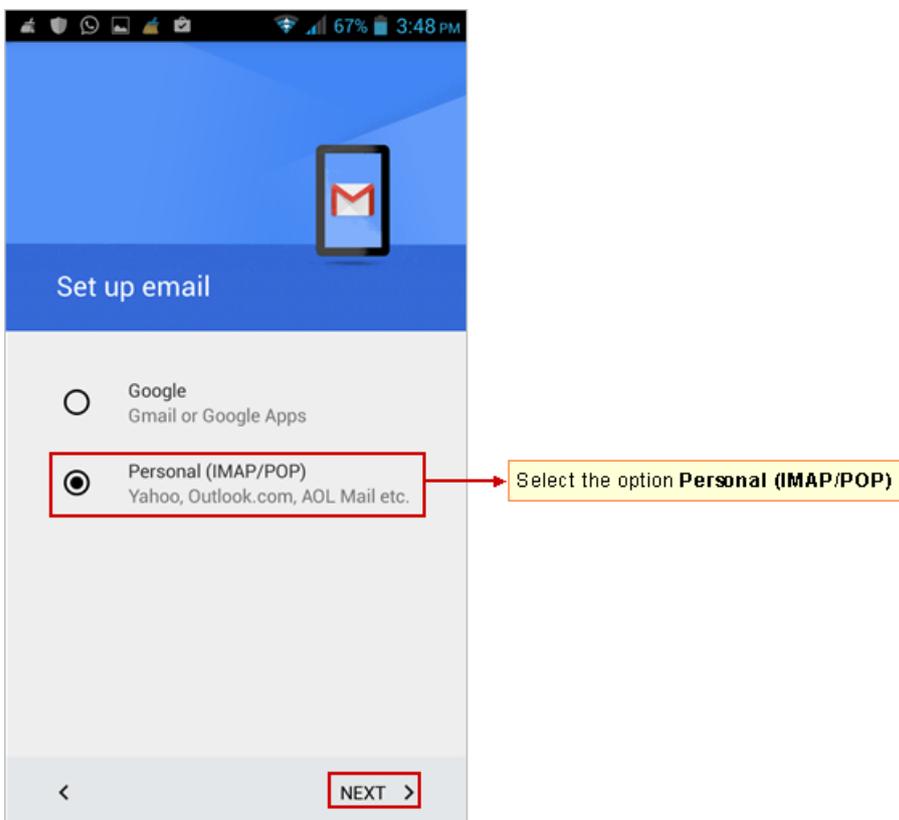


- ii. Tap the **Add account** option

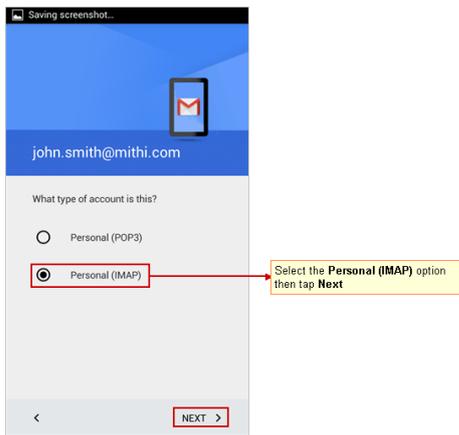


Step 3: Choose Account Type

- i. Select the **Personal (IMAP/POP)** option.

