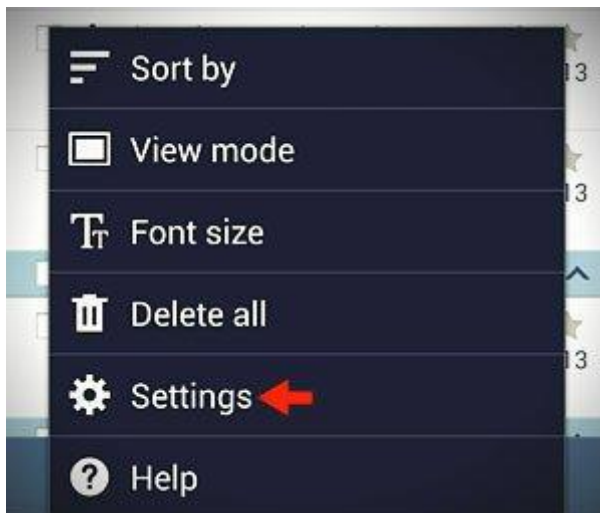# Set up a Pop3/IMAP email account manually MXA

Android on Galaxy S4 also supports general email accounts such as those using POP (Post Office Protocol), IMAP (Internet Message Access Protocol) or ActiveSync technology.

Let's say if you have an office email account that is using either one of the above technologies, you can set it up using the pre-loaded **Email app**. Here's how:

1. Launch the **Email app** on your phone. *Note: Skip to **step 4** if you haven't setup any email account on the Email app.*
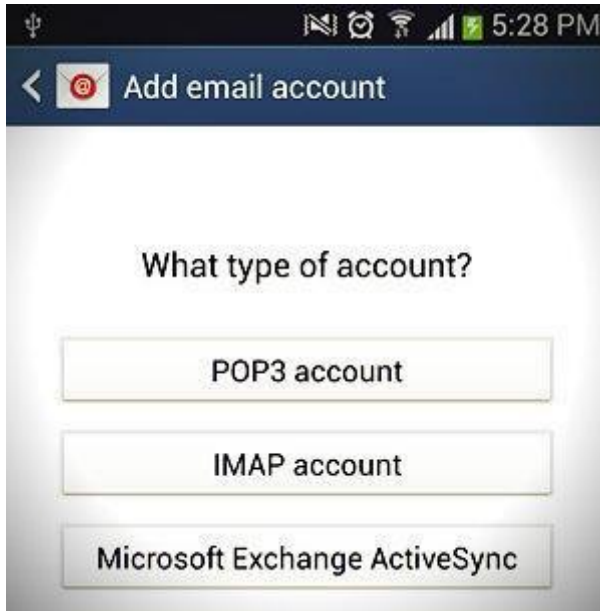2. Tap the **Menu** button, and then select **Settings**.

3. On the **Settings** screen, tap **Add account**.
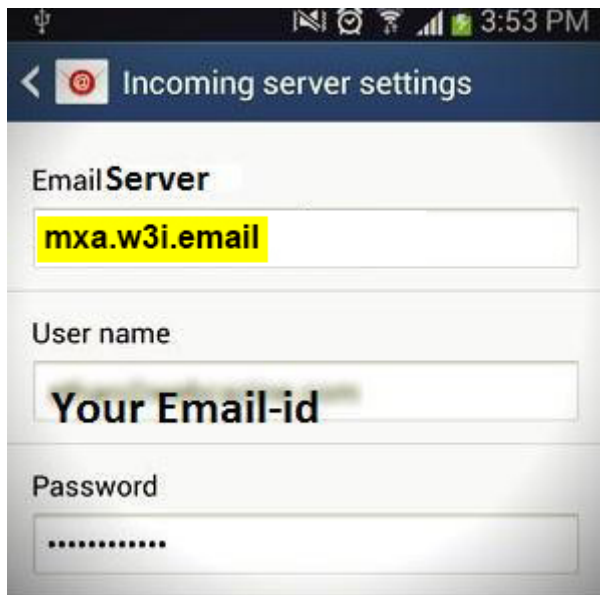

4. Enter the email account and password and tap **Manual setup**.

   *Note: Tapping **Next** would instruct Galaxy S4 to automatically configure your email account*

