

HOW TO ADJUST MAIL SETTINGS?

This support document explains how to adjust **MAIL** settings on your cell phones and tablets in a fast and easy way.

Please read each step carefully for an easy **MAIL** setting.

- I-PAD MAIL SETTING
- I-PHONE MAIL SETTING
- ANDROID PHONE MAIL SETTING
- WINDOWS PHONE MAIL SETTING

<http://comp.ieu.edu.tr>

Need Help?

Contact us

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İZMİR EKONOMİ ÜNİVERSİTESİ



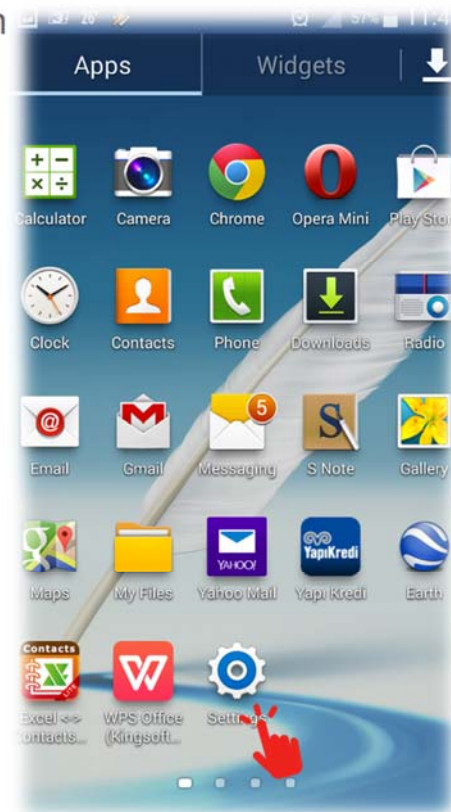
SUPPORT DOCUMENTS
Helpdesk
IUE-2014

Staff

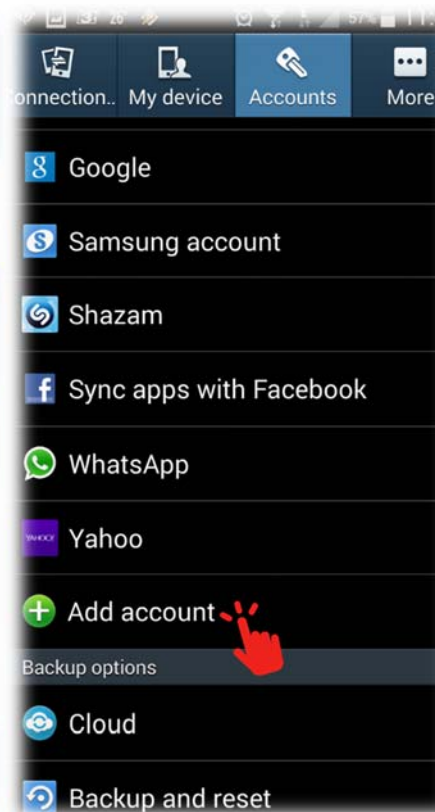
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Android Phone - Tablet Mail Settings – s1

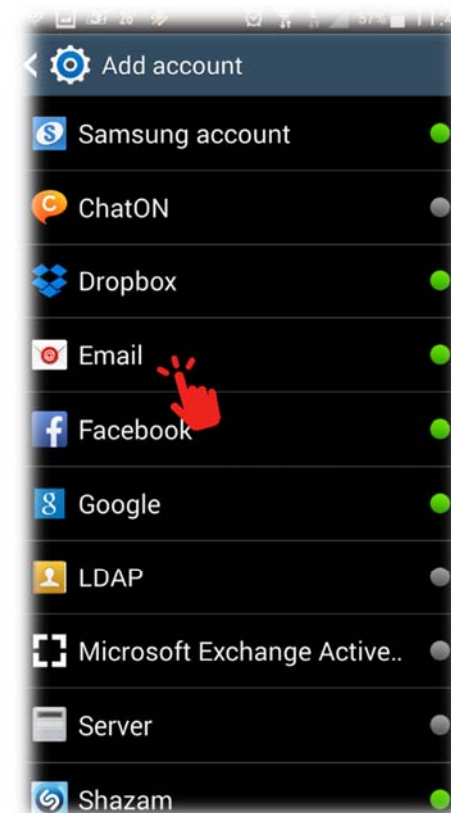
1-Please click on "**Settings**" icon on the main screen.



