Access email with K9 app on Android
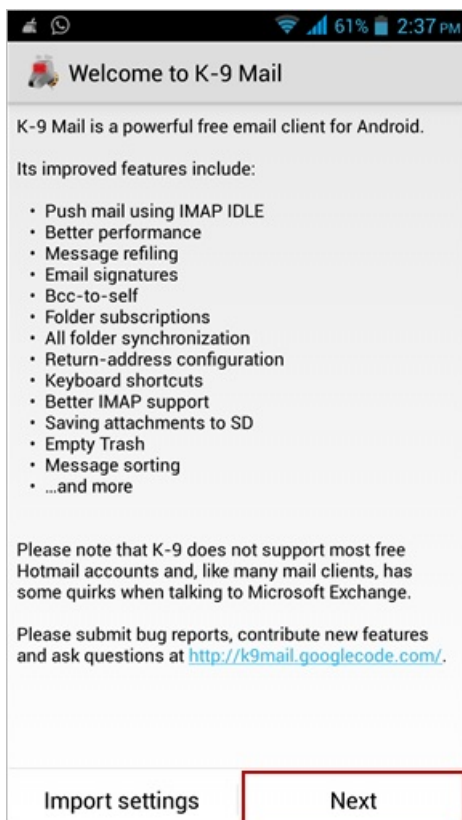
Configure an IMAP email in K9 Mail

Step 1: Install K9 Application
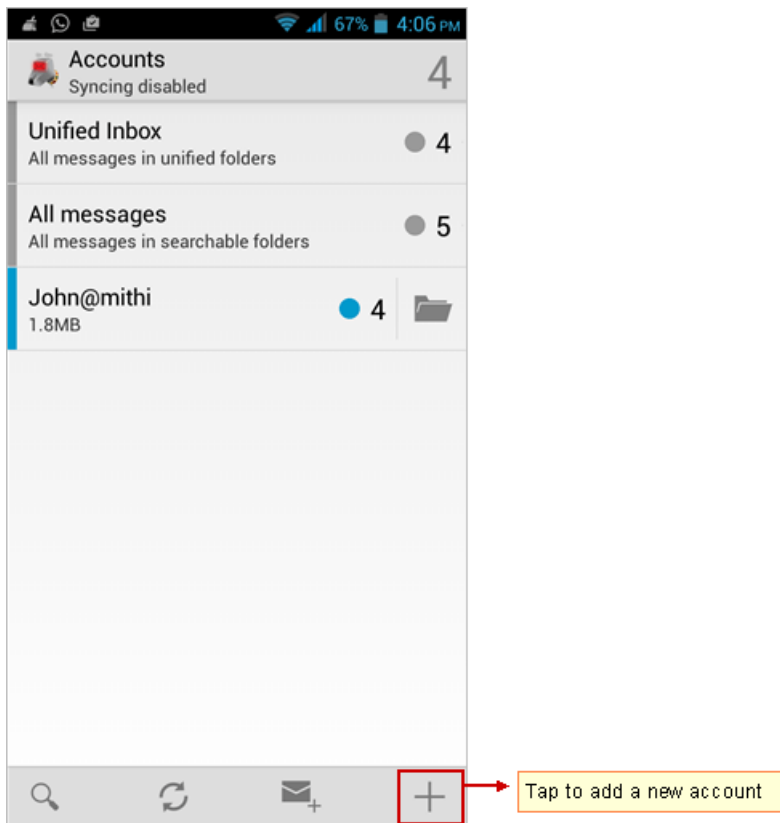
1. You need to install the **K9 Mail** (https://play.google.com/store/apps/details?id=com.fsck.k9&hl=en) **client from Google Play store on your mobile device.**
2. **Launch the K9 Mail app from the Home screen.**

Step 2: Go to the Add Account screen

- When starting K-9 Mail for the first time, the **Welcome** screen displays to greet you. Tap **Next** to start the account creation wizard.

- Alternatively, to set up an additional mail account,
  - Go to the **Home** Screen and tap **K-9 mail** icon.
  - Press the **Menu** button and then tap **Add account** which displays Set up a new account screen.
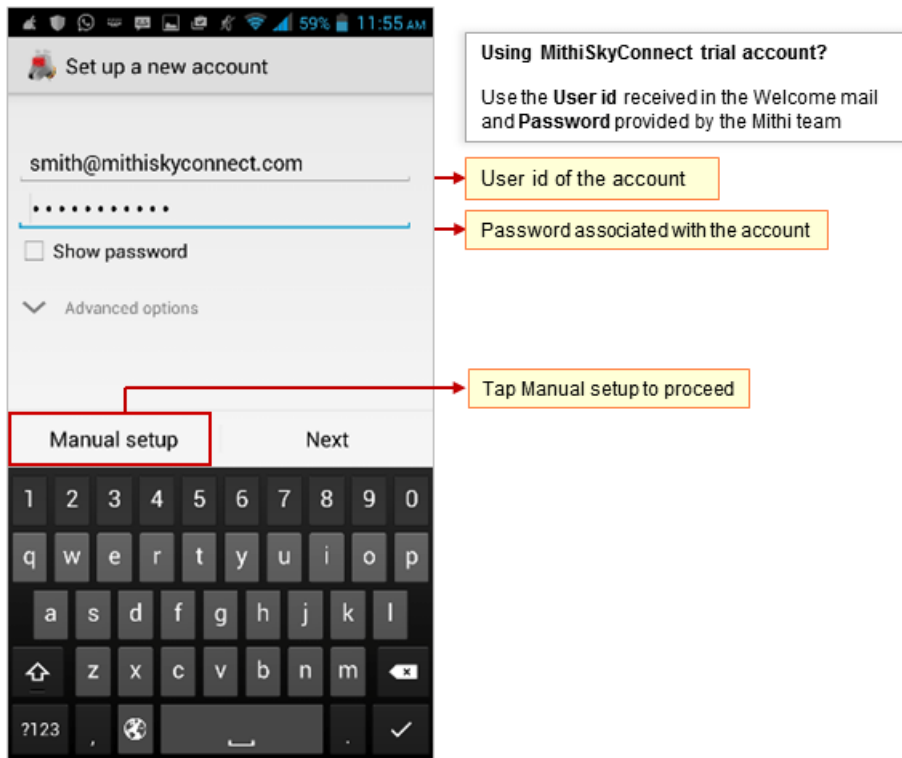
Step 3: Provide User Information

On the **Set up a new account** screen, enter the following information

    i. **User id**: Provide User id of the account If you are using Mithi SkyConnect Trial account, provide user id which you have received in the Welcome Mail.

    ii. **Password**: Provide 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.
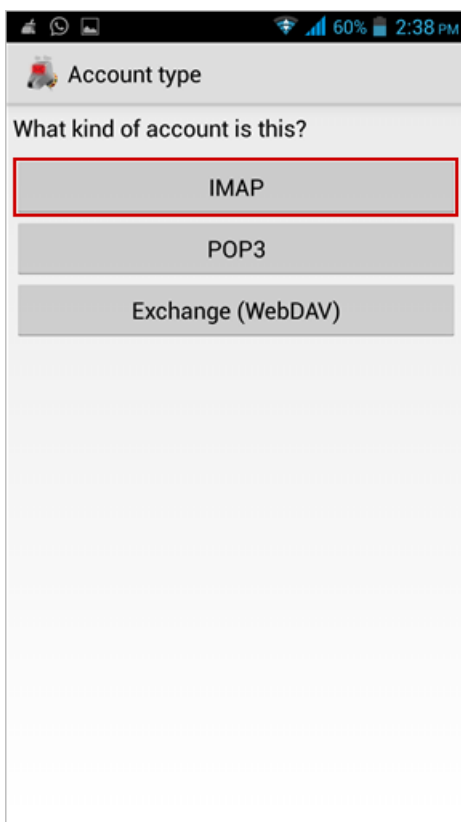
> **TIP** : If you change the password in the future, an authentication error occurs. Application fails to connect and fetch emails from the server.

