

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

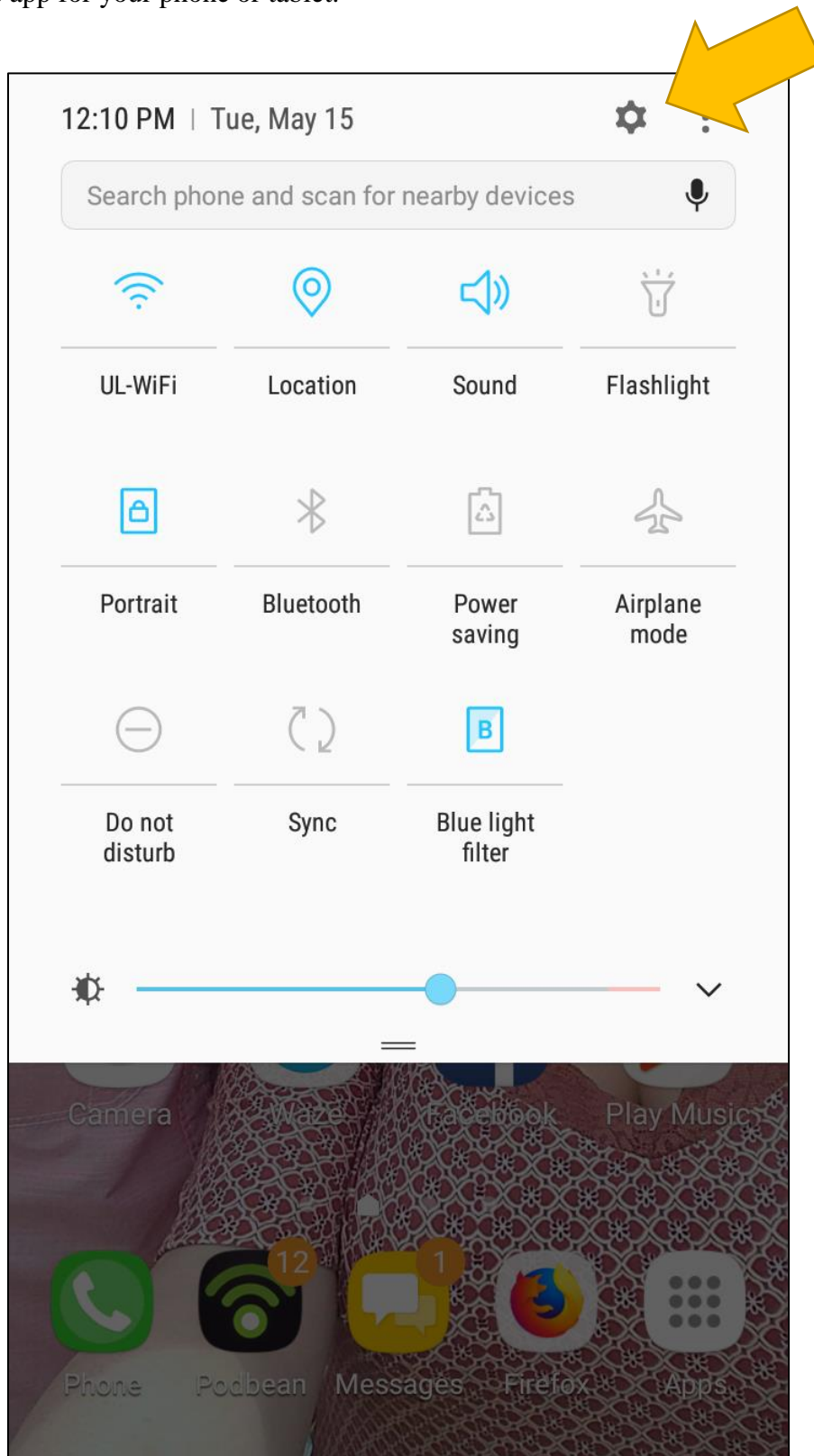
Username: YourCLID@louisiana.edu

Password: YourPasswordHere

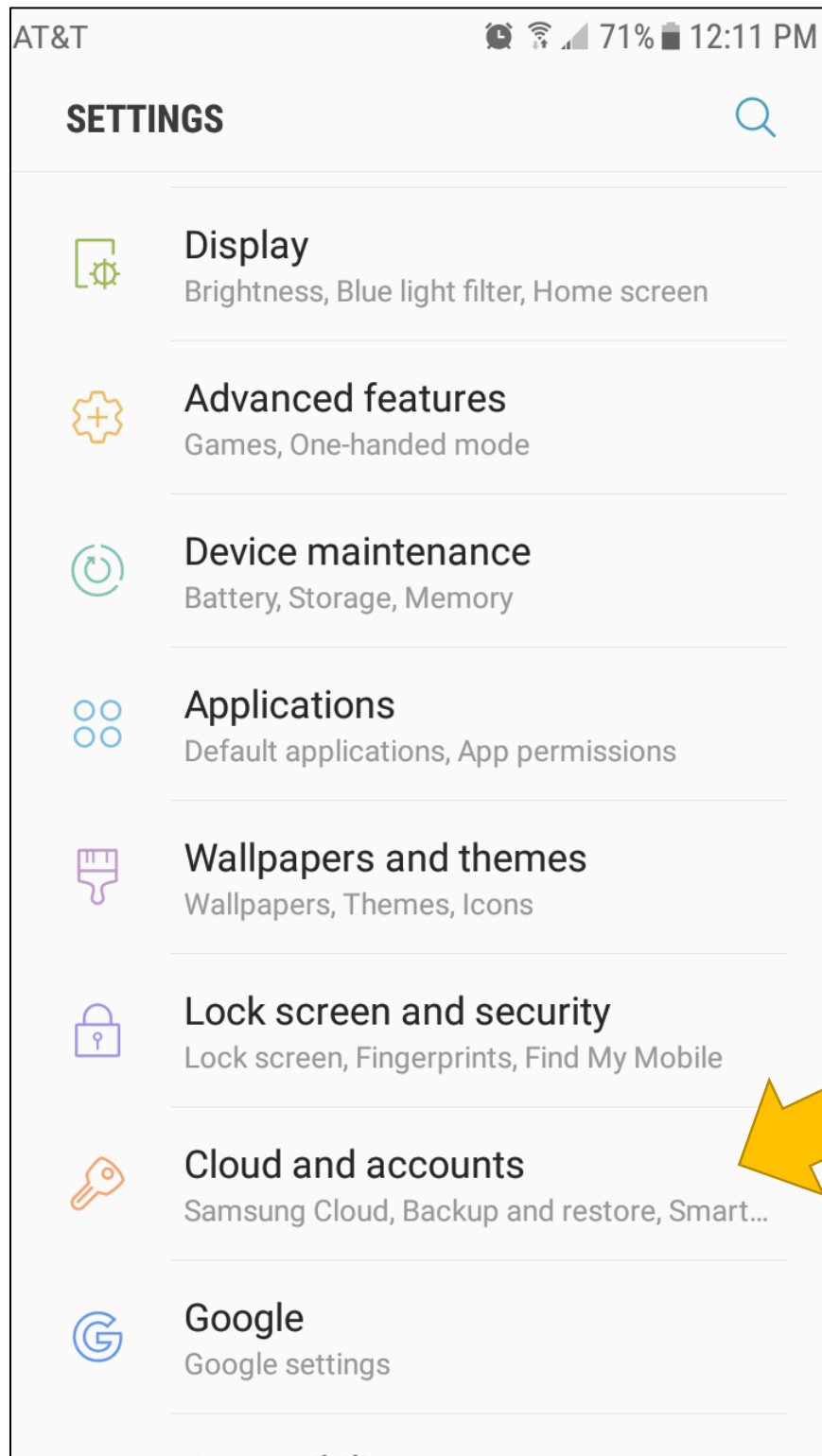
8. Ensure **Authentication required before sending email** is ON, enter in your full email address and password once more and choose **NEXT**.
9. Choose your **Period to sync Emails**, the **Sync schedule** and choose **NEXT**.

(See below for a step by step tutorial including pictures)

