# Setting up CatMail on an Android device (2.3.x Gingerbread)

Before beginning this process, make sure that **IMAP is enabled** in your account and that you have your **CatMail Secondary password**. For more information on CatMail Secondary password refer to Appendix 1 at the end of this document.

1) Tap the **Email** icon on your **Applications** screen.
2) On the next screen that comes up you will be asked to enter some information to set up your CatMail account. Please enter your full UA email address in the first field, and your CatMail Secondary Password in the second field. If you are not presented with this screen, please click **Add Account** or tap the **Menu** soft-button and choose **Add Account**, which should bring you to this page. Once you have entered this information, click **Manual Setup** <u>not</u> **Next**.
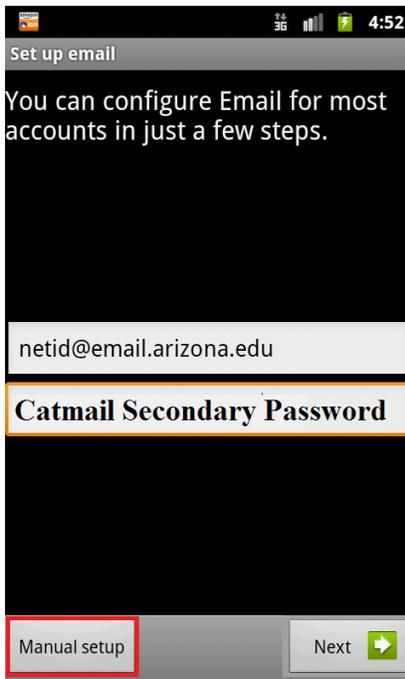
3) On this screen, tap **IMAP**.
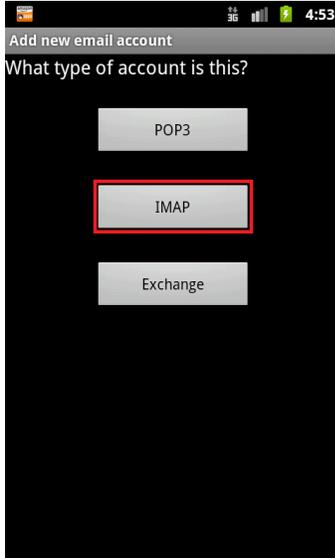
4) On this page, the **Username** and **Password** should already be filled in. Verify that they are correct and make adjustments if necessary. You will need to edit the **IMAP server** setting to read **imap.gmail.com**. Then, tap the **Security type** box and choose **SSL (Accept all certificates)**. This will automatically change the **Port** to **993**. Then, tap **Next**.
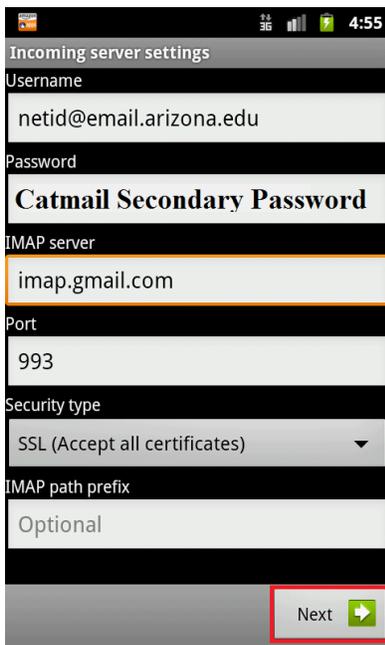
5) The system will check your settings and then continue automatically. If there are any errors you will be shown an error message and then put back on the previous screen. Please make any necessary corrections until you get past this screen to the next step.
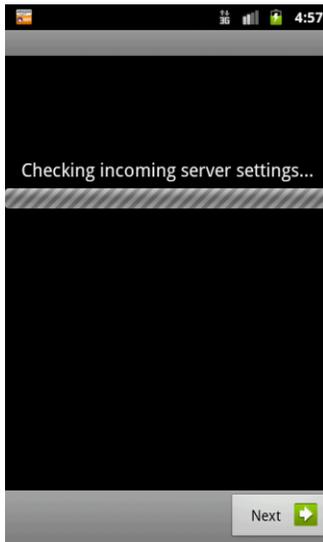