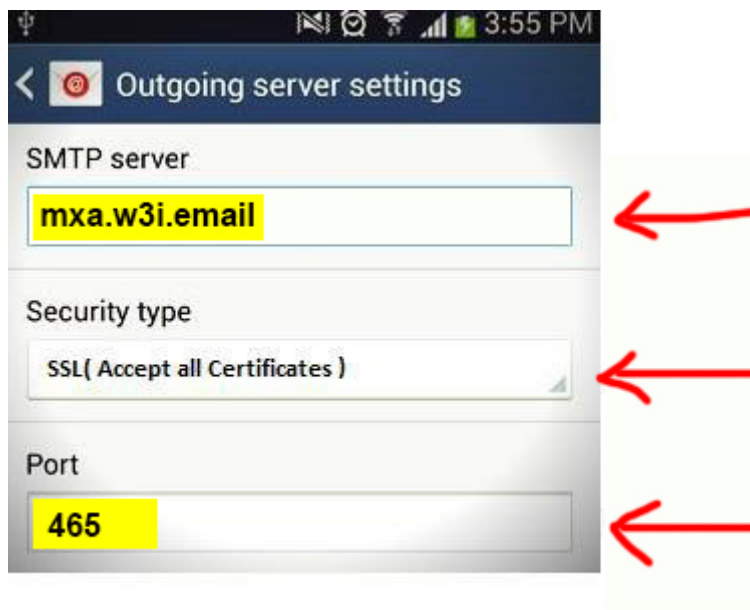5. Next, select the type of email account. For this tutorial, I will select POP3 account.

6. Fill in the incoming server settings and tap **Next**. If you don't have such information, do ask from your service provider.
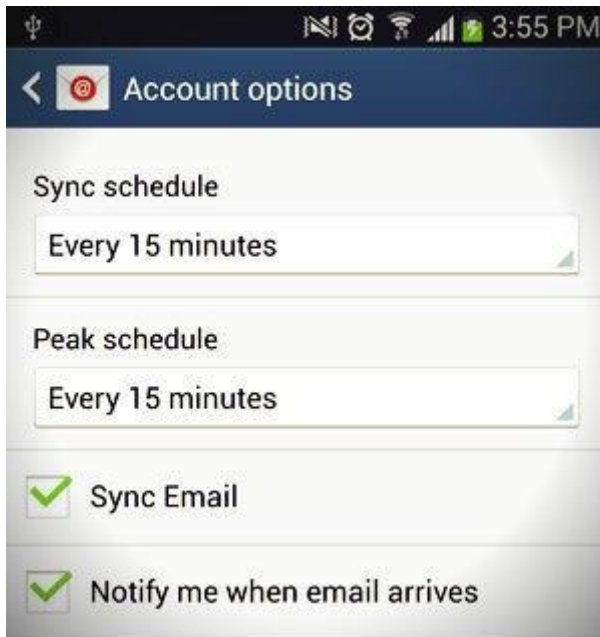

7. Fill in the outgoing server settings and tap **Next**. If you don't have such information, do ask from your service provider.

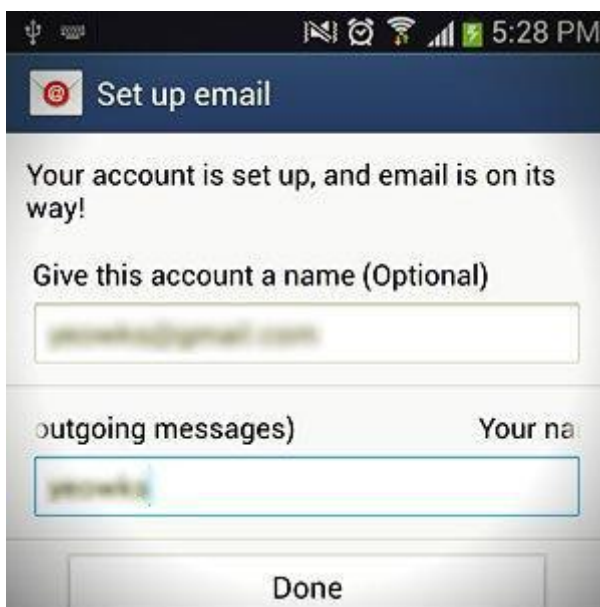8. On the **Account options** screen, customize the email syncing frequency for both peak and normal hours, tick both **Sync Email** and **Notify me when email arrives**.

9. On the **Set up email** screen, customize the email account and sender names. Tap **Done** to complete the whole process.