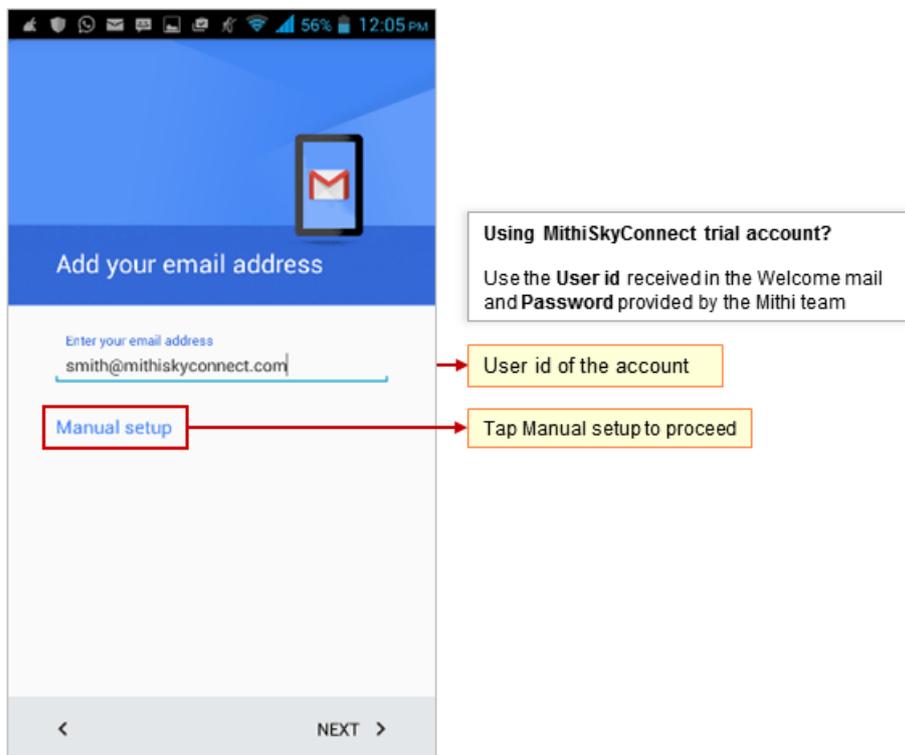


- ii. Select the **Personal POP3** option.



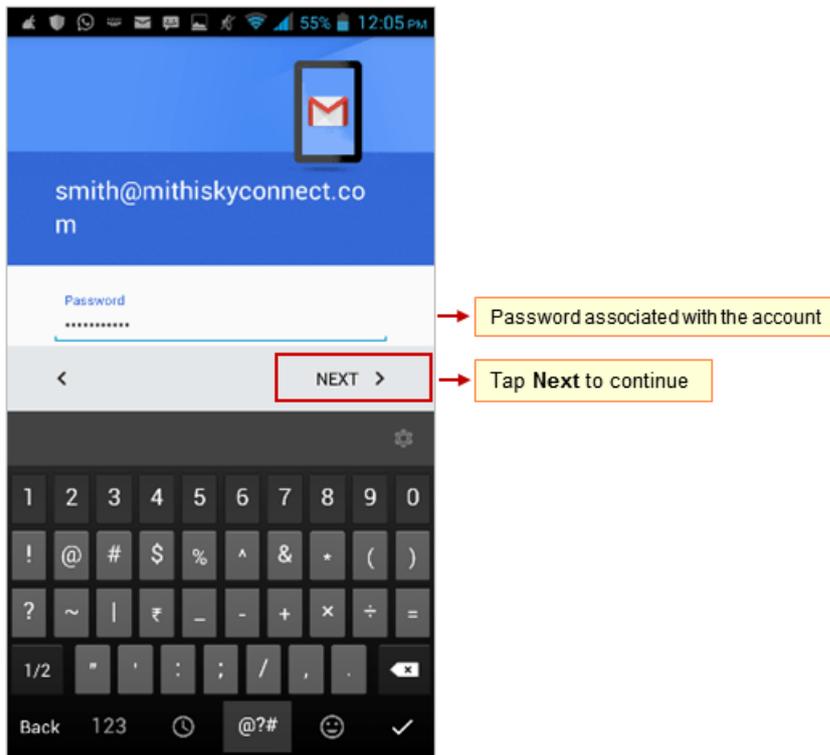
Step 4: Provide user information

- i. Enter **User name** of the account to be configured. If you are using Mithi SkyConnect Trial account, provide user id which you have received in the Welcome Mail.