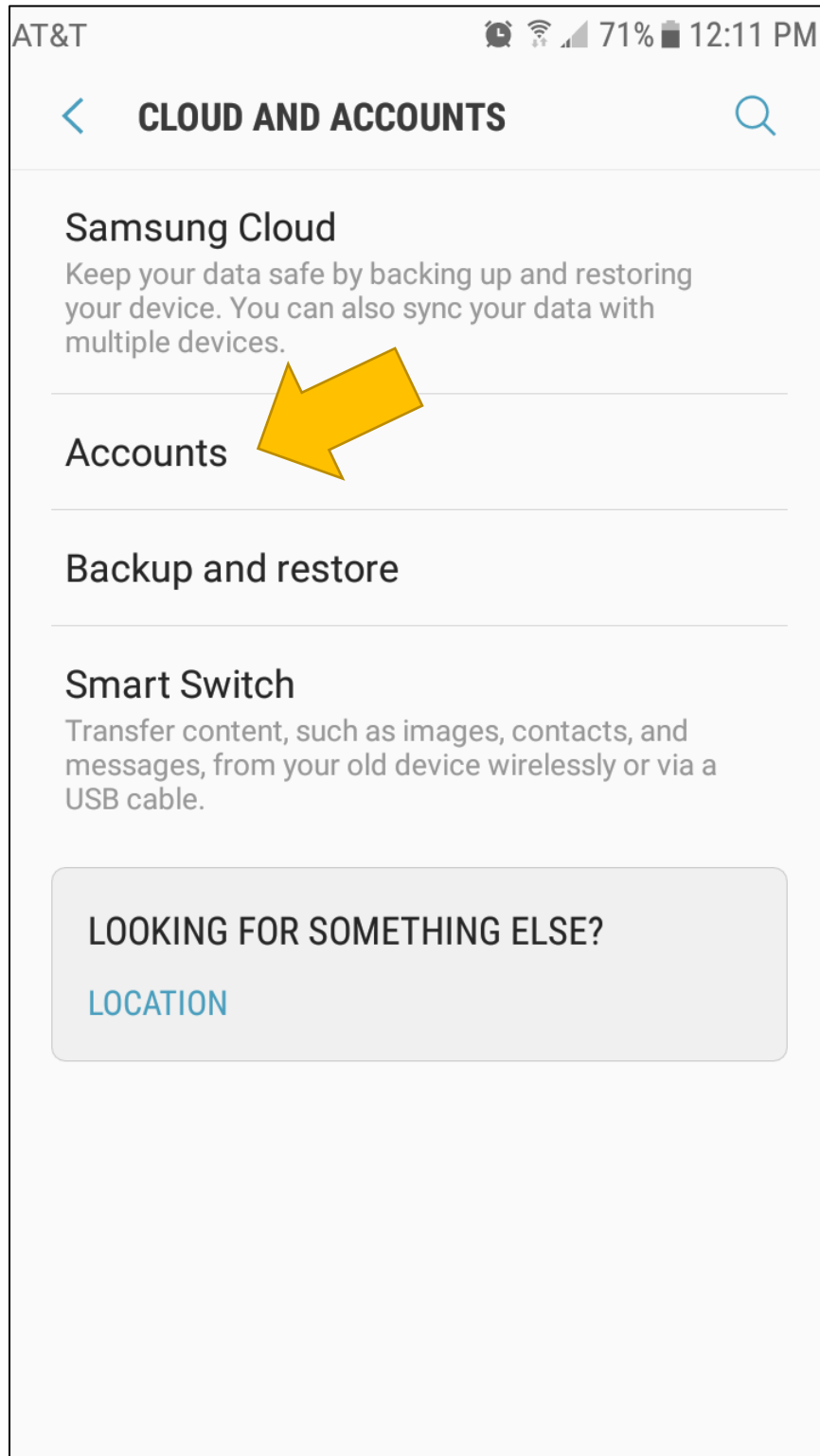
1. Open the **Settings** app for your phone or tablet.



