



## Setting up Email on Android

To begin, make sure that you have your CTC email account password. If you don't remember your password, call us at 218-454-1234 to verify your account and help you recover it. Our mail servers are **mail.brainerd.net** for both Incoming and Outgoing mail. Your Username is your full email address

1. From the Home screen, tap the Application button.
2. Tap the Email icon or hit the **Add Account** button
3. If this is your first email account, you will be presented with an email setup screen. Tap the **Next** button. Otherwise, press the **Menu** button, and tap the **Add Account** button.
4. In the "Type your account email address" box, enter your full email address, e.g., email@my-domain.com.
5. In the second box, enter your email account password.
6. Tap the "**Manual Setup**" button.
7. Tap the "**POP Account**" button.
8. Enter the following information in the spaces provided: \* *For business or hosted accounts see below*
  - Username—Enter your full email address.
  - Password—Enter your email account password.
  - POP server—Enter the name of the secure email server: **mail.brainerd.net**
  - Port—Enter the secure port number: **995**
  - Security type—Select the security: *SSL (accept all certificates)*
  - Note: Ensure Port is still **995**.
9. Tap the Next button. The device will connect to the internet and check your incoming settings.
10. On the "Outgoing server settings" screen, enter the following information in the spaces provided:
  - SMTP server—Enter the name of the secure email server: **mail.brainerd.net**
  - Port—Enter the secure port number: **587**
  - Security type—Select the security: *SSL (accept all certificates)*
  - Note: Ensure Port is still **587**.
11. Tap the "Require sign-in" checkbox.
12. In the Username box, enter your full email address.
13. In the Password box, enter your email account password.
14. Tap the Next button. The device will connect to the internet and check your outgoing settings.
15. On the "Account options" screen, select your "Email checking frequency."
  - Note: This frequency will impact battery life.
16. Tap the "Notify me when email arrives" checkbox to see an alert on the status bar when you have new email.
17. Name your account as desired.
18. Enter your name as you want it displayed in email.

\* *For business or hosted accounts use your domain address for the Mail Server name ie: mail.yourdomain.com for incoming and outgoing mail server settings.*