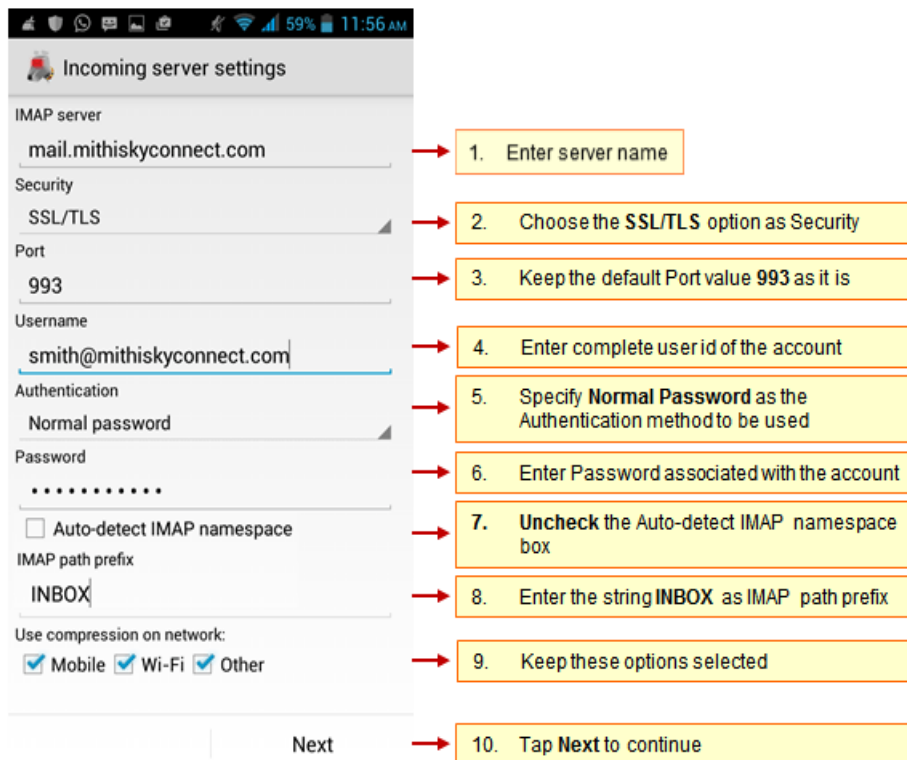   iii. Tap **Manual setup** button to provide your account settings.

Step 4: Choose account type

   i. Select the **IMAP** option as the type of an email account you need to configure.
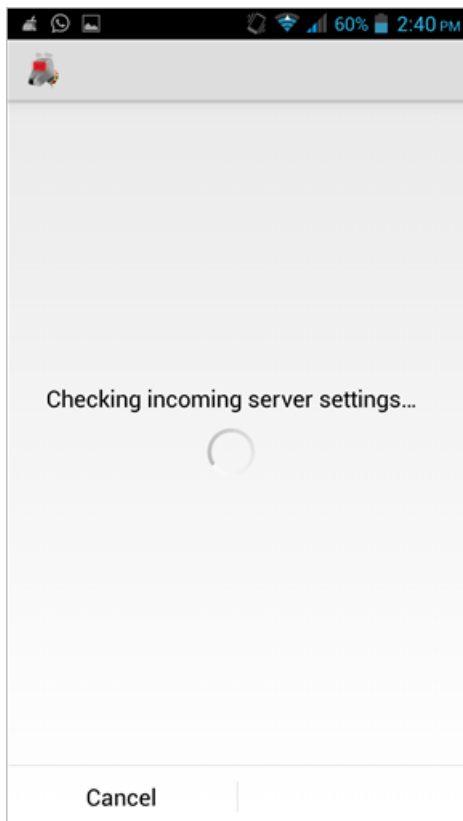

Step 5: Provide Incoming Server Settings

i.   **IMAP Server**: Enter 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) **to know the server settings required to**
> **configure your account.**

ii.   **Security** : Select **SSL/TLS** to connect your email account
iii.   **Port** : Keep the default server port number **993** as it is
iv.   **User name**: Enter complete email address of your account
v.   **Authentication Type**: Specify **Normal Password** as the authentication method to be used
vi.   **Password**: Password entered on the Account Information screen populates here.
vii.   Uncheck the **Auto-detect IMAP namespace** box
viii.   Enter the string **INBOX** (in capital) in the **IMAP path prefix** box
ix.   Keep the **Use compression on network** options selected.
x.   Tap **Next** to continue.
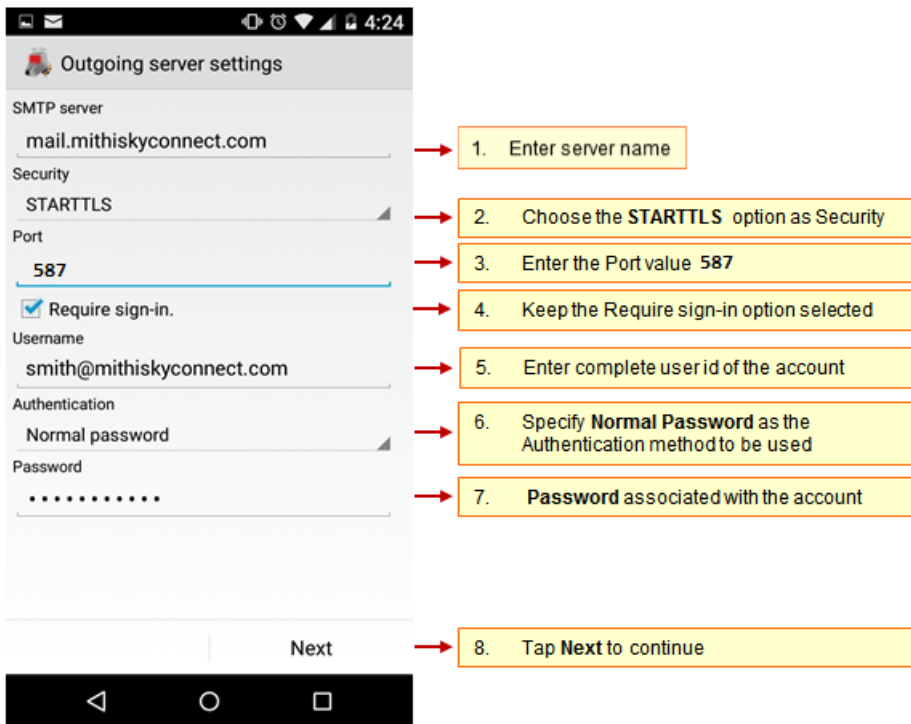xi.   K-9 Mail tries to connect to the server and verifies the incoming server settings.