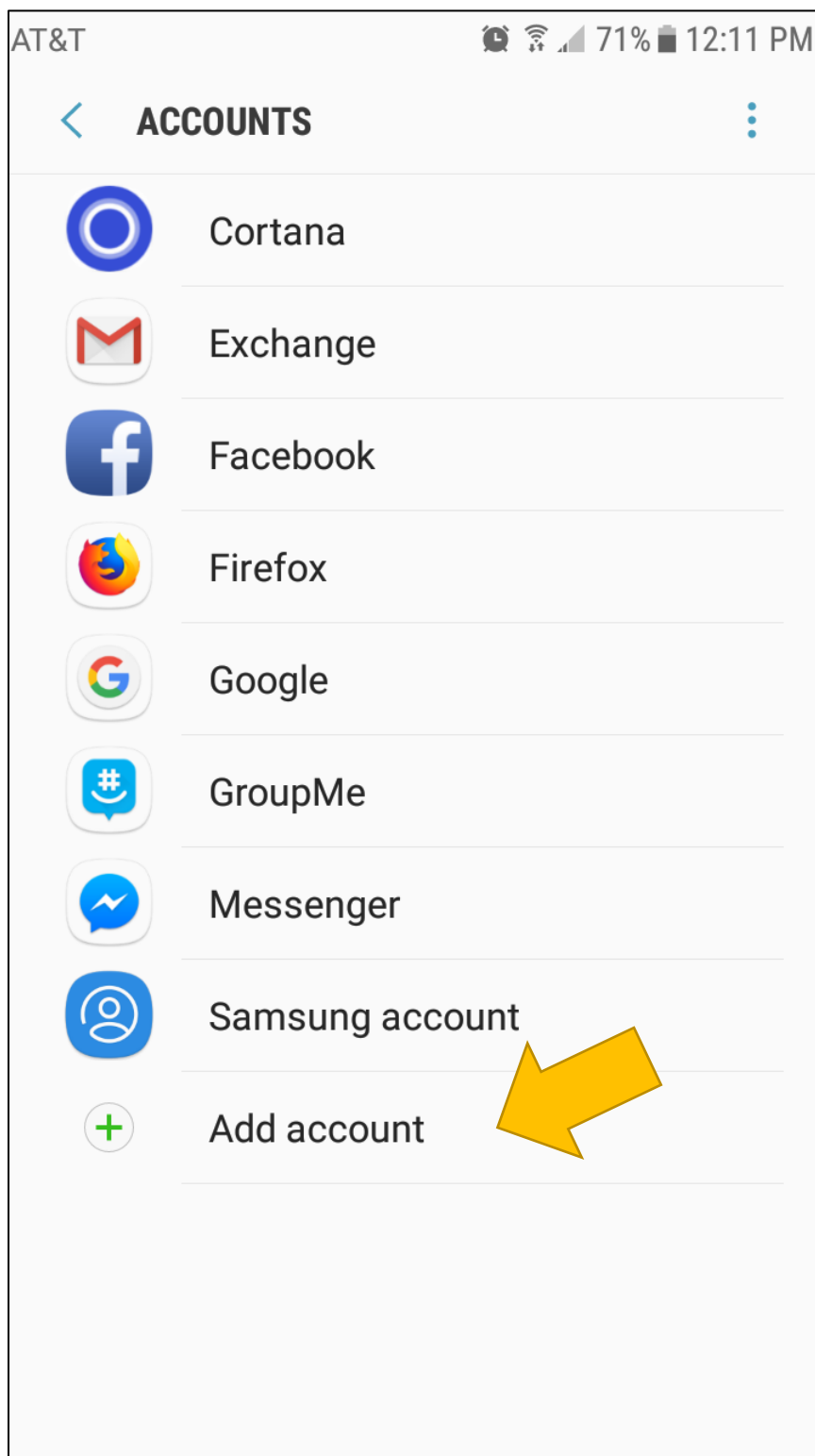
2. Scroll down and find **Cloud and Accounts**



