1. Select “Settings” from the notification bar.

2. Select “Accounts & sync”

3. Select “Add Account…”

4. Select “Email”
5. Fill in your full e-mail and password then click “Manual setup”.

6. Select “POP3”

7. Incoming Server: mail.westernu.edu
   Port: 995
   Security Type: SSL

8. Outgoing Server: mail.westernu.edu
   Port: 587
   Security Type: TLS or STARTTLS
9. Choose the frequency at which your account checks your inbox depending on your battery life.

![Account settings]

10. Enter a name for your account and your Display Name (Full Name). Setup is complete.

![Account setup]

If you’re still having issues setting up your Android:

1. Do you have reception?
2. Try connecting to a wireless signal.
3. Double-check you’ve typed your USERNAME and PASSWORD correctly.
4. Make sure you can successfully login to http://mail.westernu.edu from a computer.

Important Note: If you change your password you will need to change it on your phone as well. If your phone automatically checks for e-mail there’s a strong chance it will lock your account if your password has not been changed on your phone.

**Verizon Wireless:**
1-800-922-0204
[www.verizonwireless.com](http://www.verizonwireless.com)

**AT&T Wireless**
1-800-331-0500
[www.wireless.att.com](http://www.wireless.att.com)

**Sprint**
1-888-211-4727
[www.sprint.com](http://www.sprint.com)

If you’re still having issues after troubleshooting those problems contact your phone service provider using the contact methods above and provide them with the following information:

**POP setting**
Server name: mail.westernu.edu
Port: 995
Encryption method: SSL

**IMAP setting**
Server name: mail.westernu.edu
Port: 993
Encryption method: SSL

**SMTP setting**
Server name: mail.westernu.edu
Port: 587
Encryption method: TLS