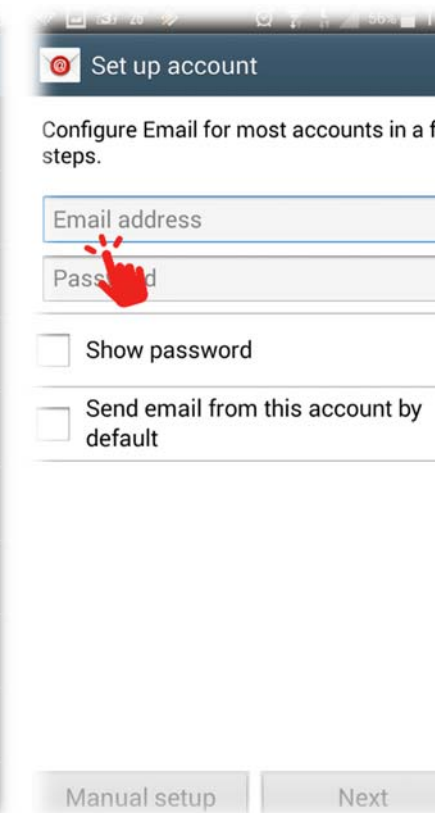
2- Please click on "**Accounts – Add account**" menu from "**Settings**" menu.



3- Please click on "**Email**" menu under "**Add Account**" menu.



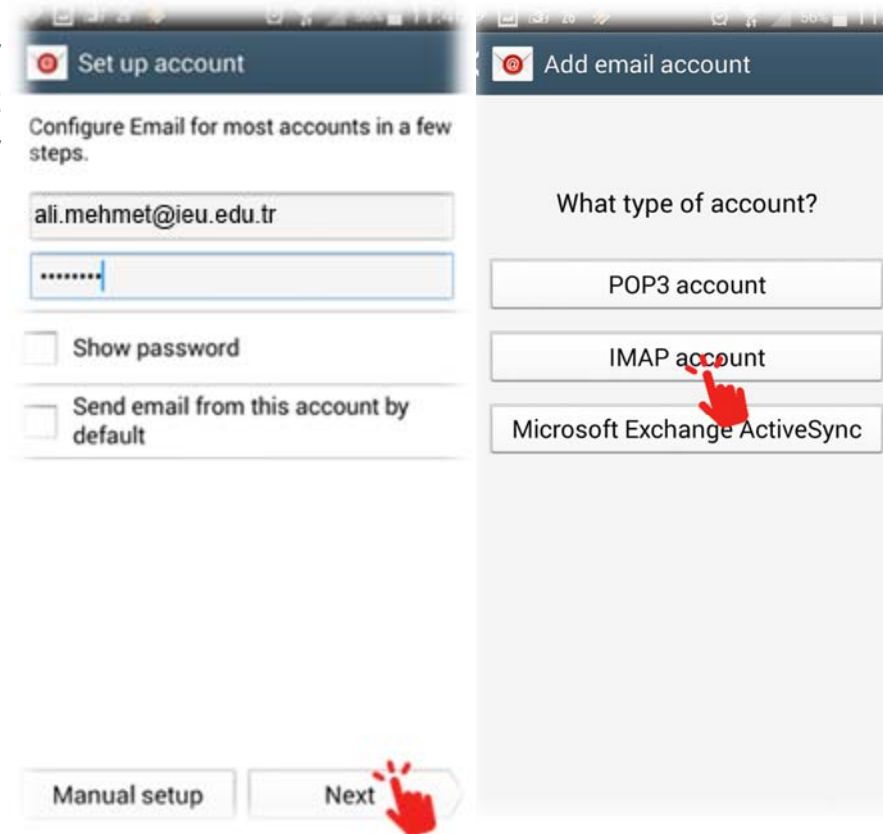
4- Fill out the information in the "**Set up account**" menu.