Step 6: Provide Outgoing Server Settings

On the **Outgoing Server Settings** screen, provide your SMTP server details.

    i. **SMTP server** : Provide 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) to know the server settings required to configure your account.
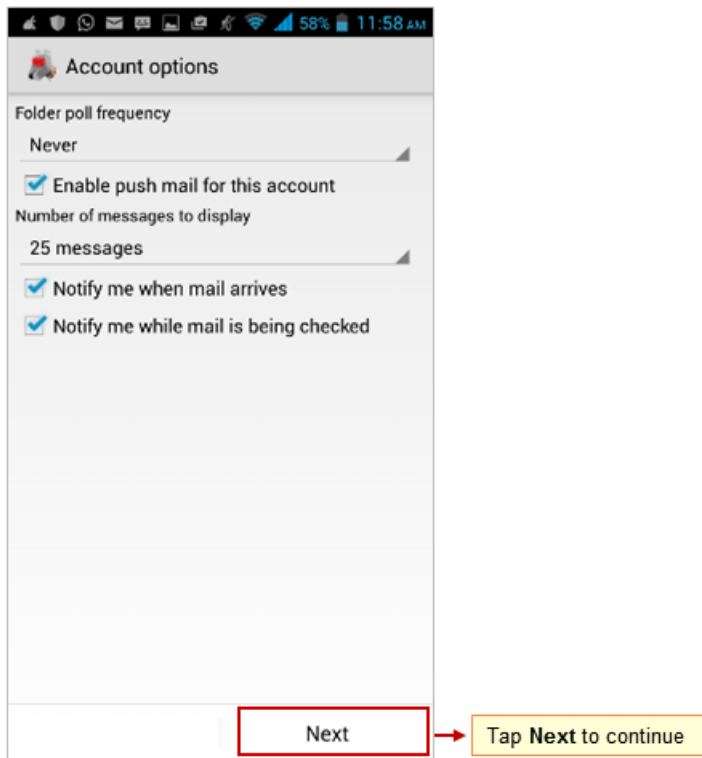
   ii. **Security** : Choose the **STARTTLS** option.

  iii. **Port** : Enter the value **587**.

  iv. Keep the **Require Sign-in** option selected.

   v. **User name & Password**: User name and password provided on the Account Setup screen populates here Do not change the values for these fields.

  vi. Tap **Next** to proceed.

 vii. K-9 Mail tries to connect to the server and verifies the outgoing server settings. After verification Account options screen opens.

SMTP server	1. Enter server name
mail.mithiskyconnect.com	
Security	2. Choose the **STARTTLS** option as Security
STARTTLS	
Port	3. Enter the Port value **587**
587	
☑ Require sign-in.	4. Keep the Require sign-in option selected
Username	5. Enter complete user id of the account
smith@mithiskyconnect.com	
Authentication	6. Specify **Normal Password** as the Authentication method to be used
Normal password	
Password	7. **Password** associated with the account
··········	
Next	8. Tap **Next** to continue

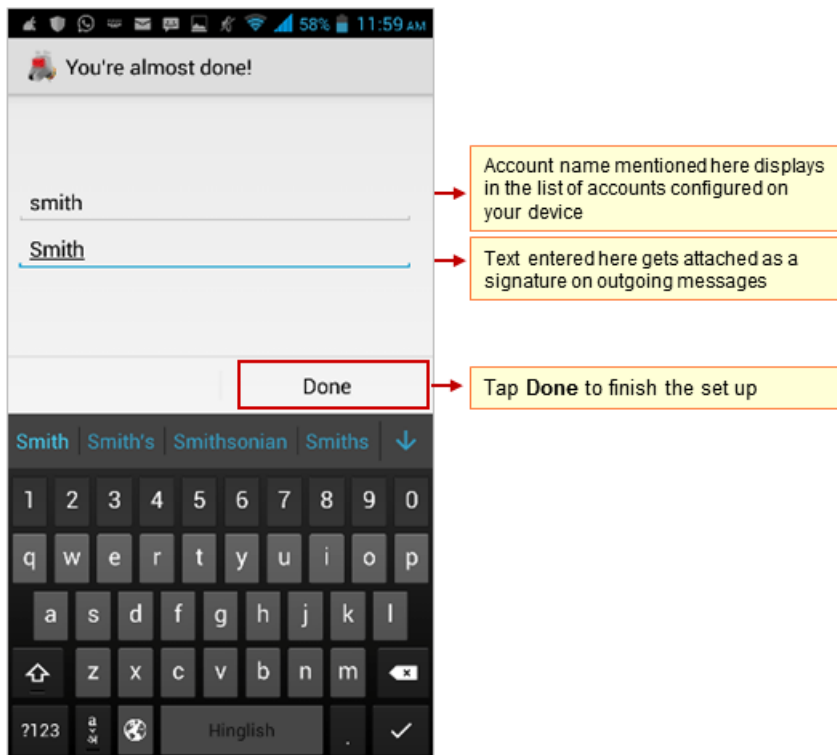## Step 7: Customize the account settings and finish the configuration

i. Then, on the **Account options** screen, you can configure basic settings for the account and tap Next. These settings are specific to each account or mailbox you configure.

Tip to save the battery life of your device: Choose the option so that Android will fetch the data less frequently. For example, if you choose to fetch data foe every 15 minutes, Android will wake up every 15 minutes for that. This could affect the battery life of the your mobile.

Tap **Next** to continue

ii. Now, provide some additional account information,
   - Give this account a **name** (optional): Enter name for the account which displays in the account list.
   - Type your name: Enter the text that you want display as a **signature** on outgoing messages.
   - To complete the setup, tap **Done**. K-9 saves and configures the mail account on your mobile.
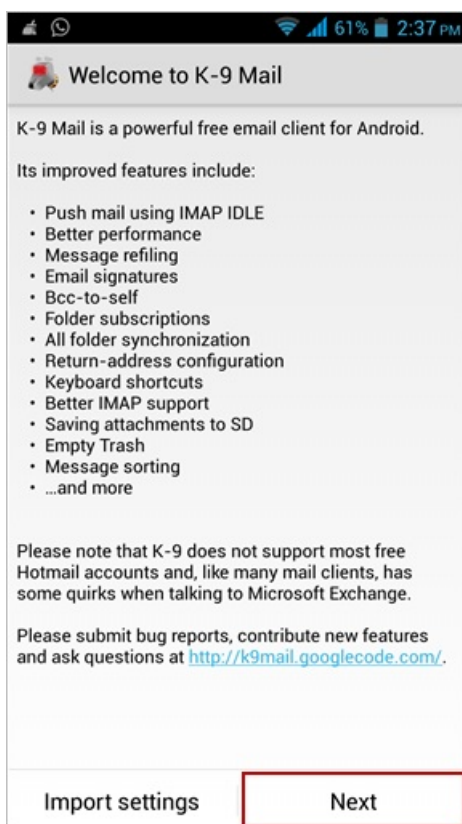

Account name mentioned here displays in the list of accounts configured on your device

Text entered here gets attached as a signature on outgoing messages

Tap **Done** to finish the set up

iii.

