

The University of Edinburgh

# **Information Services**



## **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: <u>https://market.android.com/details?id=com.fsck.k9&hl=en</u>

To complete this task you need to know your University Username (UUN) and EASE password.

For any problems or questions, please contact <u>IS.Helpline@ed.ac.uk</u> or phone (6) 515151. You can find us online at <u>www.ed.ac.uk/is/help</u>.

#### 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 <u>www.ed.ac.uk/is/email</u> 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
<ol> <li>If this is the first time you run the K9 client, skip to the next step.</li> <li>If you already have accounts in K9, then press the menu button and go to Add Account.</li> </ol>	ComposeQ SearchD Add accountO AboutC Check mailSettings
3. Enter your University email address and your EASE password. <i>Do not click "Next" now.</i>	Set up a new account Enter this account's email address: firstname.surname@ed.ac.uk
<ol> <li>If you already have other accounts in the K9 app you have the option to set Send mail from this account by default.</li> </ol>	Send mail from this account by default
5. Now press Manual Setup (not "Next").	Manual setup
6. Press IMAP.	Account type What type of account is this? POP3 IMAP Exchange (WebDAV)

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<ul> <li>7. Enter the following: Username: Your University Username (UUN)</li> <li>In the example shown to the right enter your username where the screenshot has "uun".</li> <li>Password: Your EASE password IMAP Server: imap.staffmail.ed.ac.uk</li> <li>8. Do not press "Next" yet, scroll down and enter further settings as below: Security Type: SSL (Always) Authentication type: PLAIN Port: 993</li> </ul>	Incoming server settings   Username   uun   Password   •••••••   IMAP server   imap.staffmail.ed.ac.uk     Security type   SSL (always)   Authentication type   PLAIN   Port
<ol> <li>Leave the IMAP path prefix and the settings for compression as they are.</li> </ol>	IMAP path prefix (Automatic using NAMESPACE if available)
<ul> <li>10. Press Next.</li> <li>K9 will display a screen saying "Checking incoming server settings", how long this takes depends on your connection speed.</li> <li>If K9 shows an error at this point, go back and ensure all settings are put in exactly as above.</li> </ul>	Checking incoming server settings
<ul> <li>11. For Outgoing Server Settings enter:</li> <li>SMTP Server: smtp.staffmail.ed.ac.uk Security Type: SSL (Always) Port: 465 Require sign-in: Ticked Authentication Type: Automatic</li> <li>Username and password are already set, leave them as is.</li> <li>Your username will be shown where the example screenshot on the right shows "uun".</li> </ul>	Outgoing server settings   SMTP server   smtp.staffmail.ed.ac.uk   Security type   SSL (always)   Port   465   Image: Content of the security of the

12. Press Next.	
K9 will display a screen saying " <b>Checking</b> <b>outgoing server settings</b> ", how long this takes depends on your connection speed.	Checking outgoing server settings
If K9 shows an error at this point, go back and ensure all settings are put in exactly as above.	Cancel
<ul> <li>13. You will see the Account Options. You can leave the default options or change them according to your personal preference.</li> <li>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.</li> </ul>	Account options         Folder poll frequency         Every 30 minutes         Image: Comparison of the state of the
14. Finally, give the account a name, and enter your name as it will appear on outgoing emails.	Next

If you require this document in an alternative format, such as braille or larger print, please phone IS Helpline on 0131 651 5151 or email <u>IS.Helpline@ed.ac.uk</u>

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