

Gmail for Mobile - E-Mail Set Up Instructions

If you don't have your email account set up yet, log-in to our Ticket System and submit a "New Ticket" asking us to set up a new email account. We will respond to your Ticket with the Username and Password.

You may log-in to our Ticket System here:

<https://www.clearimaging.com/client-support>

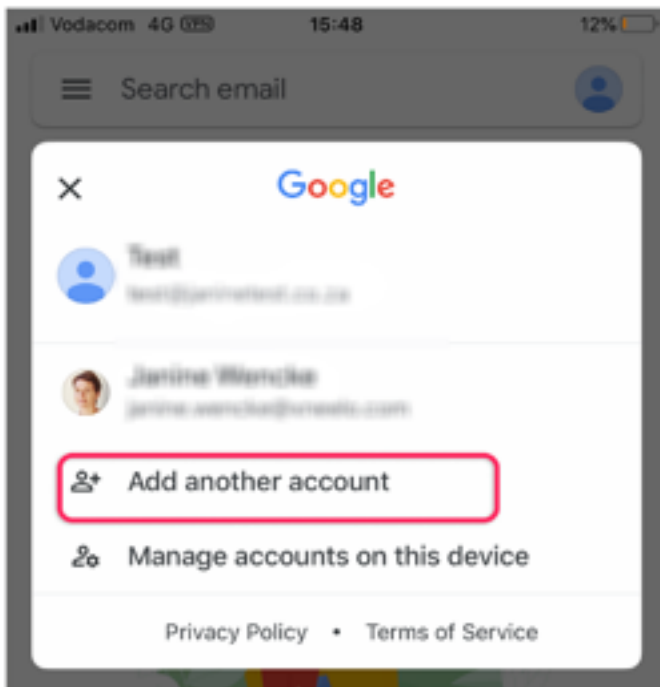
Instructions for Adding an Email Account in: **Gmail for Mobile**

Steps

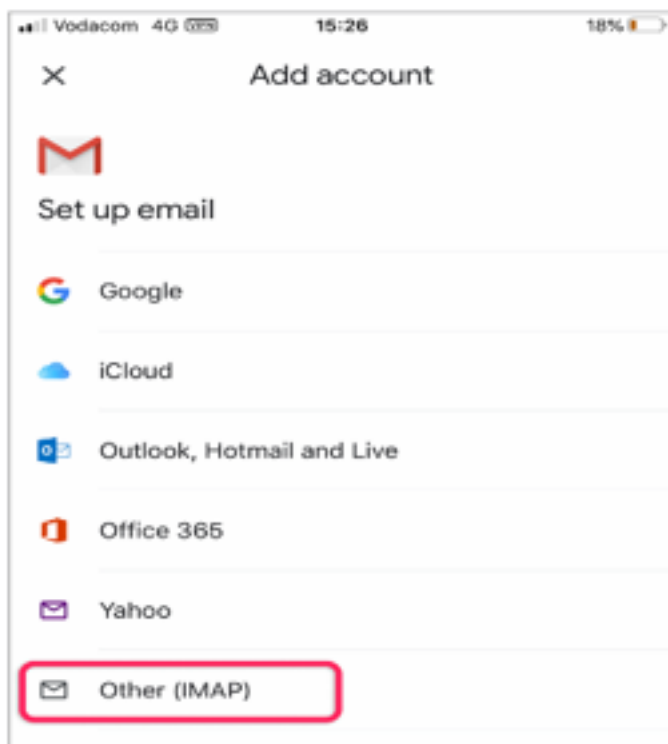
1. Launch **Gmail** on your mobile device. If this is your initial email account setup, proceed to step 4.
2. Click on the **profile** icon located at the top right corner of the screen.



