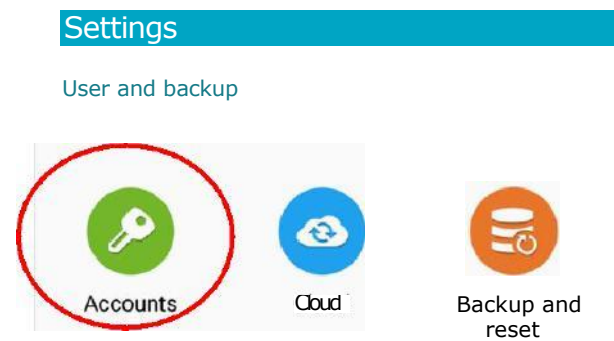
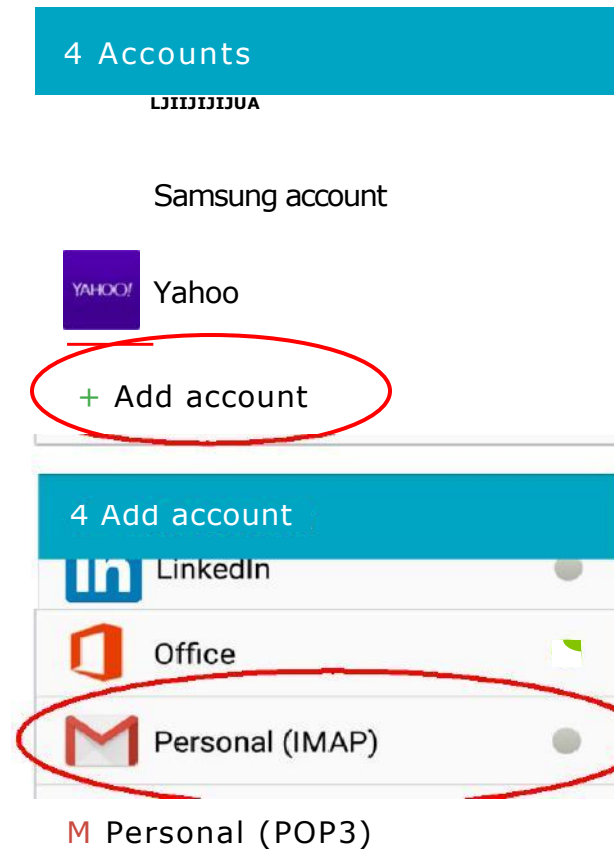


1. Click settings. Scroll down to find Accounts.



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](mailto:username@uregina.ca))
- b) Enter the server address ([imap.uregina.ca](mailto: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

The image shows two screenshots of an email setup interface. The top screenshot is titled "Set up email" and contains the following elements: a header "Set up email", a sub-header "Enter sign-in details", a dropdown menu "Select existing account", and two input fields for "username@uregina.ca" and "password". There are two checkboxes: "Show password" (checked) and "Set as default account" (unchecked). At the bottom, there are two buttons: "MANUAL SETUP" and "NEXT". The bottom screenshot is titled "Incoming server settings" and contains the following elements: a header "Incoming server settings", an "Email address" field with "username@uregina.ca", a "Username" field with "username", a "Password" field with ".....", a "Show password" checkbox (unchecked), a "Security type" dropdown menu set to "TLS (Accept all certificates)", a "Port" field with "143", and an "IMAP path prefix" field with "Optional". At the bottom, there is a "DONE" button.

7. Enter the Outgoing server settings.

e) Enter the server address ([smtp.uregina.ca](mailto: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](mailto:uregina.ca))

i) Enter your password

The image shows two screenshots of an email client's settings. The top screenshot is titled "Outgoing settings" and contains the following fields: SMTP server (smtp.uregina.ca), Security type (TLS (Accept all certificates)), Port (587), Require sign-in (checked), User name (username), and Password (masked with dots). A "DONE" button is at the bottom. The bottom screenshot is titled "Account options" and contains: Period to sync Email (2 weeks), Sync schedule (Every 15 minutes), Peak schedule (Every 15 minutes), Sync Email (checked), Set as default account (unchecked), Notify me when email arrives (checked), and Auto download attachments (unchecked). A "NEXT" button with a right arrow is at the bottom.

8. This will bring you to an options page.

These are personal preferences