How do I setup an Android phone with a Graduate Center e-mail account (IMAP)?

This FAQ contains instructions to:
• Access/Setup manual email setup
• Setup IMAP account

(Note: Not for Office 365 Email Accounts)

Note: Not all Android devices are equipped with native support for the Microsoft Exchange. In order to access your GC e-mail, you have two options:
• You can download a Microsoft Exchange application from the Android Marketplace.
• You can configure the Android's built-in E-mail application to access mail via IMAP.

(Menu screens on other Android devices may vary, but the same server settings should apply.)

1. From the home screen touch Apps > Settings > Under Accounts touch Add account

2. Touch Email (Fig1)
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3. Touch Other from the email accounts screen. (Fig2)

4. Enter your full e-mail address and password and tap the Manual Setup button. (Fig3)
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5. You will be asked to indicate the type of account you are setting up. Tap the IMAP account button.(Fig4)

![Account setup](image)

*Fig 4 Tap IMAP account*

Next you will need to setup **Incoming server settings**:

1. Enter your **username** and **password**. (Your username will only be the name itself, not your full e-mail address, e.g. J Doe.)
2. Enter **mail.gc.cuny.edu** in the field IMAP server.
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The port for the incoming mail IMAP server = 993, which may be filled in automatically according to the security level.

3. Next, tap the Security Type menu and select SSL.
4. Once you’ve completed filling in the incoming server settings, tap the Next button. (Fig 5)

Next, setup the Outgoing server settings:

1. First, enter outmail.gc.cuny.edu in SMTP server field.
2. Next, tap the Security Type menu and select TLS

Next, the port number will fill in automatically after selecting security type, but this number is incorrect.

3. Enter 587 in the Port field
4. Tap the Require sign-in checkbox to turn it on if it is not already checked
5. Enter your **GC username** and **password** in the corresponding fields

6. Tap the **Next** button. (Fig 6)

![Account setup](image)

**Fig 6 Put in Port Number & ID & Password**
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7. (Optional) Adjust Incoming Checking Frequency as needed (Fig 7)

![Incoming Checking Frequency](image)
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8. Give the account a name you would like to identify the account with.

![Image of Android phone account setup]

*Fig 8*  Give the account a name

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