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 TLS (Accept all certificates) Port 143
   d) *If TLS is not available on your device use 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