6) On this page there are only a few settings you will need to verify. First, be sure that **SMTP server** is set to **smtp.gmail.com**. Then, tap the **Security type** menu and choose **SSL (Accept all certificates)**. This should automatically change the **Port** to **465**. You can also change the port manually to **587** if the default does not work for you. One important thing to note is that the outgoing server does need the box for **Require sign-in** to be checked. Verify that the **Username** and **Password** below that box are correct, and then tap **Next**.
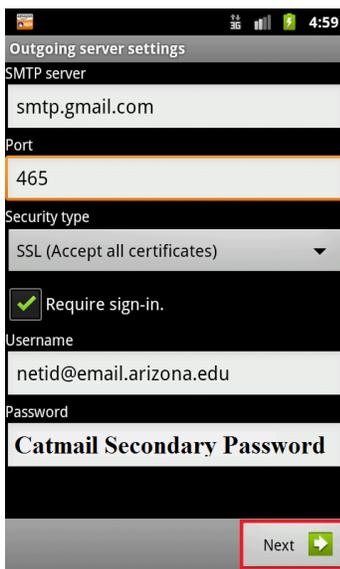
7) On this screen you can choose how you want your email delivered.
   a. **Inbox checking frequency** is fairly self-explanatory. There are many options for you to select when you would like to have your email checked; choose one that is satisfactory to you. Please note that checking your email automatically more often will lower your battery life and increase your data usage.
   b. Check the box for **Send email from this account by default** if you are going to be using this email most often, or if this is the only email account on the device.
   c. Check **Notify me when email arrives** if you would like an indicator of new email.
8) Once complete, tap **Next**.
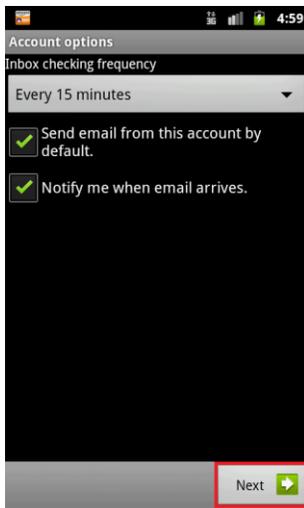
9) **Your account is set up, and email is on its way!** Click on **Next**. Emails should be arriving shortly.
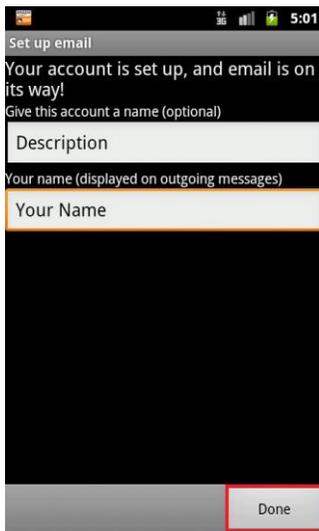
You are done! CatMail is now on your device. If you have problems with this process, or need further assistance, please contact the 24/7 IT Support Center at (520) 626-8324, or by visiting us at http://247.arizona.edu. You can also submit a support request at http://uassist.arizona.edu, but please note that support requests submitted through the UAssist system can take up to 48 hours for a response.
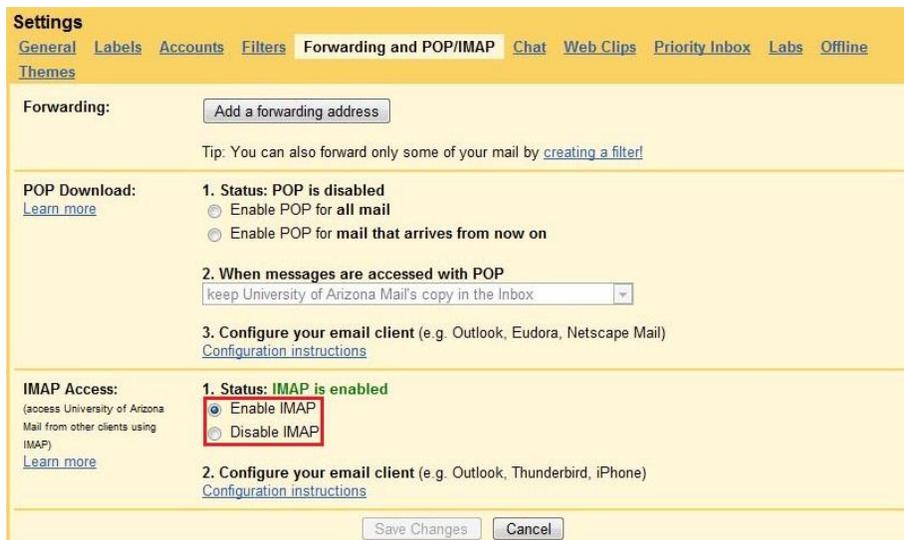
Verifying IMAP Enabled in Your CatMail Account

- First, log into your CatMail account. In the top right hand corner of your screen click on the **Settings** link.

- Once you have clicked on **Settings** you will have a list of options to choose from. Please click on **Forwarding and POP/IMAP**.

- In the **Forwarding and POP/IMAP** location make sure that you have **Enable IMAP** selected. If you have POP enabled that is fine, but the important part for our tutorial is that IMAP is enabled.

Appendix 1: CatMail Secondary Password & Reset

When your UA CatMail account was established you would have received an email notification letting you know what your secondary password is. The secondary password is not one you can create; it is automatically generated unlike your UA NetID which you have the ability to create. If you do not remember what your CatMail Secondary Password is you can reset it at the UA NetID webpage https://netid.arizona.edu. You will need your Student ID, Student PIN number, and date of birth, along with your Secret Hint answer as set up in your NetID password. If you do not have your Student ID or PIN number, these can be obtained by calling the Registrar's Office at (520) 621-3113.

- First, go to https://netid.arizona.edu
- Click on **Reset UA CatMail Password**
- Next, choose your **Affiliation** and click **Next**

- Enter the information you gathered in the appropriate boxes.

- Provide your secret hint answer.

- You are now done.

- A new CatMail Secondary Password will be sent to your CatMail account. Login at http://catmail.arizona.edu to retrieve it.