Setup 3rd Party Mail (POP) account - Samsung Galaxy S III

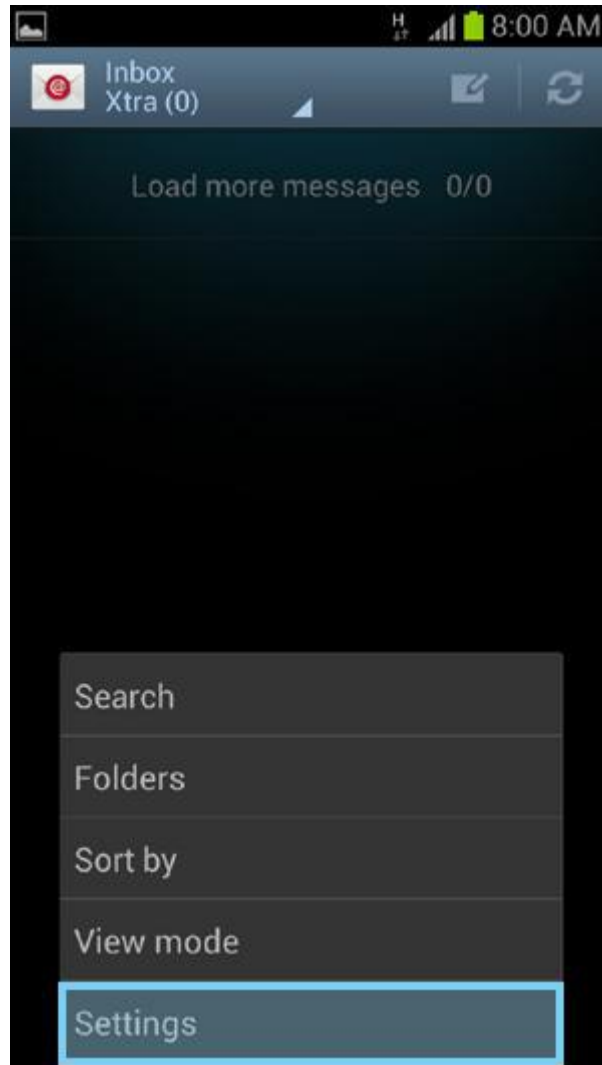1. Tap **Applications**

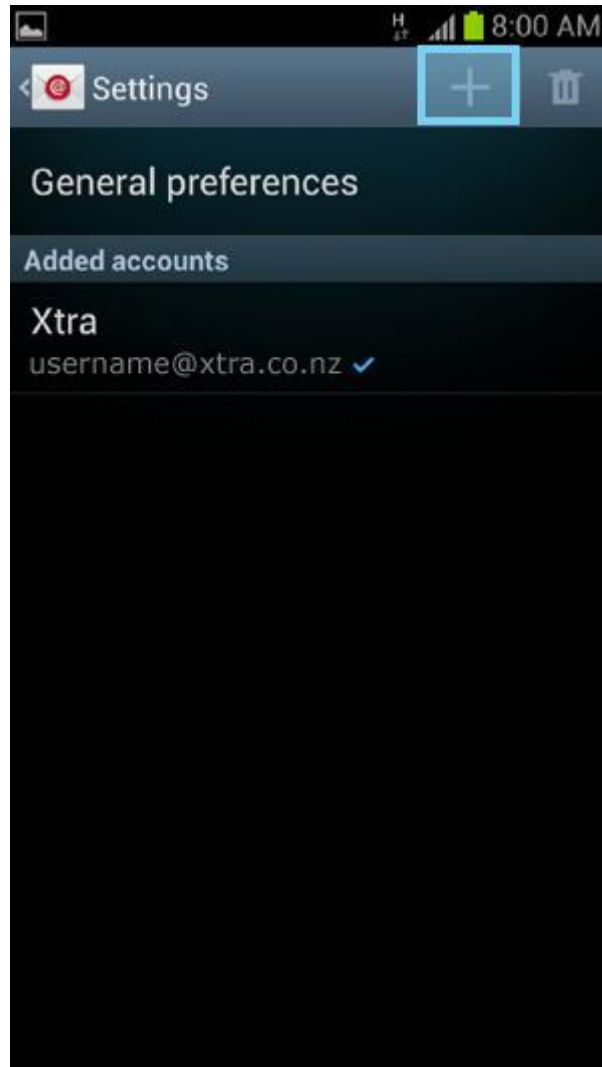2. Tap **Email**

3. If there are existing accounts:
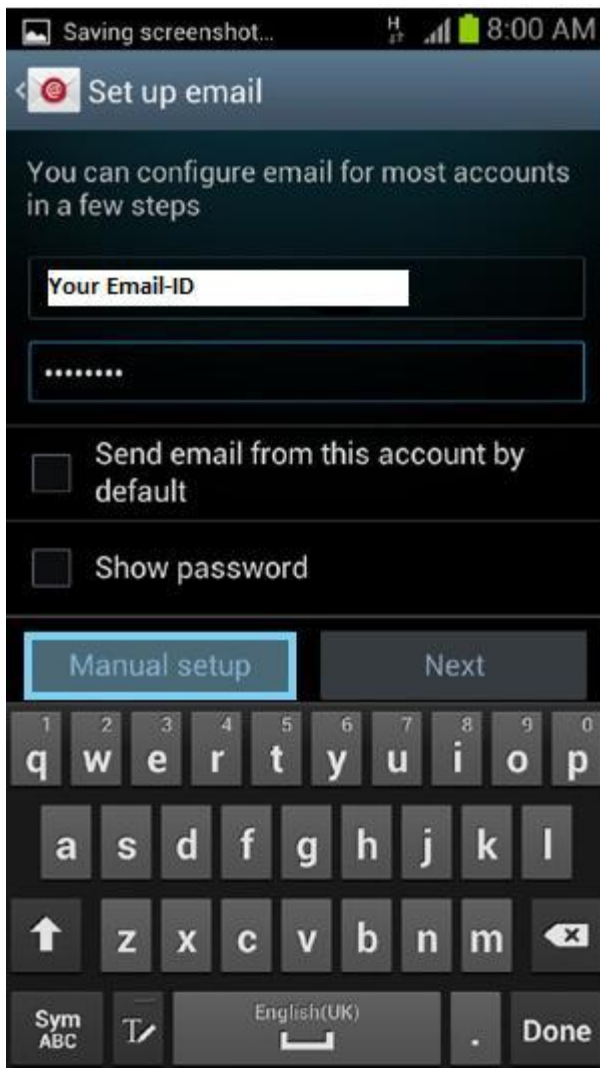
o Tap the **Options** key

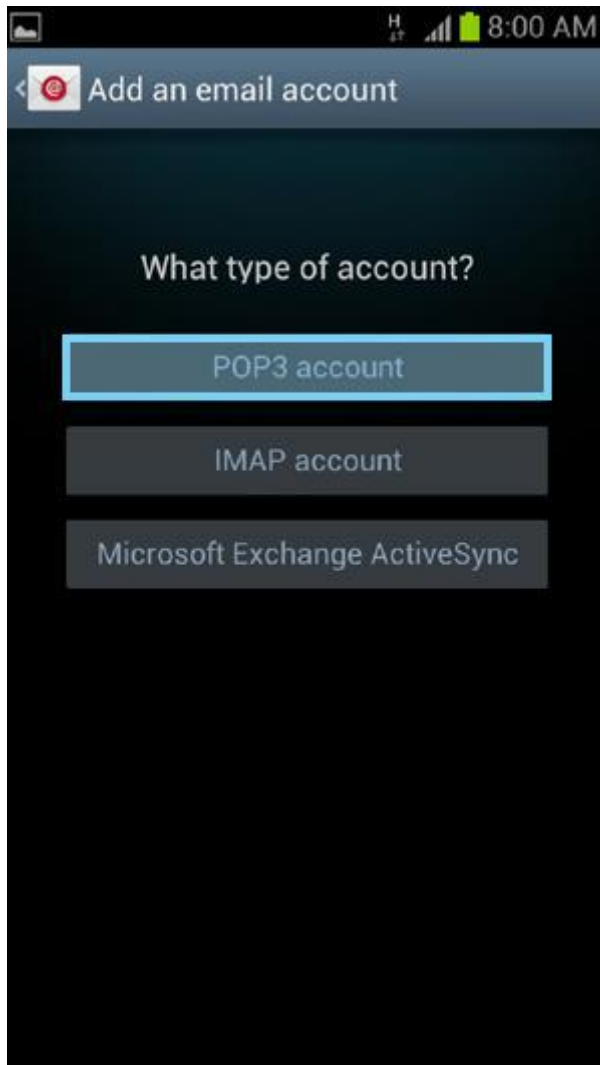o   Tap **Settings**

o Tap the **+** icon

4. Tap the **Email Address** field

5. Enter your email address

6. Tap the **Password** field

7. Enter in your password

8. Tap **Manual Setup**

9. Tap **POP3 Account**

10.   Enter in the incoming POP3 server address