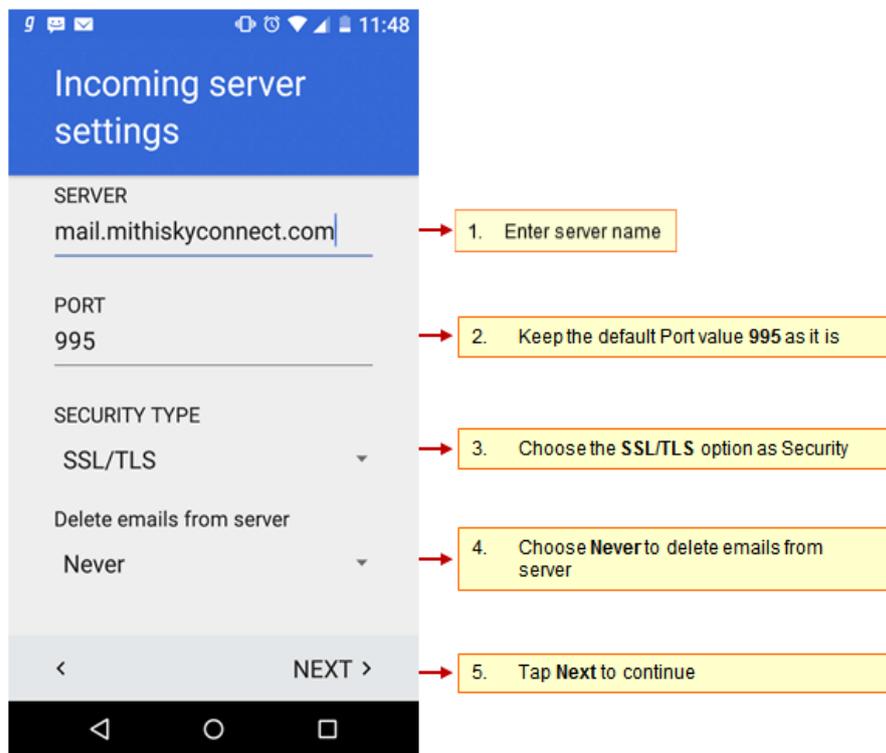
- ii. Enter the **Password** associated with the account. If you are using Mithi SkyConnect Trial account, provide Password which you have received in the mail by the Mithi Team.

TIP : If you change the password in the future, an authentication error will occur. Application will fail to fetch emails from the server in result.



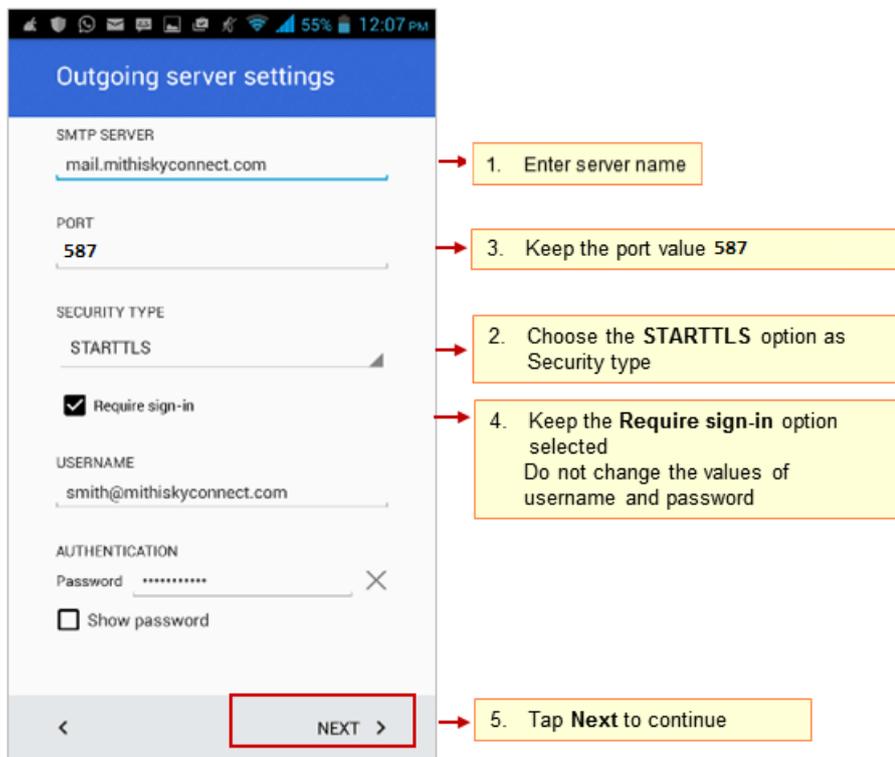
Step 5: Provide Incoming Server Settings

- i. **User name:** User name for account is displayed here
- ii. **Authentication:** Choose Password option
- iii. **Server:** Enter server name of the SkyConnect server.
 - **SkyConnect Trial Account user:** Provide the server name as mail.mithiskyconnect.com
 - **Other Domain User:** Provide the server name in the format {domain}.mithiskyconnect.com Example: acmecorp.mithiskyconnect.com
- iv. **Port:** Keep the default value 995 as it is.
- v. **Security Type:** Choose the SSL/TLS option from the list
- vi. Choose **Never to Delete emails from server.**
- vii. Tap **Next** to proceed.