Configure POP email account in K9 Mail 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)
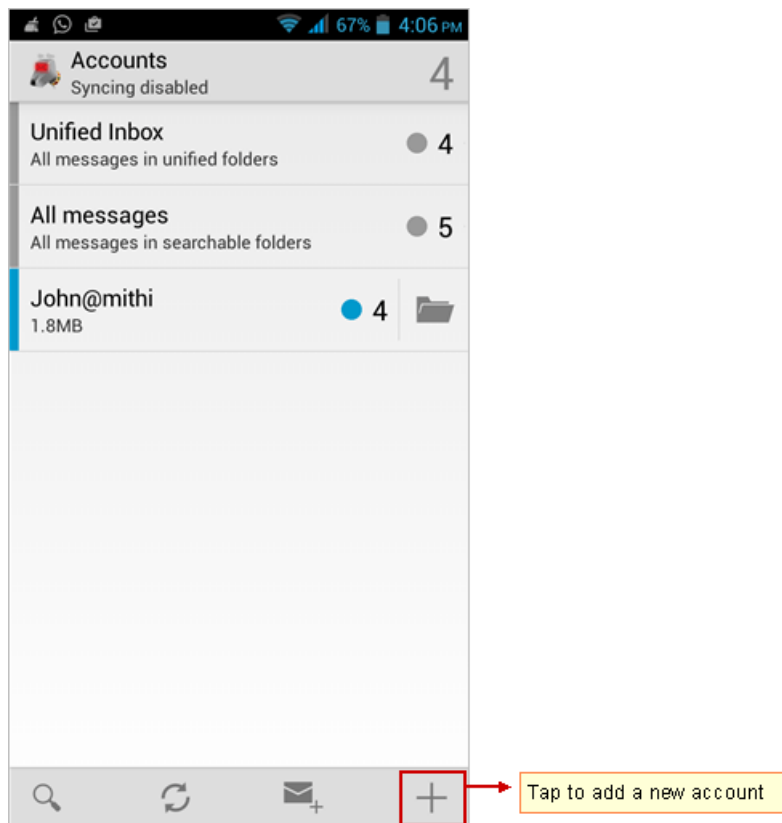
Step 1: Install K9 Application

i. You need to install the K9 Mail (https://play.google.com/store/apps/details?id=com.fsck.k9&hl=en) client from Google Play store on your mobile device.

ii. Launch the K9 Mail app from the Home screen.

Step 2: Go to the Add Account screen

- When starting K-9 Mail for the first time, the **Welcome** screen displays to greet you. Tap **Next** to start the account creation wizard.

- Alternatively, to set up an additional mail account,
    i. Go to the **Home** Screen and tap **K-9 mail** icon.
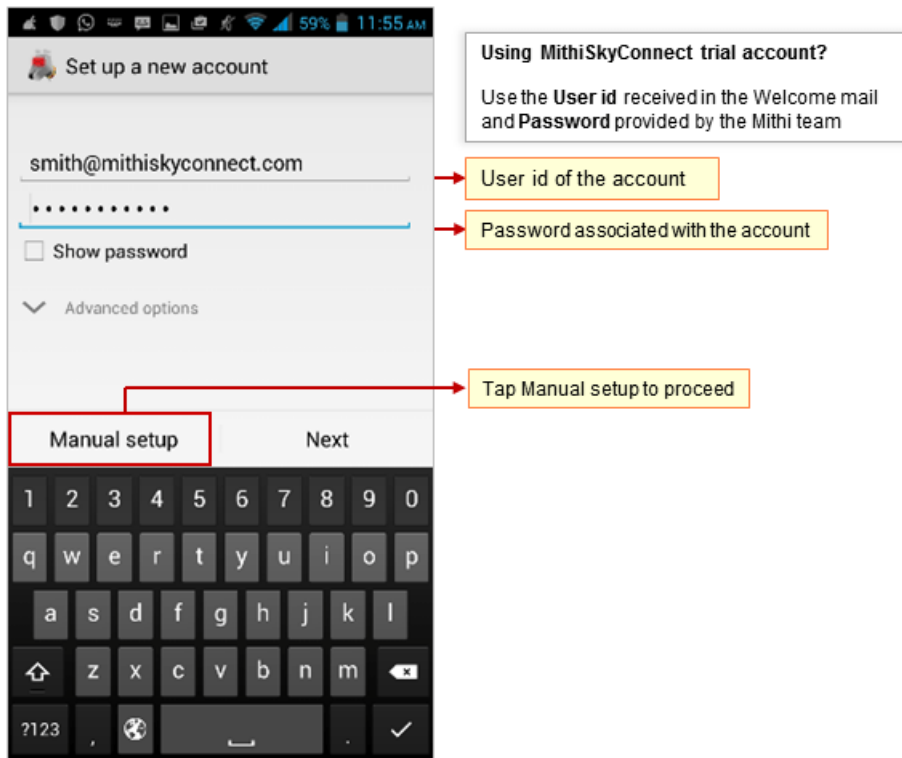   ii. Press the **Menu** button and then tap **Add account** which displays Set up a new account screen.

Step 3: Provide User Information

On the **Set up a new account** screen, enter the following information

 i. **User id**: Provide User id of the account If you are using Mithi SkyConnect Trial account, provide user id which you have received in the Welcome Mail.

 ii. **Password**: Provide 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.
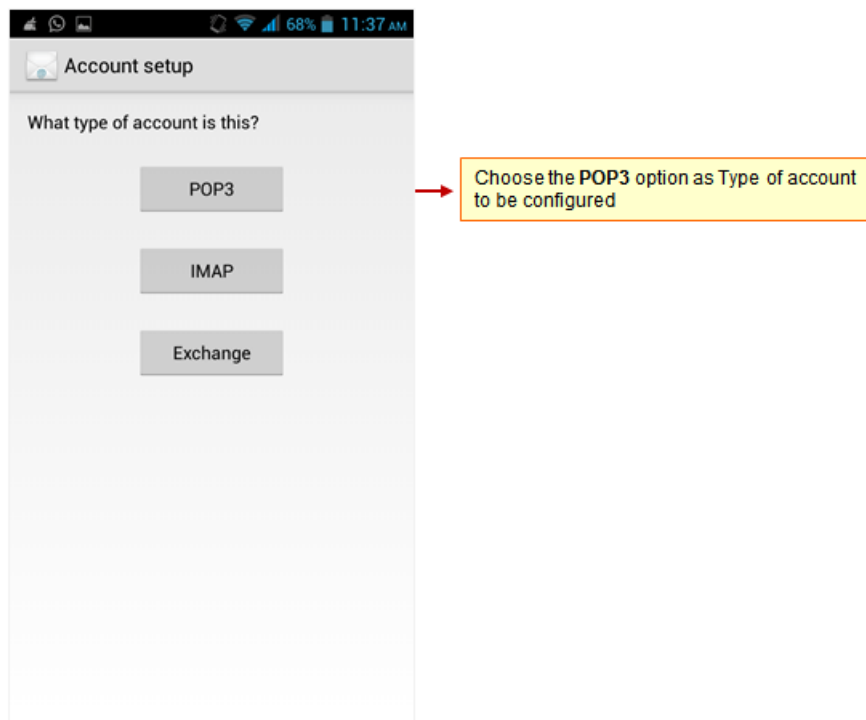
> **TIP** : If you change the password in the future, an authentication error occurs. Application fails to connect and fetch emails from the server.

 iii. Tap **Manual setup** button to provide your account settings.