11.   Tap the **Security Type** field

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

13.   Tap the **Port** field

14.   Enter in the port number

15.   Tap in the **Delete Email form Server** field

16.   Select **Never** or **When I Delete from Inbox**

17.   Tap **Next**

23.   Tap the **SMTP Server** field

24.   Enter in the outgoing SMTP server address is **mxa.w3i.email**

25.   Tap the **Security Type** field

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

27.   Tap the **Port** field

28.   Enter in the port number

29.   Ensure **Require Sign In** is ticked

30.   Tap the **Username** field

31.   Enter in your username

32.   Tap the **Password** field

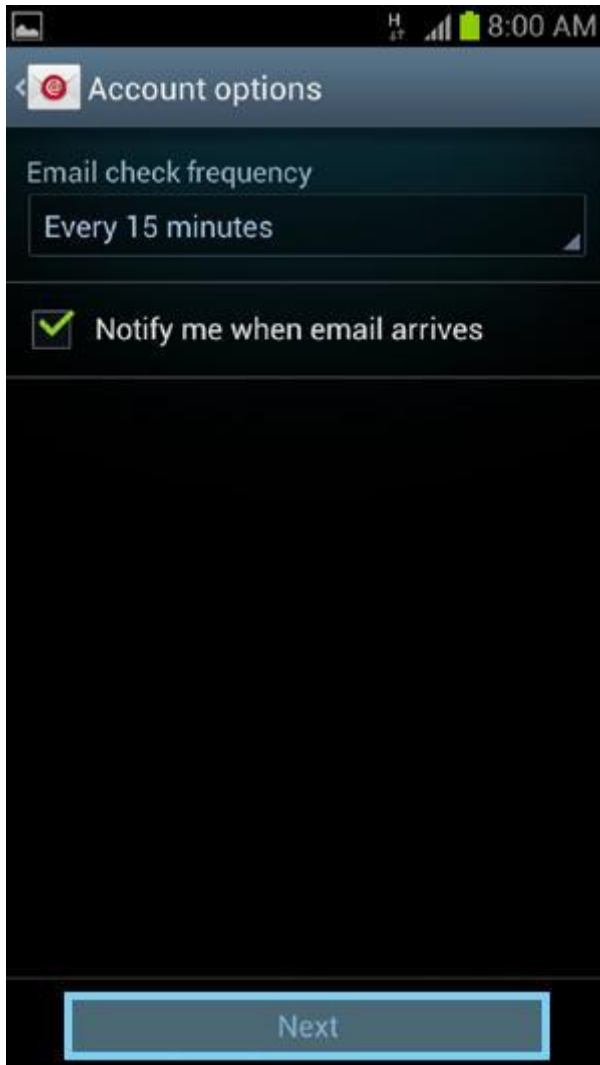33.   Enter in your password

34.   Tap **Next**
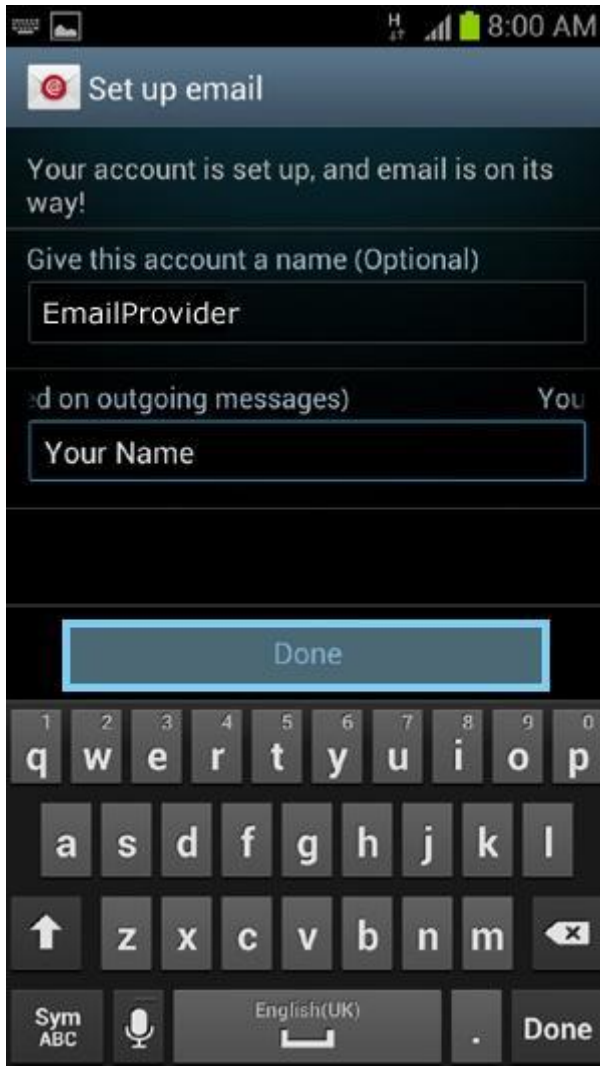
35.   Tap the **Email Check Frequency** field

36.   Select the desired time

37.   Tap **Next**

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

39.   Enter in the name of the email provider

40.   Tap the **Your Name** field

41.   Enter in your full name

42.   Tap **Done**

Webmail Link

http://webmail.mxa.w3i.email/login.php