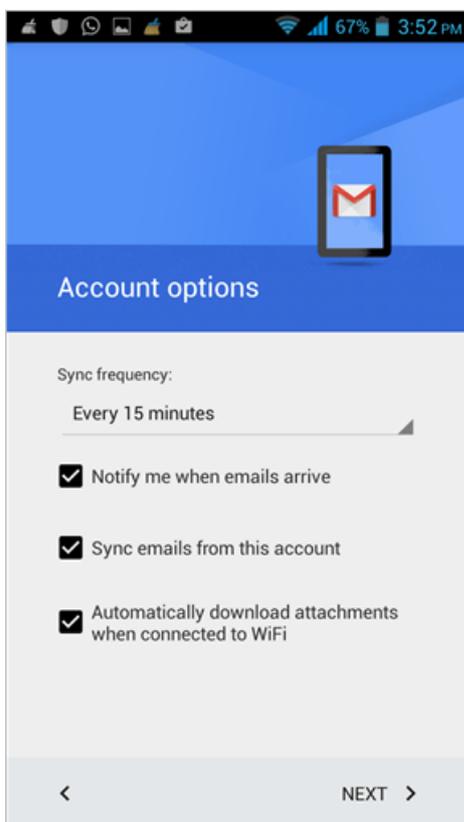
Step 6: Provide Outgoing Server Settings

- i. **SMTP Server:** Enter your server name of the SkyConnect server.
 - **SkyConnect Trial Account user:** Provide the server name as mail.mithiskyconnect.com
 - **Other domain User:** Provide the server name in the format {domain}.mithiskyconnect.com Example: acmecorp.mithiskyconnect.com
- **Server Port:** Enter the port value 587.
- **Security Type:** Select the STARTTLS option from the list.
- **Require Sign-in:** Keep this option selected.
- **User Name:** User name provided on previous screen populates here. Do not change the user name in this field.
- **Authentication:** Password provided for the associated account populates here and is used as authentication. Application verifies the settings provided and displays options to customize the behavior of the application.