3. Select "Add another account".



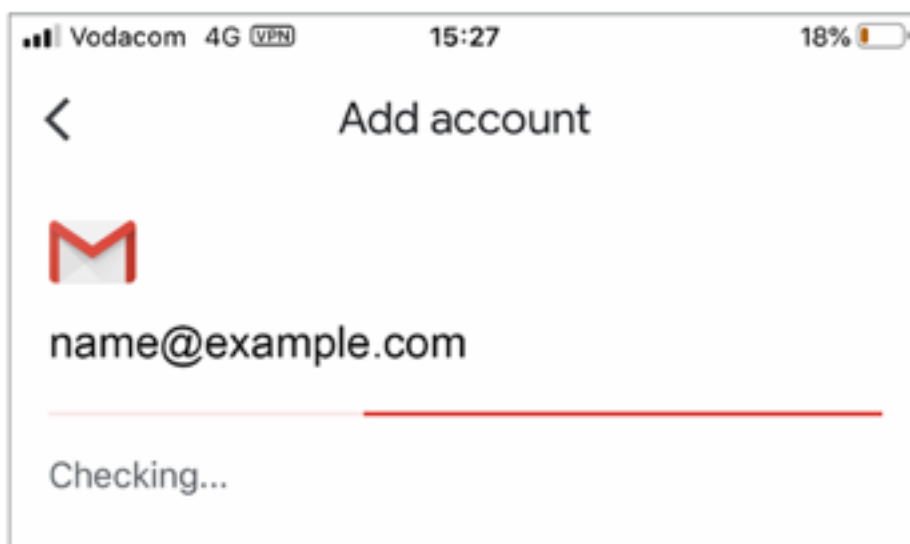
4. Navigate to the "Add Account" screen and choose "Other" at bottom.



