1. Click settings. Scroll down to find Accounts.

2. Scroll to the bottom and click +add account.

3. Choose Personal (IMAP).
4. Type your email address and password.

5. Press “Manual Setup”

6. Enter the Incoming server settings.
   a) Enter your username (without @uregina.ca)
   b) Enter the server address (imap.uregina.ca)
   c) Change security settings to SSL (Accept all certificates) Port 993
7. Enter the Outgoing server settings.
e) Enter the server address (smtp.uregina.ca)
f) Change security settings to TLS (Accept all certificates) Port 587
g) *If TLS is not available on your device use SSL (accept all certificates) Port 465
h) Enter your username (without @uregina.ca)
i) Enter your password

8. This will bring you to an options page. These are personal preferences