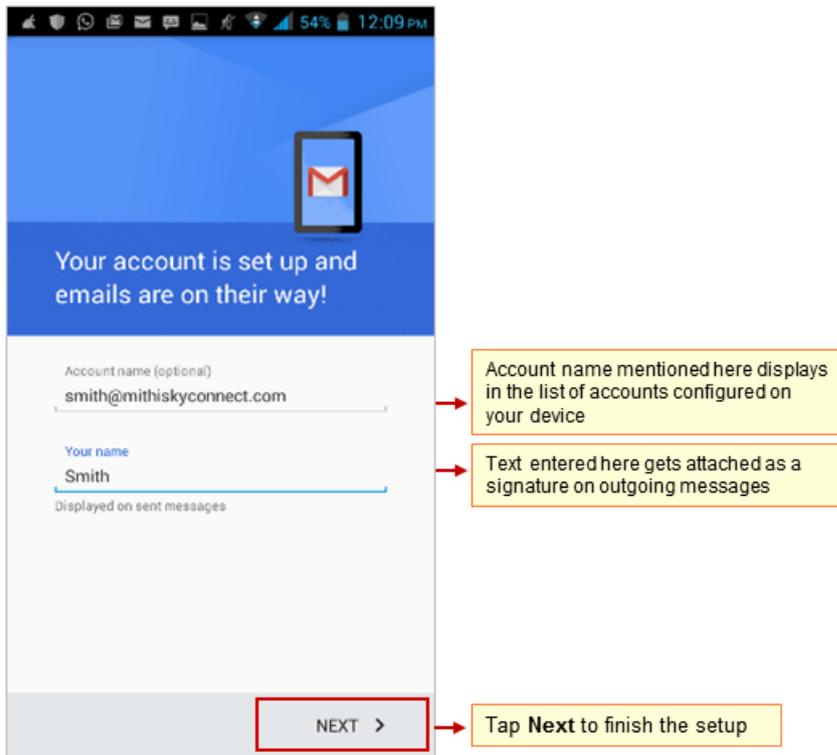


Step 7: Customize account settings and finish the configuration

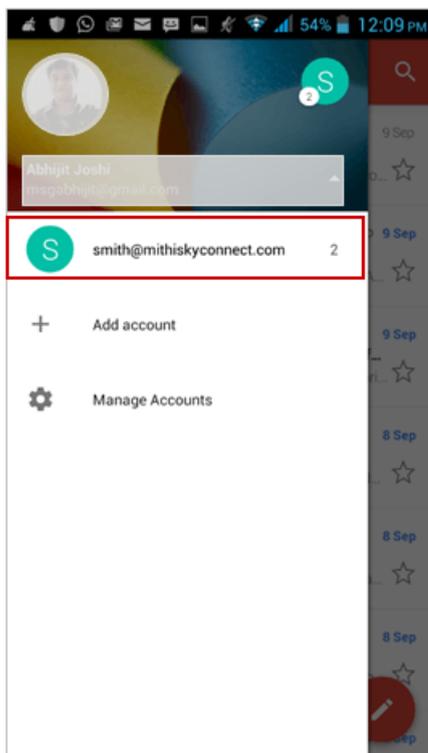
- Customize the settings to decide the behavior of the application for incoming mails to this account.
- Tap **Next** to proceed.



- iii. Give your account appropriate name which displays in the list of accounts configured on your mobile device. Provide text string which will get attached to each outgoing message as your signature.
- iv. Tap Next to proceed.



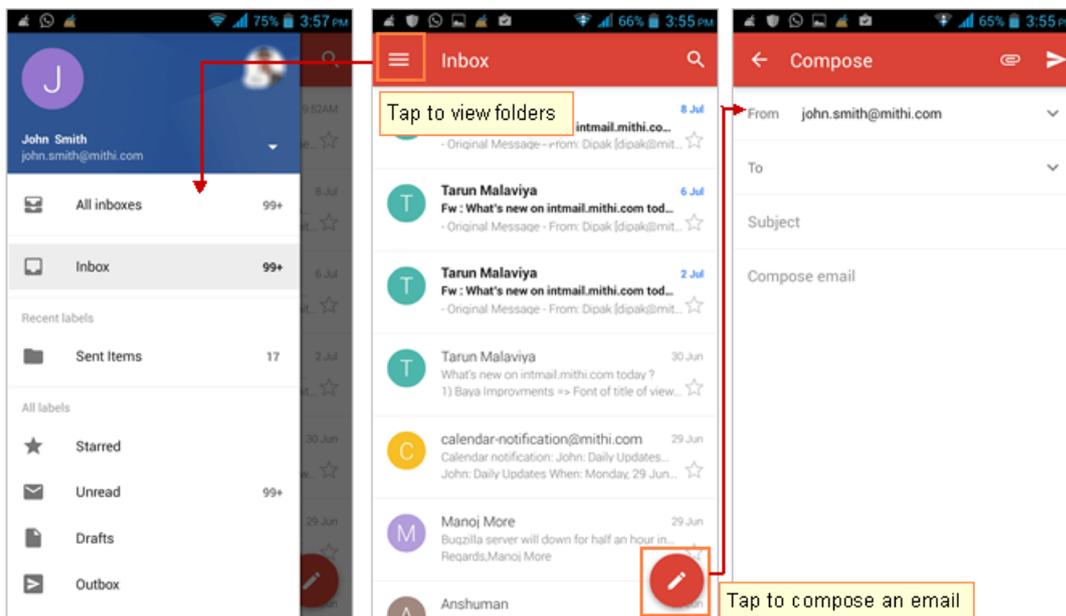
- v. Application creates an account on your mobile.