5. Enter the desired email address and then proceed by tapping "Next."

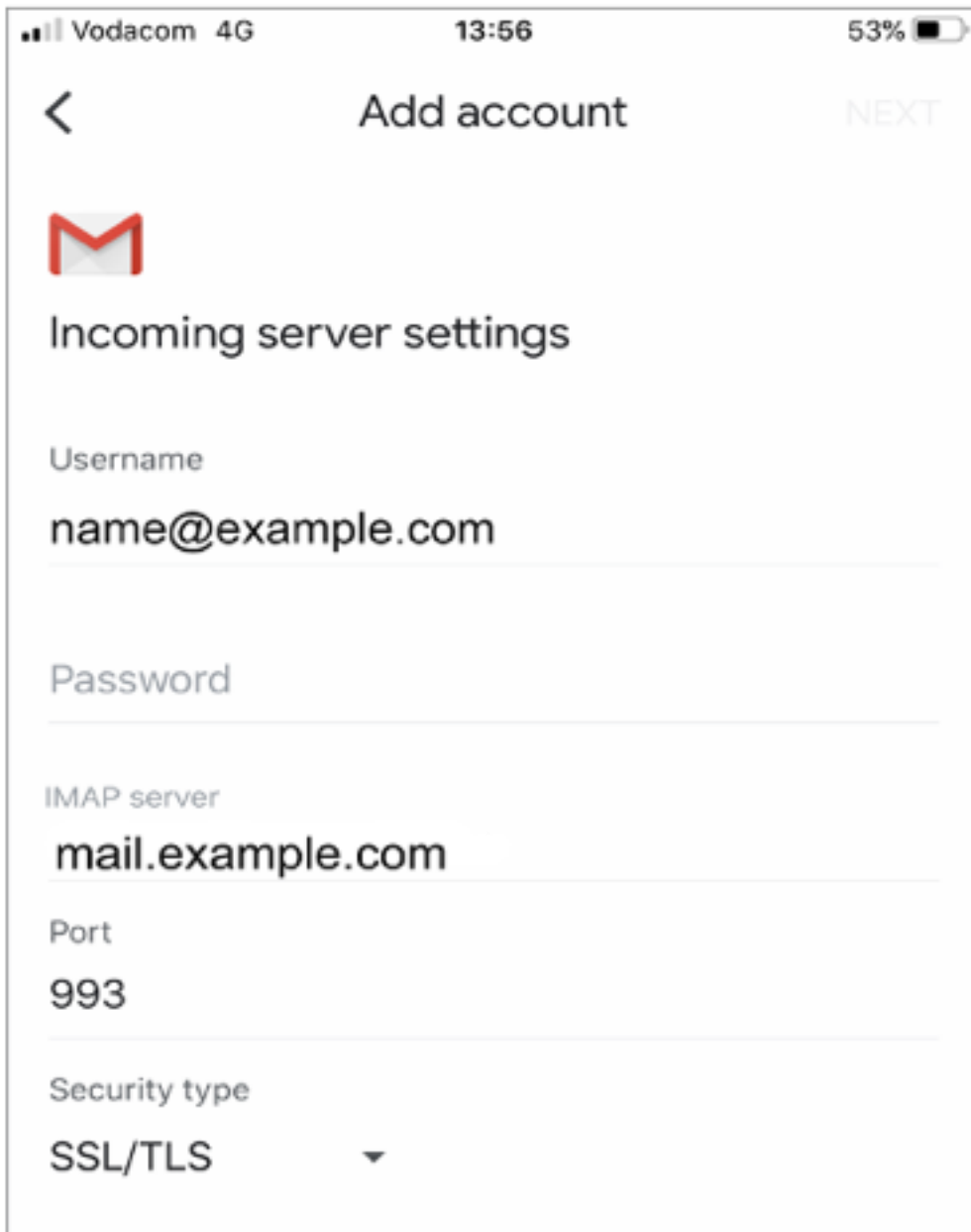


6. Gmail will now attempt to establish a connection.



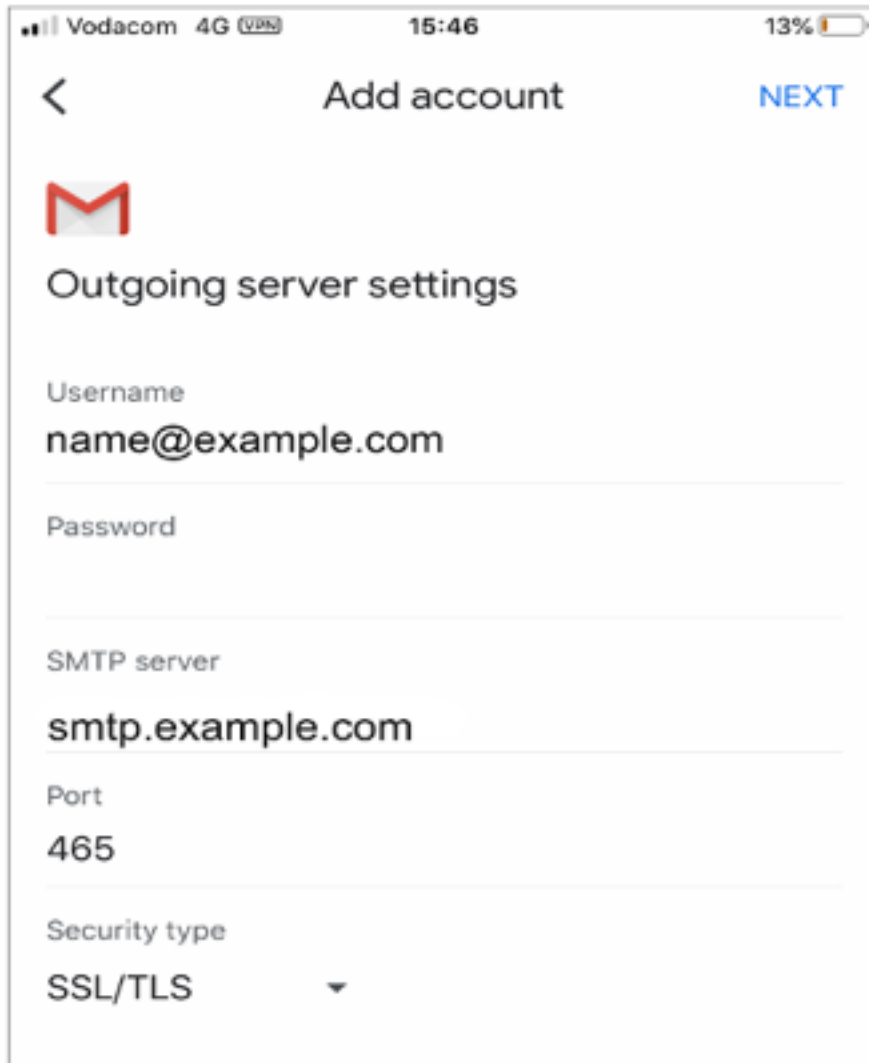
7. Configure **Incoming Mail Server** settings as follows:

- User name: Your full email address
- Password: Your mail account password
- IMAP server: Use "mail." followed by your domain name (example: mail.my-domain.com)
- Port: 993
- Security type: SSL/TLS

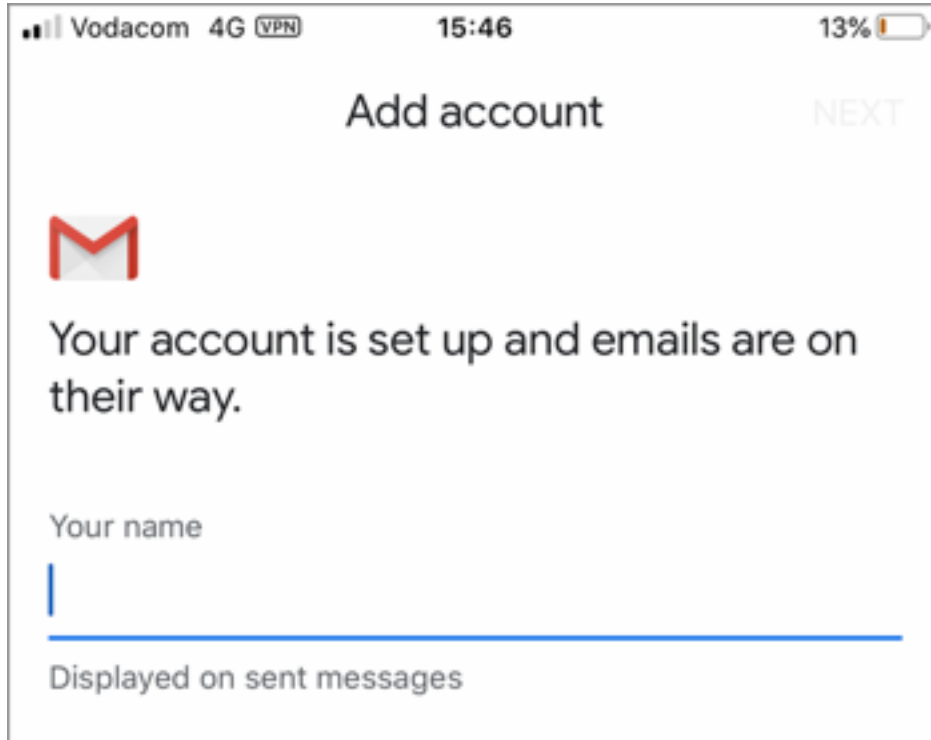


- Proceed by tapping "Next" located at the top right corner of your screen.
8. Configure **Outgoing Server** settings as follows:
- User name: Your full email address
 - Password: Your mail account password (same as step 7)

- SMTP server: Use "smtp." followed by your domain name (example: smtp.my-domain.com)
 - Port: 465
 - Security type: SSL/TLS
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- Tap "Next" to proceed.
9. The account settings will undergo testing, and upon successful completion, you will receive a confirmation message.
 10. Lastly, **add** your preferred **name** for it to appear on your sent mail.



- Note: In some cases, mail.domain and smtp.domain might not work. In such instances, you'll need to use the server name instead (e.g., www34.cpt1.host-h.net). Find your server name.