Step 4: Choose account type

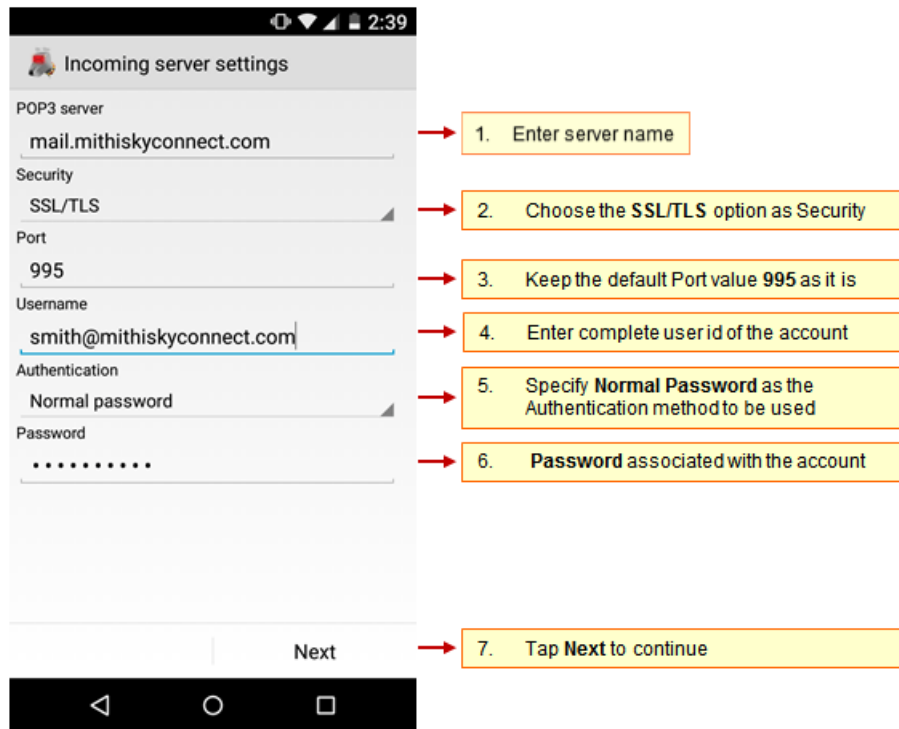i. Select the **POP** option as the type of an email account you need to configure.
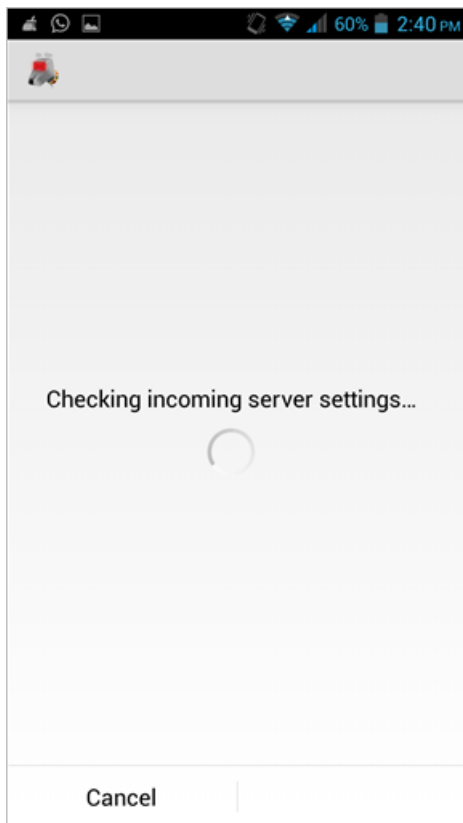

Step 5: Provide Incoming Server Settings

i. **POP Server**: Enter POP3 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) to know the server settings required to configure your account.

   ii. **Security** : Select **SSL/TLS** to connect your email account
  iii. **Port** : Keep the default server port number **995** as it is
  iv. **User name**: Enter complete email address of your account
   v. Authentication Type: Specify **Normal Password**, transmitted insecurely as a authentication method to use
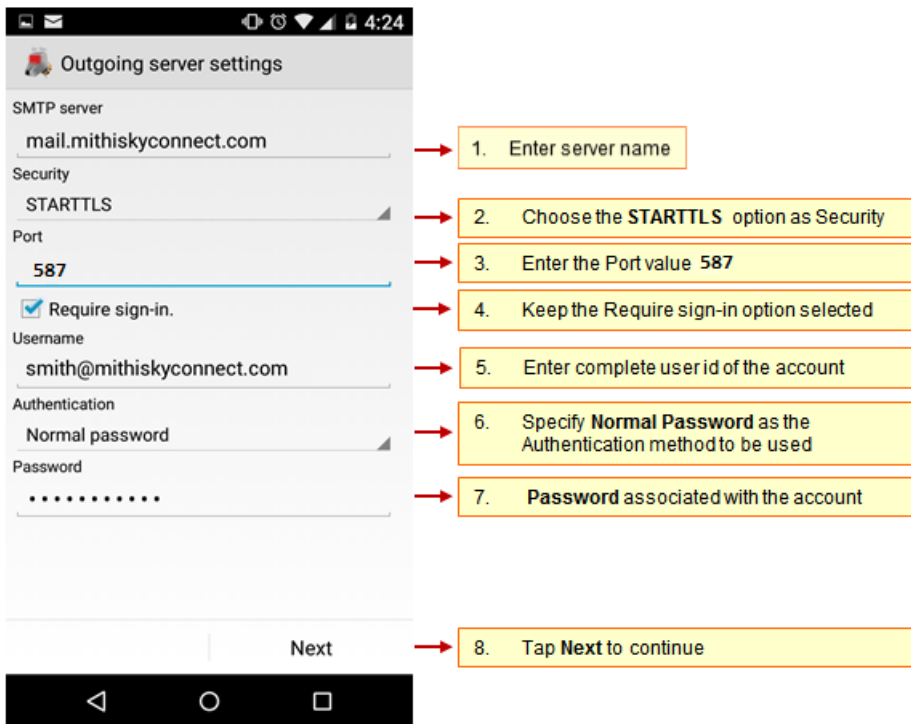 vi. **Password**: Password entered on the Account Information screen populates here.

 vii. K-9 Mail tries to connect to the server and verifies the incoming server settings.

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Step 6: Provide Outgoing Server Settings

On the **Outgoing Server Settings** screen, provide your SMTP server details.
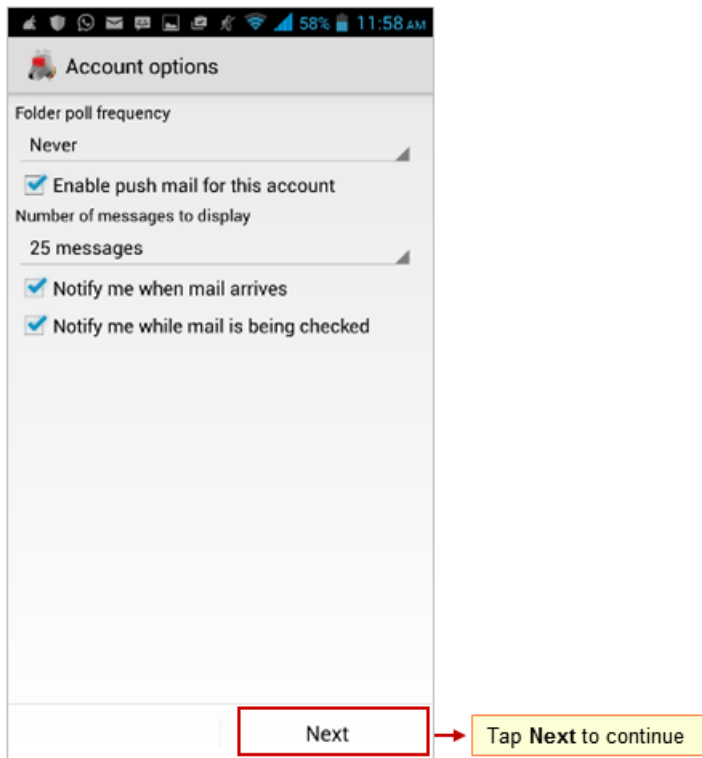
    i. **SMTP server** : Provide server name.

    ii. **Security** : Choose the **STARTTLS** option.

    iii. **Port** : Enter the value **587**.

    iv. Keep the **Require Sign-in** option selected.

    v. **User name & Password**: User name and password provided on the Account Setup screen populates here Do not change the values for these fields.

    vi. Tap **Next** to proceed.

    vii. K-9 Mail tries to connect to the server and verifies the outgoing server settings. After verification Account options screen opens.