Manage your email account configured in Gmail app

Manage your account

- i. Tap the account name to open Inbox screen showing mail listed in the account.
- ii. Now you can compose your message, add attachments to the message and send it to required recipients.
- iii. Tapping the To/Cc/Bcc field, application displays a list contacts on your mobile. Choose the required contact from the list.
- iv. Find a copy of an email sent in the Sent folder of your device which is automatically synced to the Sent Items folder on the server. Can not find a copy of an email sent in the Sent Items folder?
- v. You can access all the shared/global contacts of your organization, configure an LDAP account on your android mobile.
- vi. Also, if required you can import your personal contacts to your mobile device.



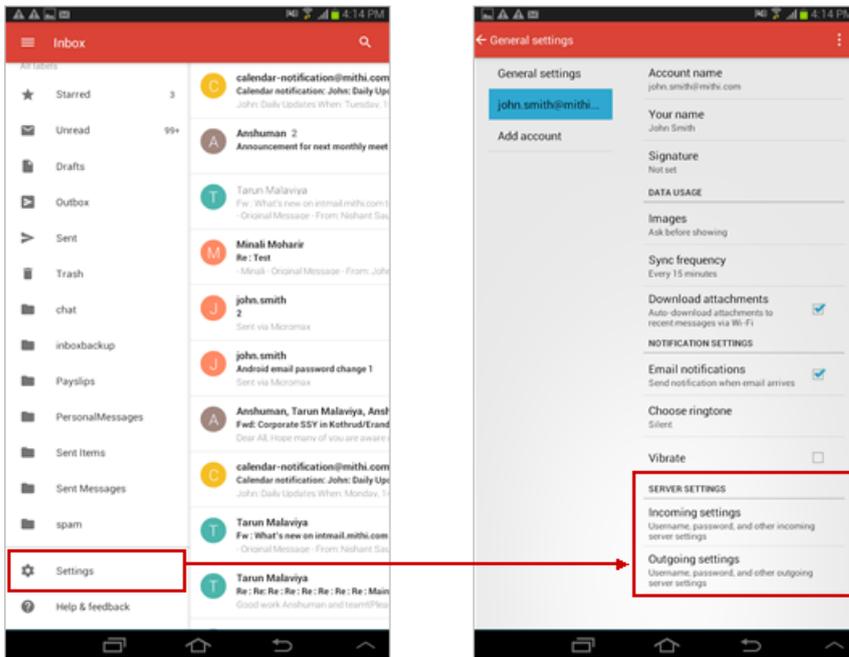
Save a copy of an email sent to the server

- i. If you are using POP type of account you need to save a copy of an email sent to the Sent Items / personal folder on the sever. By default, messages sent using this application are saved in the Sent folder on the mobile device which you can not access from other clients (Desktop/web client Baya). Please note that you can not customize the settings of this application to save the sent messages on the server. You can always add your email id in the Cc/Bcc field to receive a copy of each outgoing message in your Inbox folder. Or, you can create a personal folder and define filter to divert all mail sent from android to that personal folder. To do so,
 - Create a personal folder using Baya with name like MailSentfrmAndroid or AndroidSentMail or any name which helps you recognize the content of the folder easily.
 - Define a mail filter with condition, if From field contains and CC field contains move the mail to the you have created.
 - Now, you must add your email id in the Cc field while sending an email using your android device.

