

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.

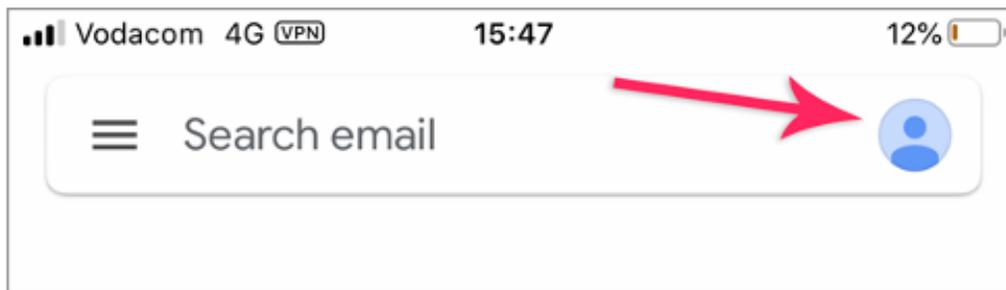
You may log-in to our Ticket System here:

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

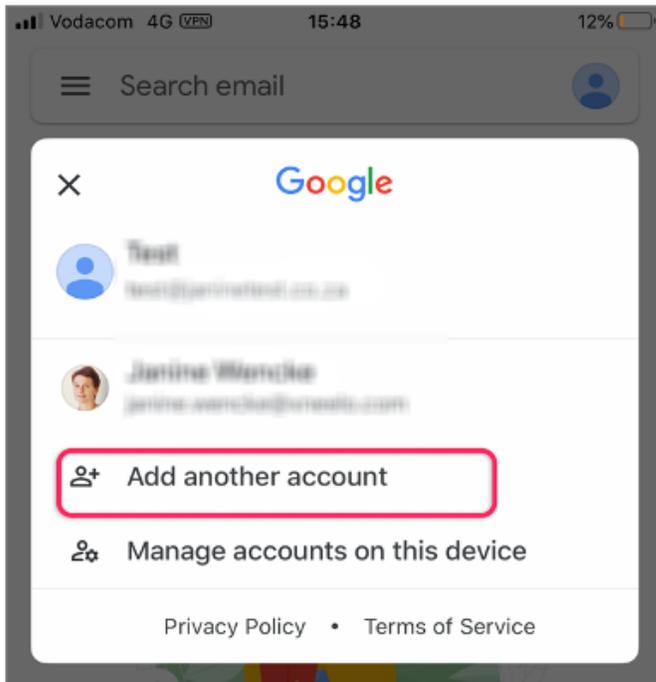
Instructions for Adding an Email Account in: **Gmail for Mobile**

Steps

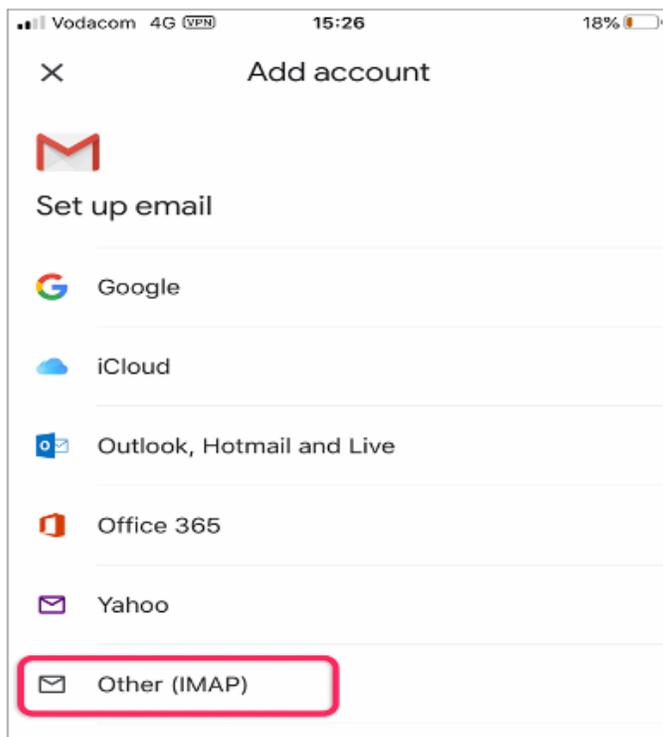
1. Launch **Gmail** on your mobile device. If this is your initial email account setup, proceed to step 4.
2. Click on the **profile** icon located at the top right corner of the screen.