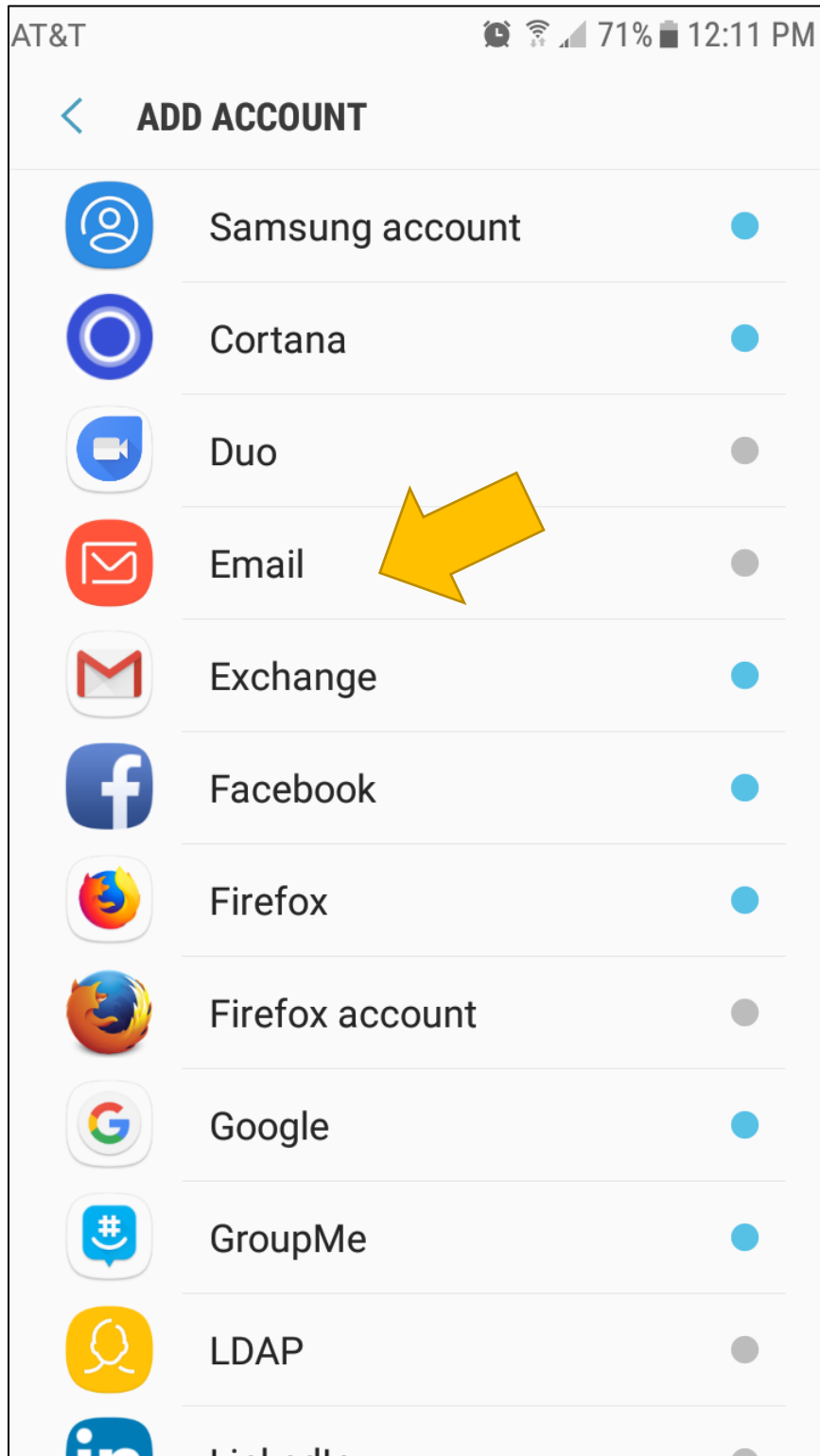
3. Choose **Accounts**



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 hoover 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

< **ADD NEW ACCOUNT**

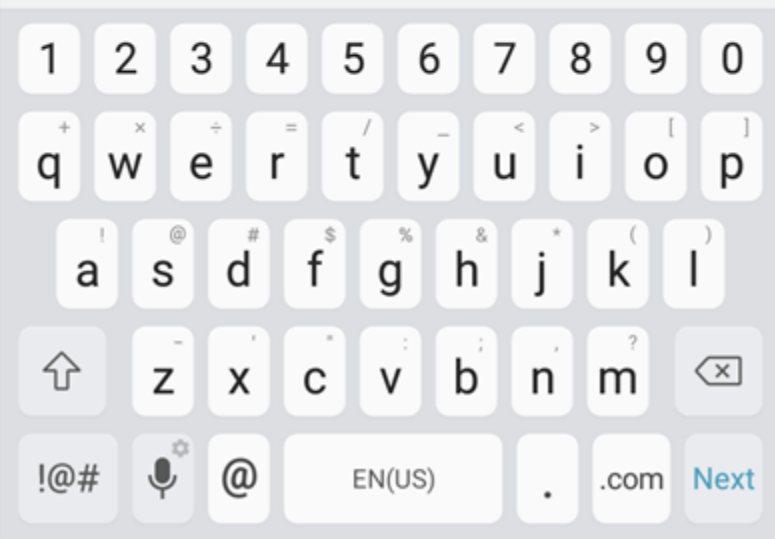
Email address

Password

Show password

MANUAL SETUP

SIGN IN



< **ADD NEW ACCOUNT**

YourCLIDorULID@louisiana.edu

.....

Show password

Select account type

POP3 account

IMAP account



Microsoft Exchange ActiveSync

MANUAL SETUP

SIGN IN

< **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

NEXT

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**.

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< **MANUAL SETUP**

Period to sync Email

2 weeks ▼

Sync schedule

Every hour ▼

Notify me when email arrives

NEXT