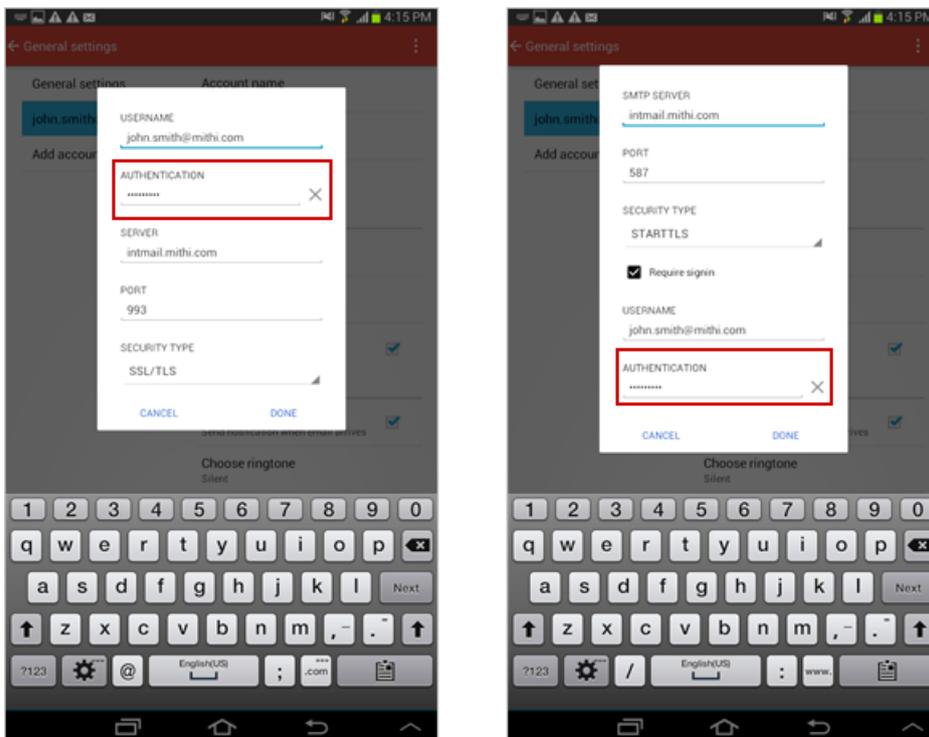
Update Password of the account

Steps to update the password of your account from settings.

i. Go to the Settings screen

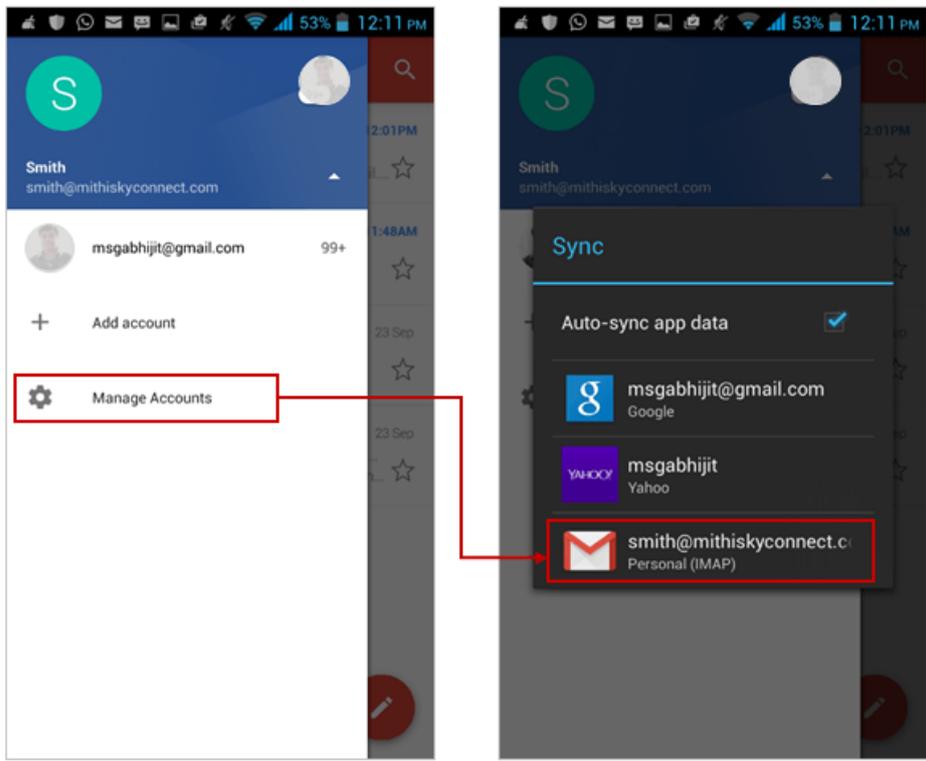


ii. Open the Incoming Server Settings and Outgoing Server Settings of the account Update the password



Remove your account

- i. Launch the Gmail Application and go to Accounts screen
- ii. Choose the Manage Accounts option
- iii. Tap the account you want to delete.



- iv. Tap the **Menu** button on the device
- v. Tap the **Remove account** option
- vi. Confirm to **Remove account** from your device.