3. Select "Add another account".



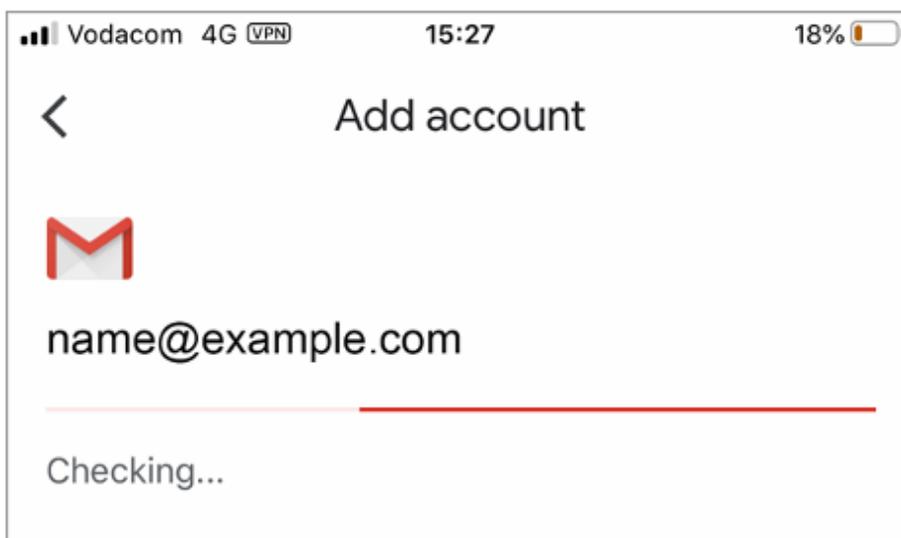
4. Navigate to the "Add Account" screen and choose "Other" at bottom.



