Setting up your University Email Account on an Android Device

These instructions are to be used as a general guideline only, directions will vary per device.

1. Open the **Settings** app for your phone or tablet.
2. Scroll down and find **Cloud and Accounts**
3. Choose **Accounts**
4. Choose **Add account**
5. Select **Email**
6. Enter in your full email address and password and choose Manual Setup.
   *During our CLID to ULID transition, some users will have **CLID@louisiana.edu** as their primary email address while others will have **ULID@louisiana.edu**. To confirm you’re using the correct email address login to your University email in a web browser and hover your mouse over your name in the top right corner of the screen. The email address that appears in the box is your primary address.*
7. Select **IMAP account**.

**Enter the following settings for the Incoming Server:**
- Email Address: YourCLID/ULID@louisiana.edu
- Username: YourCLID/ULID@louisiana.edu
- Password: YourPasswordHere
- IMAP Server: imap.zimbra.louisiana.edu
- Security type: TLS (Accept all certificates)
- Port: 143

**Enter the following settings for the Outgoing Server:**
- SMTP Server: mailer.zimbra.louisiana.edu
- Security type: TLS (Accept all certificates)
- Port: 587
- CHECK Require sign-in
- Username: YourCLID@louisiana.edu
- Password: YourPasswordHere

8. Ensure **Authentication required before sending email** is ON, enter in your full email address and password once more and choose **NEXT**.
9. Choose your **Period to sync Emails**, the **Sync schedule** and choose **NEXT**.

*(See below for a step by step tutorial including pictures)*
1. Open the **Settings** app for your phone or tablet.
2. Scroll down and find **Cloud and Accounts**
3. Choose Accounts

![Screen shot of Cloud and Accounts settings]

**Samsung Cloud**
Keep your data safe by backing up and restoring your device. You can also sync your data with multiple devices.

**Accounts**

**Backup and restore**

**Smart Switch**
Transfer content, such as images, contacts, and messages, from your old device wirelessly or via a USB cable.

**LOOKING FOR SOMETHING ELSE?**
LOCATION
4. Choose Add Account
5. Select Email
6. Enter in your full email address and password and choose Manual Setup.
*During our CLID to ULID transition, some users will have CLID@louisiana.edu as their primary email address while others will have ULID@louisiana.edu.* To confirm you’re using the correct email address login to your University email in a web browser and hover your mouse over your name in the top right corner of the screen. The email address that appears in the box is your primary address.

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- Port: 587
- CHECK Require sign-in
- Username: YourCLID@louisiana.edu
- Password: YourPasswordHere
Server Settings

Account

Email address
YourCLIDorULID@louisiana.edu

User name
YourCLIDorULID@louisiana.edu

Password
******

Show password

Incoming Server

IMAP server
imap.zimbra.louisiana.edu

Security type
SSL

Port
143

Keep scrolling on the page, do not click NEXT yet!
SERVER SETTINGS

Optional

OUTGOING SERVER

SMTP server
mailer.zimbra.louisiana.edu

Security type
TLS (Accept all certificates)

Port
587

Authentication required before sending emails

User name
YourCLIDorULID@louisiana.edu

Password
•••••

Show password

NEXT
8. Ensure **Authentication required before sending email** is ON, enter in your full email address and password once more and choose **NEXT**.
9. Choose your **Period to sync Emails**, the **Sync schedule** and choose **NEXT**.