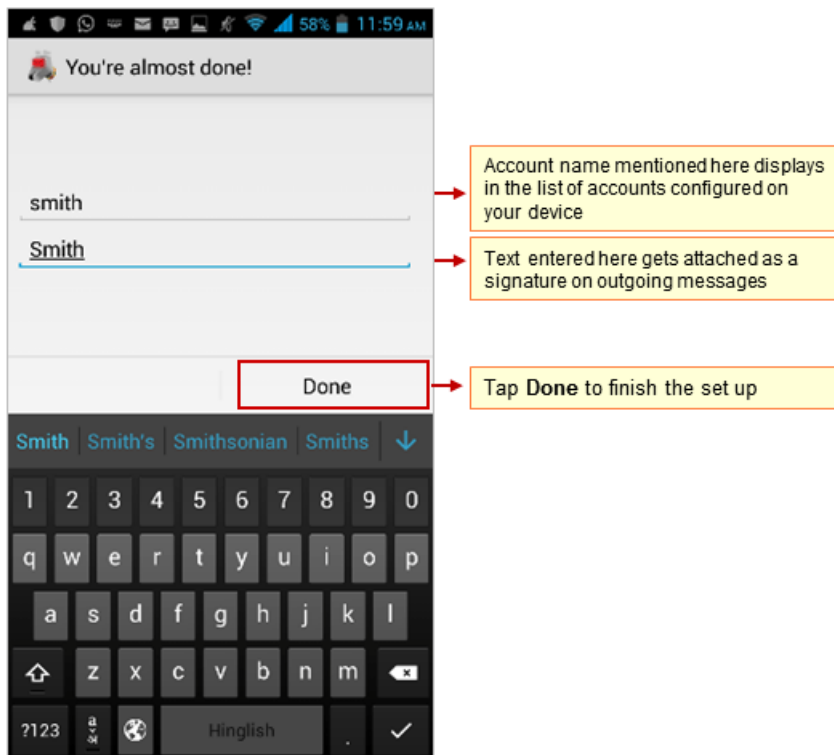**Step 7: Customize the account settings and finish the configuration**

i. Then, on the **Account options** screen, you can configure basic settings for the account and tap Next. These settings are specific to each account or mailbox you configure.

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ii. Now, provide some additional account information,

- Give this account a **name** (optional): Enter name for the account which displays in the account list.
- Type your name: Enter the text that you want display as a **signature** on outgoing messages.
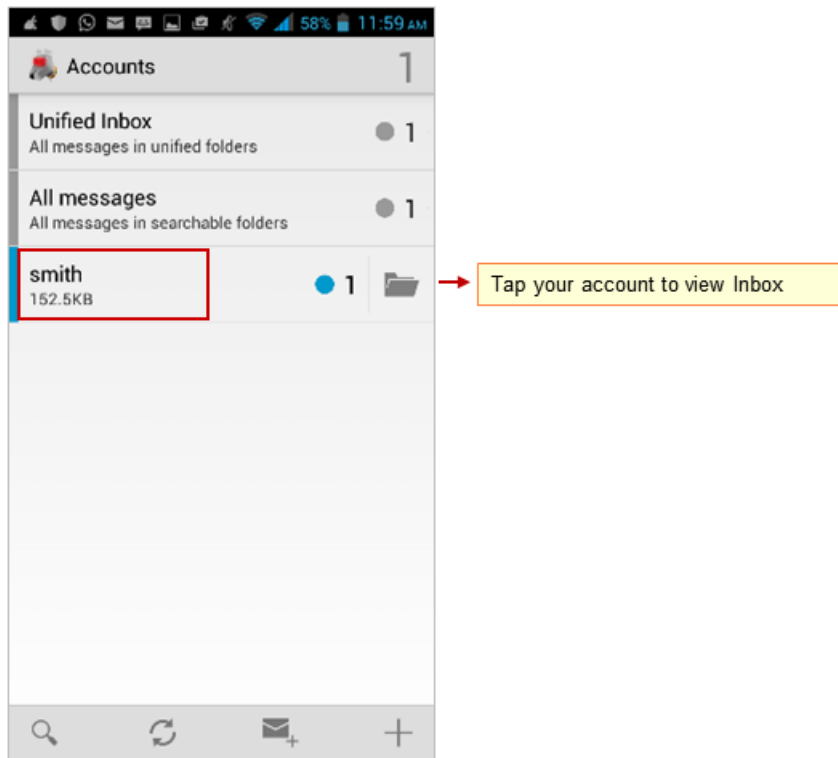- To complete the setup, tap **Done**. K-9 saves and configures the mail account on your mobile.

iii.

Manage your email account configured in K9 app

View emails

To view your mailbox
    i. Go to **Home** screen. Tap K-9 Mail icon then tap your account to view the Inbox.
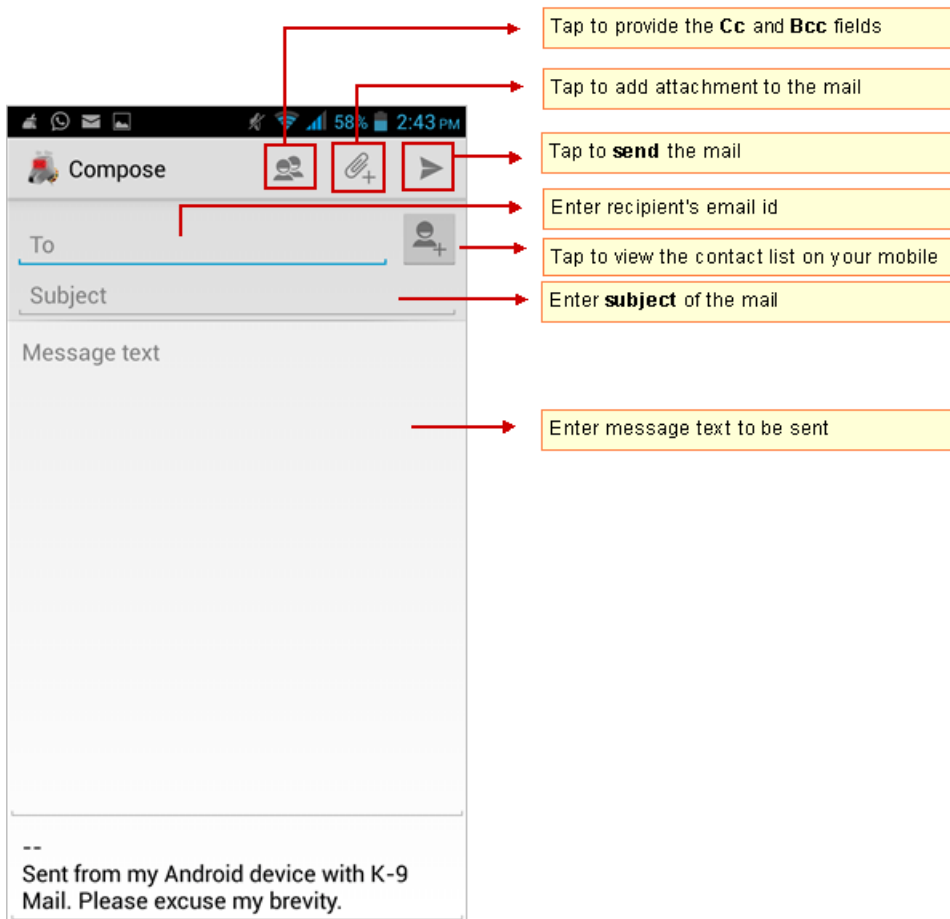

Composing an email

To compose an email:
    i. Go to the **Inbox** folder. Tap the **Compose** icon.