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

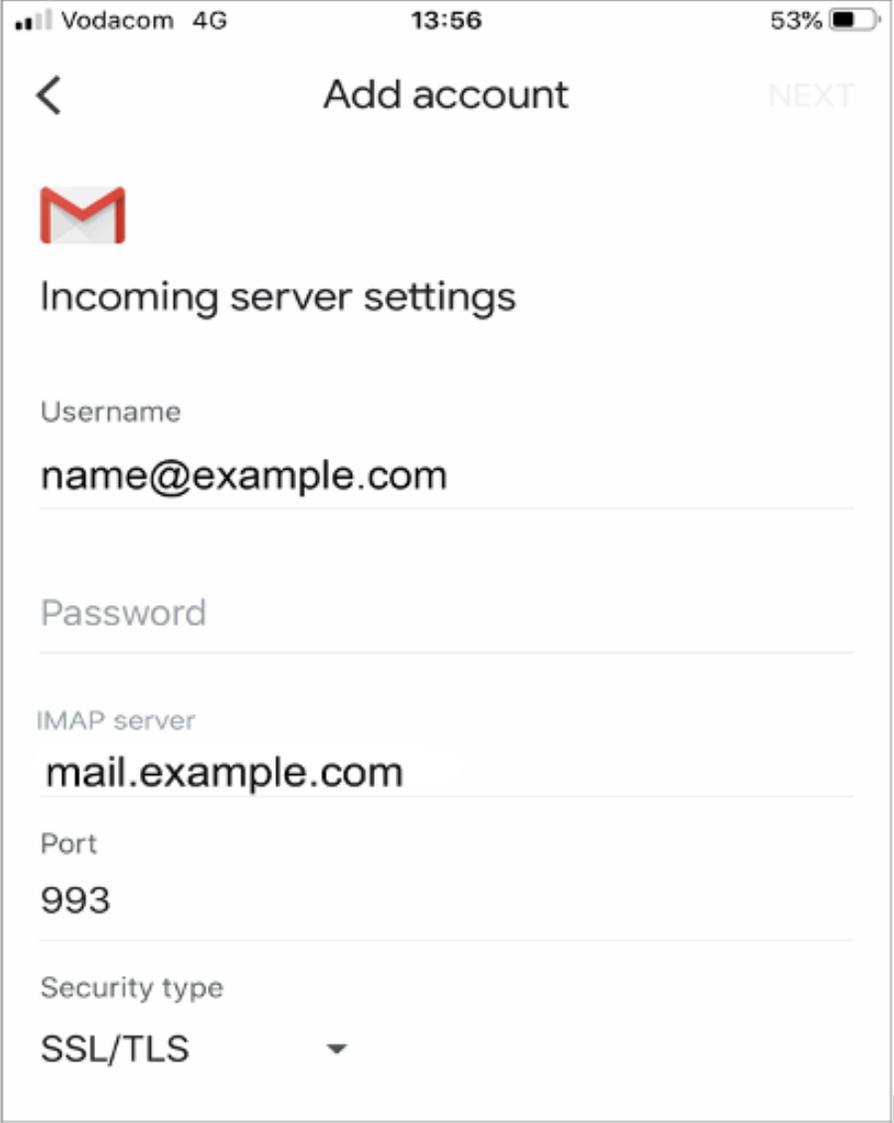


6. Gmail will now attempt to establish a connection.



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



Vodacom 4G 13:56 53%

< Add account NEXT



Incoming server settings

Username
name@example.com

Password

IMAP server
mail.example.com

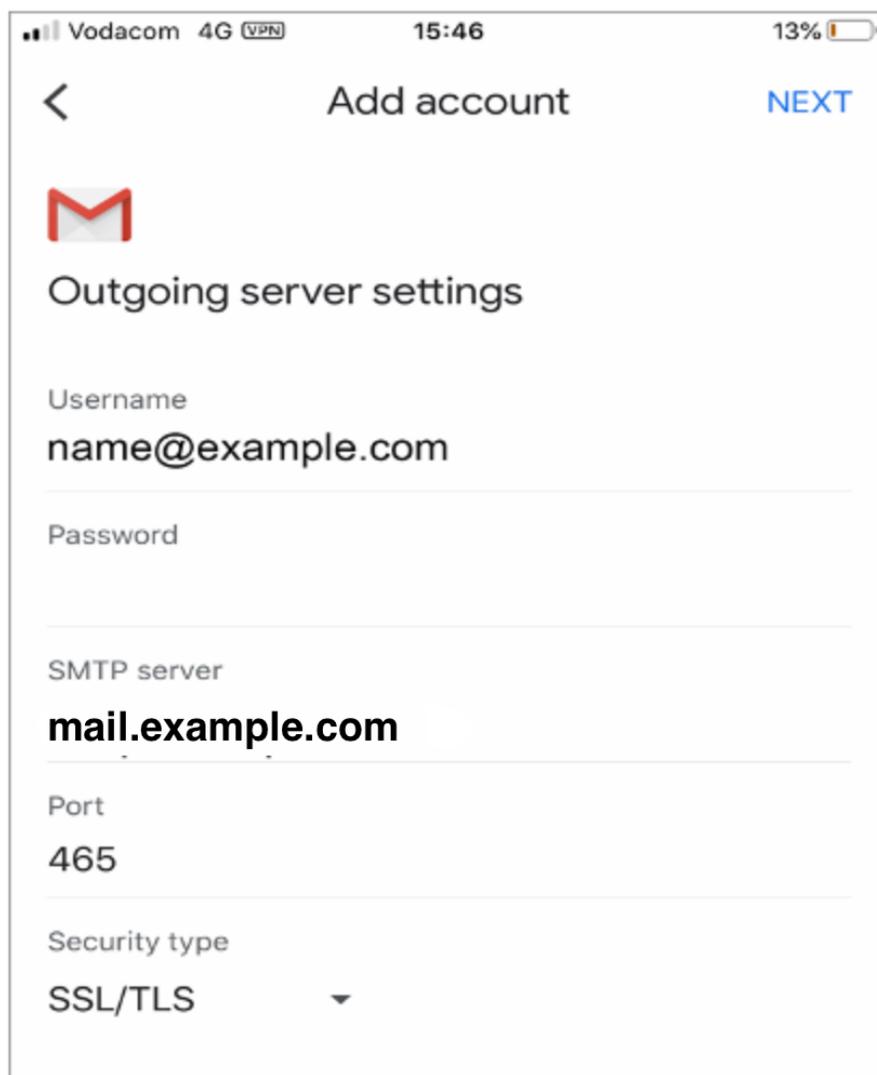
Port
993

Security type
SSL/TLS ▼

- Proceed by tapping "Next" located at the top right corner of your screen.

8. Configure **Outgoing Server** settings as follows:

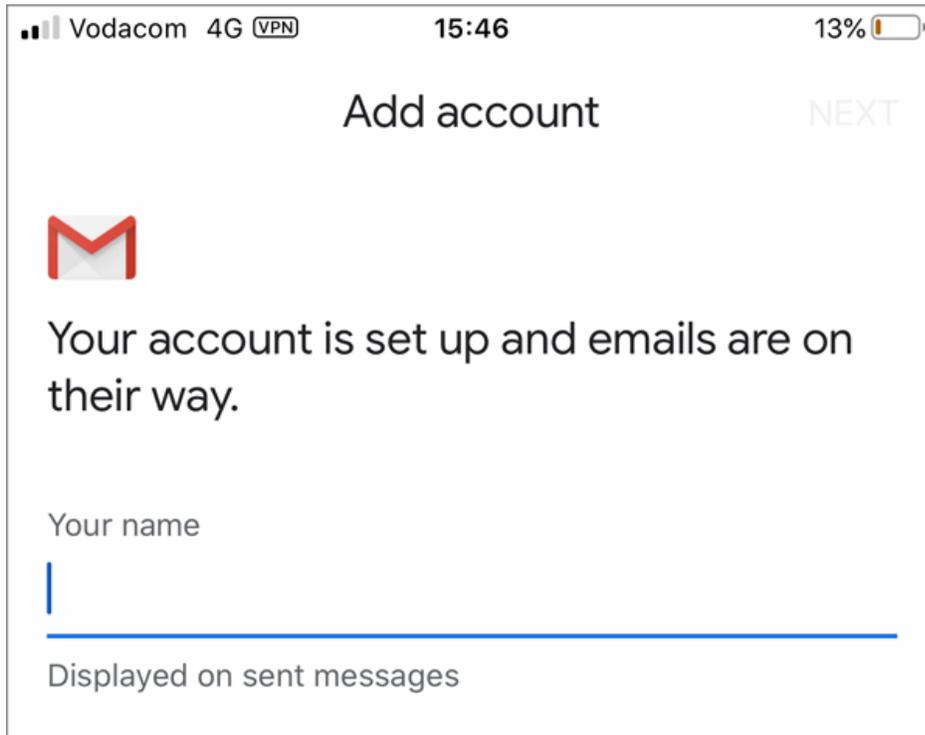
- User name: Your full email address
- Password: Your mail account password (same as step 7)
- SMTP server: Use "mail." followed by your domain name (example: mail.my-domain.com)
- Port: 465
- Security type: SSL/TLS



The screenshot shows the 'Add account' screen in an email app. At the top, the status bar displays 'Vodacom 4G VPN', the time '15:46', and '13%' battery. The screen has a back arrow on the left, the title 'Add account' in the center, and a blue 'NEXT' button on the right. Below the title is the Gmail logo and the heading 'Outgoing server settings'. The form contains the following fields: 'Username' with the value 'name@example.com', 'Password' (empty), 'SMTP server' with the value 'mail.example.com', 'Port' with the value '465', and 'Security type' with a dropdown menu set to 'SSL/TLS'.

- 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.example.com might not work. In such instances, you'll need to use the server name instead (contact us to find your server name).