Android Phone - Tablet Mail Settings – s2

6-Please click on “Next” button after filling out the information in the “**Set up account**” section such as your e-mail and password and mail account info.

***IUE mail info is as;**
name.last.name@ieu.edu.tr.



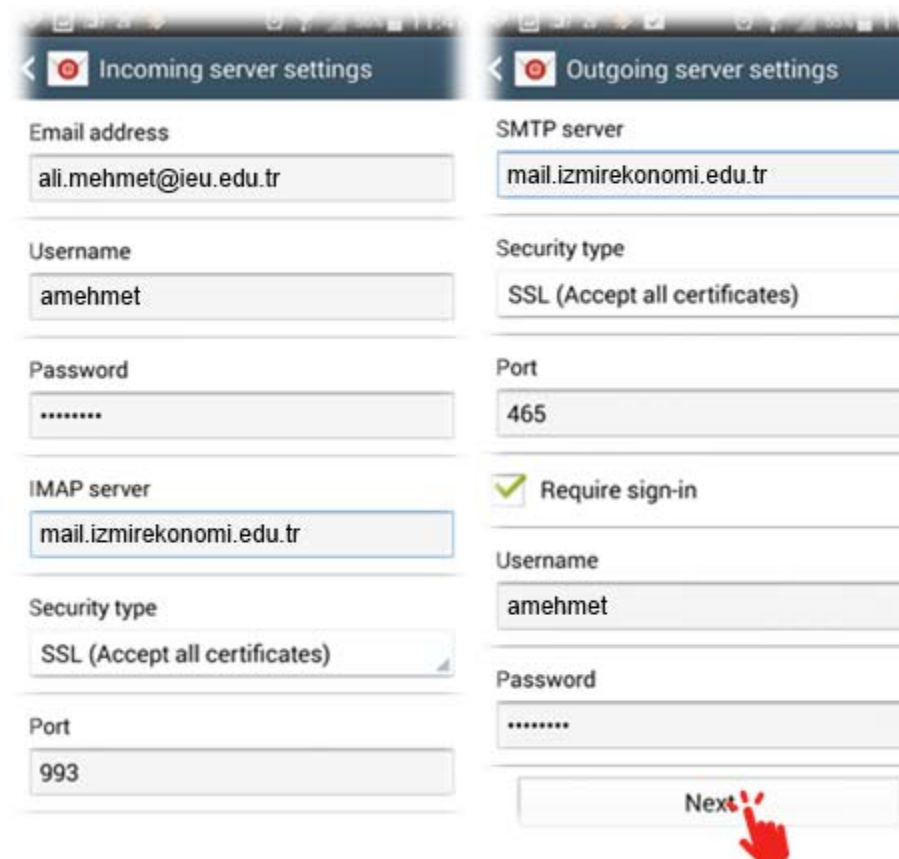
7-Later, **POP3 / IMAP** account, under “**Add email account**” section will pop up, click on the answer that applies to you and continue.

***IMAP:** IMAP allows an e-mail client to access e-mail on a remote mail server such as mobile phones and tablets. Essentially, IMAP allows the user to archive their email on their computer or device while having a backup stored on the remote server.

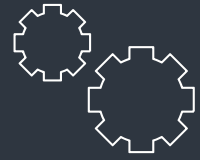
***POP:** E-mails are copied on a hard disk.

It is specifically designed for downloading email from your email provider’s server to your local machine. Mails in your e-mail box are periodically downloaded to your hard disk.

8- After that fill out the necessary information as **Email address, Username, Password, IMAP server, Security type, and Port** under “**Incoming server setting**” section.