Tap to **compose** an email

ii. Compose your message add attachments to the message and send it to required recipients. Tapping the To/Cc/Bcc field, application displays a list contacts on your mobile. Choose the required contact from the list.
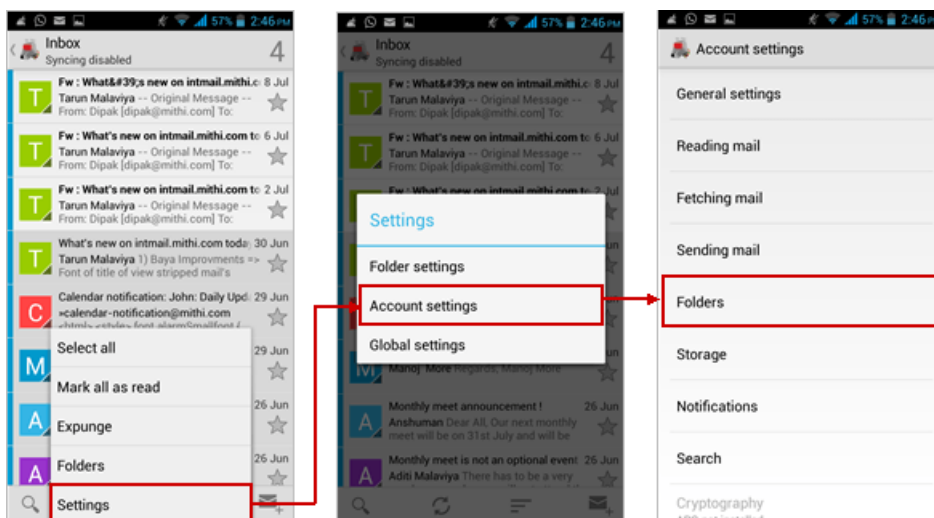
> **Tips**: To access all the shared/global contacts of your organization, configure an LDAP account on your android mobile. If required you can import your personal contacts to your mobile device. Find a copy of an email sent in the Sent folder of your device which is automatically synced to the Sent Items folder on the server. Can not find a copy of an email sent in the Sent Items folder?

Tap to provide the **Cc** and **Bcc** fields

Tap to add attachment to the mail

Tap to **send** the mail

Enter recipient's email id

Tap to view the contact list on your mobile

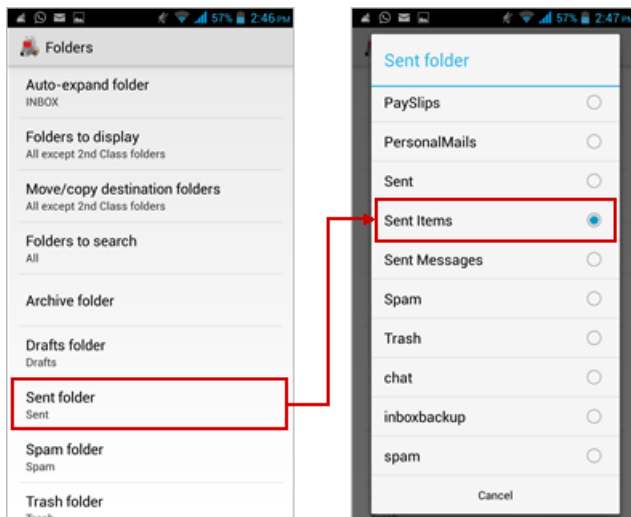Enter **subject** of the mail

Enter message text to be sent

Saving a copy of an email sent to the server

If you are using a POP type of account you need to save a copy of an email sent to the Sent Items folder on the server. To save sent mail in the Sent Items folder on the server:

i. Press the **Menu** key on your device to view options. Tap **Settings => Account Settings => Folders** which shows a list of folders.

ii. On the **Folders** screen, tap **Sent folder** and choose **Sent Items** folder. Press the **Back** key to exit.
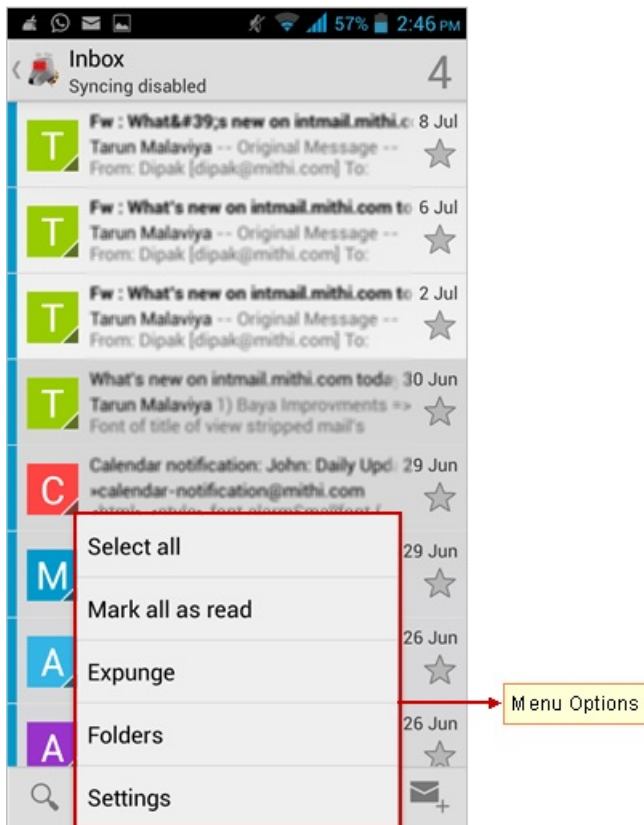
Sort emails

To sort your mailbox:

i. Launch the **K-9 Mail** application and choose your account
ii. Tap **sort messages** icon to view options available
iii. Choose appropriate option on which to sort mail messages in the folder

View IMAP Folders

> **Note**: You can access all the IMAP folders on your mobile only If you have configured an IMAP type of account on your device.

