Connecting to Staffmail with Android

This guide describes how to setup Staffmail on an Android smartphone using the K9 mail client (free).

Use of the open source K9 mail client is recommended as the bundled mail client may cause problems on some phones. You can download and install the K9 mail client from Google Market: https://market.android.com/details?id=com.fsck.k9&hl=en
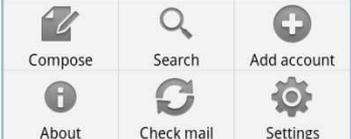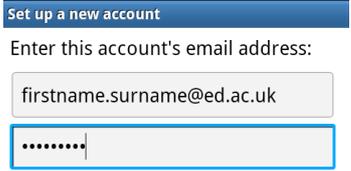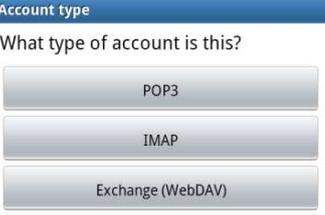
To complete this task you need to know your University Username (UUN) and EASE password.

For any problems or questions, please contact IS.Helpline@ed.ac.uk or phone (6) 515151. You can find us online at www.ed.ac.uk/is/help.
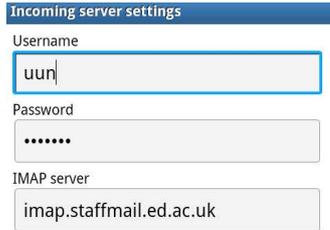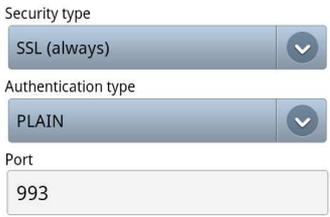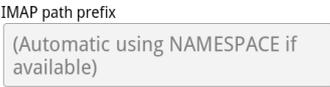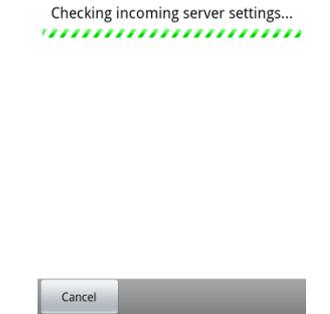
> **Important**
>
> Some University staff have their email on the **Exchange** mail system, not Staffmail**.** You can verify which mail service you are using as follows: Go to www.ed.ac.uk/is/email and enter your username into the box titled **Find your email service**.
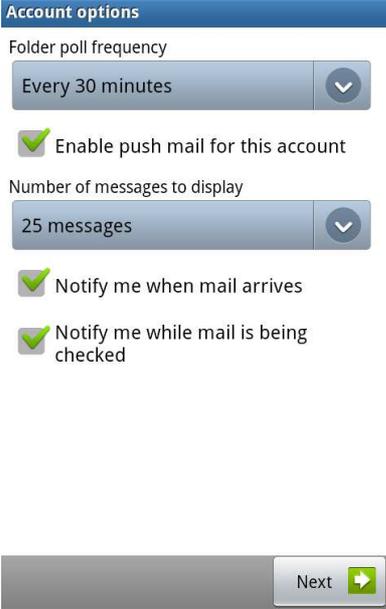
Setting up Staffmail with the K9 client for Android

1. Start the K9 client.	K-9 Mail
2. If this is the first time you run the K9 client, skip to the next step. If you already have accounts in K9, then press the **menu** button and go to **Add Account**.	Compose Search Add account About Check mail Settings
3. Enter your University email address and your EASE password. *Do not click "Next" now.*	Set up a new account Enter this account's email address: firstname.surname@ed.ac.uk ••••••••
4. If you already have other accounts in the K9 app you have the option to set **Send mail from this account by default**.	✔ Send mail from this account by default
5. Now press **Manual Setup** (not "Next").	Manual setup Next ▶
6. Press **IMAP**.	Account type What type of account is this? POP3 IMAP Exchange (WebDAV)

12. Press **Next**. K9 will display a screen saying "**Checking outgoing server settings**", how long this takes depends on your connection speed. If K9 shows an error at this point, go back and ensure all settings are put in exactly as above.	Checking outgoing server settings... Cancel
13. You will see the **Account Options**. You can leave the default options or change them according to your personal preference. Note if you set the **poll frequency** this makes the phone check for new email/content at fixed intervals. If you are paying for data by the MB (e.g. when roaming abroad) then polling at a higher frequency costs more.	**Account options** Folder poll frequency Every 30 minutes ✓ Enable push mail for this account Number of messages to display 25 messages ✓ Notify me when mail arrives ✓ Notify me while mail is being checked Next
14. Finally, give the account a name, and enter your name as it will appear on outgoing emails.	**Almost done!** Your account is set up, and mail is on its way! Give this account a name (optional): Staffmail Type your name (displays on outgoing messages): Prof. Dr. J.D. Soap Done

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