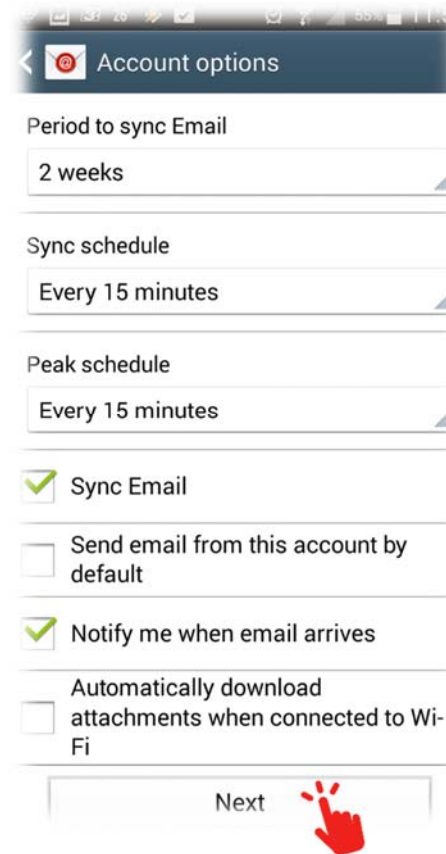


9- In the next step, please fill out the necessary information as **SMTP server Security type, Port, Username, and Password** under “**Outgoing server setting**” section and click on **Next** button.

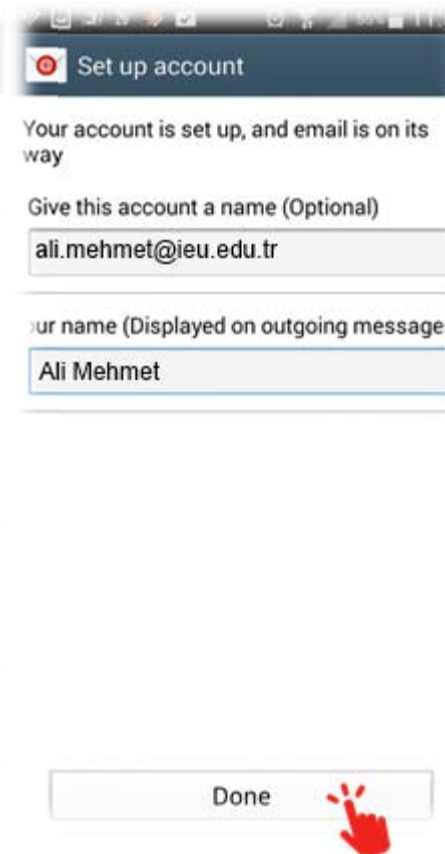


Android Phone - Tablet Mail Settings – s3

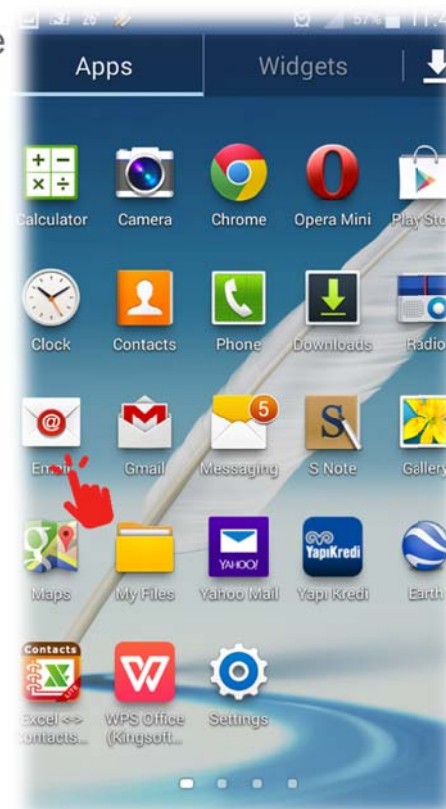
9- Under "**Account options**" menu you can find setting options about your account. Please select the ones that apply to you and click on **Next** button.



10- Write your account name and your name (displayed on outgoing message) under "**Set up account**" menu and click on **Done** button.



11- Please click on "**Mail**" icon on the main screen.



15- You can select the account you created under the "**Inbox**" menu and see your mails.