i. To view IMAP Folders:
- Press the **Menu** key to view all the menu options
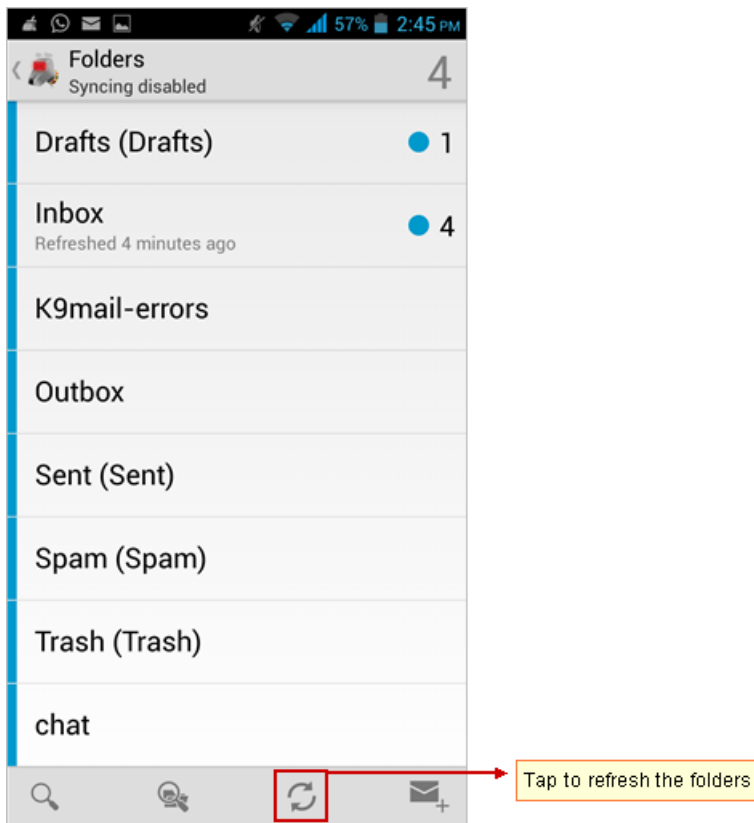- Tap **Folders**, to view all the IMAP folders present on the server.

ii.

iii. To refresh all the folders:
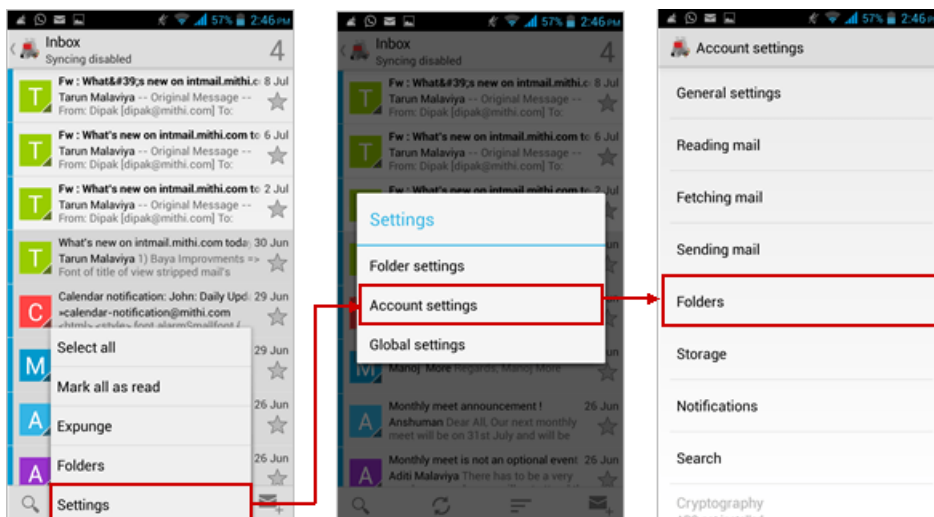   - Tap **Refresh** icon to sync the folders.

iv. **Note**: You can decide which folders (First Class/ Second Class/ All) you want to sync on refreshing the folders. To change a folder's class, long-press on the folder and select Folder settings.

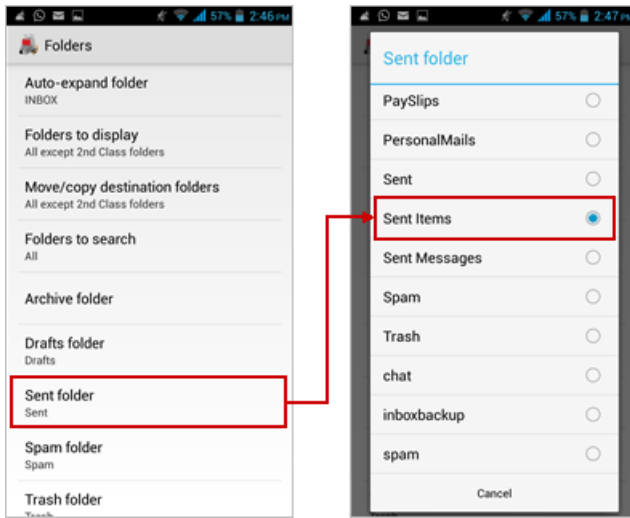Refer the topic How to use K-9's folder class system? (https://github.com/k9mail/k-9/wiki)

Update the password

i. Press the **Menu** key on your device to view options. Tap **Settings => Account Settings => Folders** which shows a list of folders.
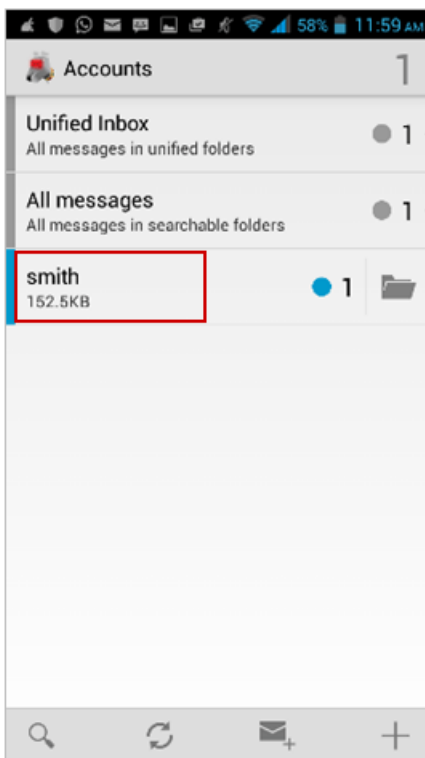

ii. On the **Folders** screen, tap **Sent folder** and choose **Sent Items** folder. Press the **Back** key to exit.
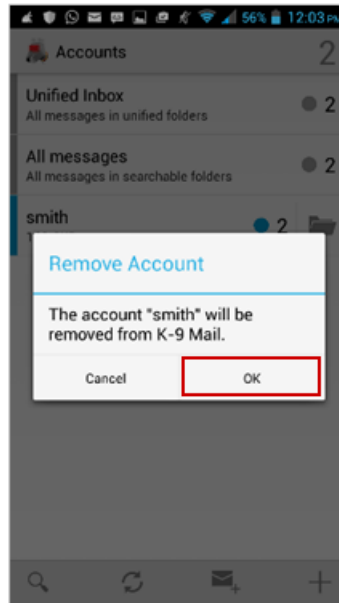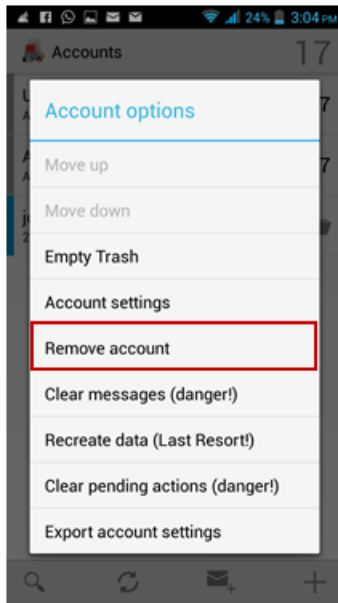
> **Note**: To find more information on using K-9 mail visit: https://github.com/k9mail/k-9/wiki/Manual

Remove the account

- Launch the K9 mail application and go to the **Accounts** screen.

- Tap and hold the account to be removed from your device.
- Tap the **Remove Account** option from the list

- Press the **Menu** key on your device to view options.
- Tap **Settings** then **Account Settings**