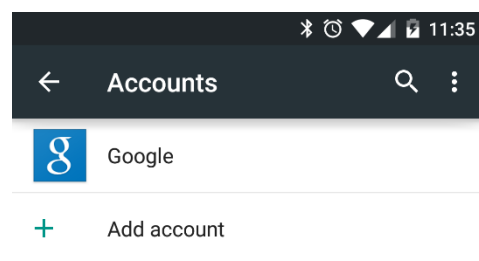
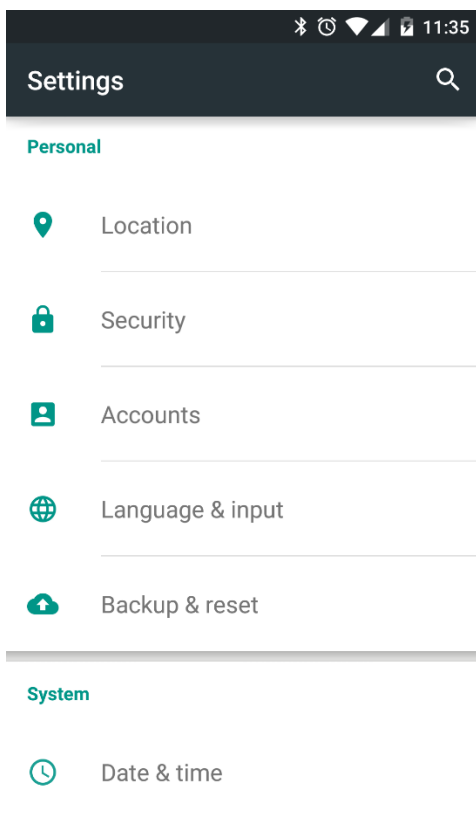


# Set-up CatMail on Android Device (5.0.x, 5.1.x, Lollipop)

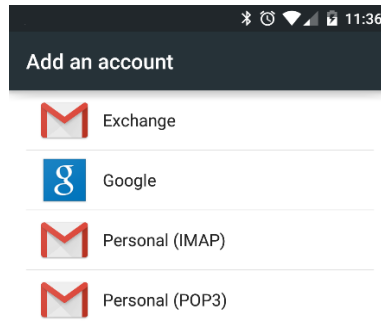
Make sure that **IMAP is enabled** in your account before beginning this process and that you have your **Secondary CatMail Password** created. Please refer to Appendices 1 and 2 for more information.



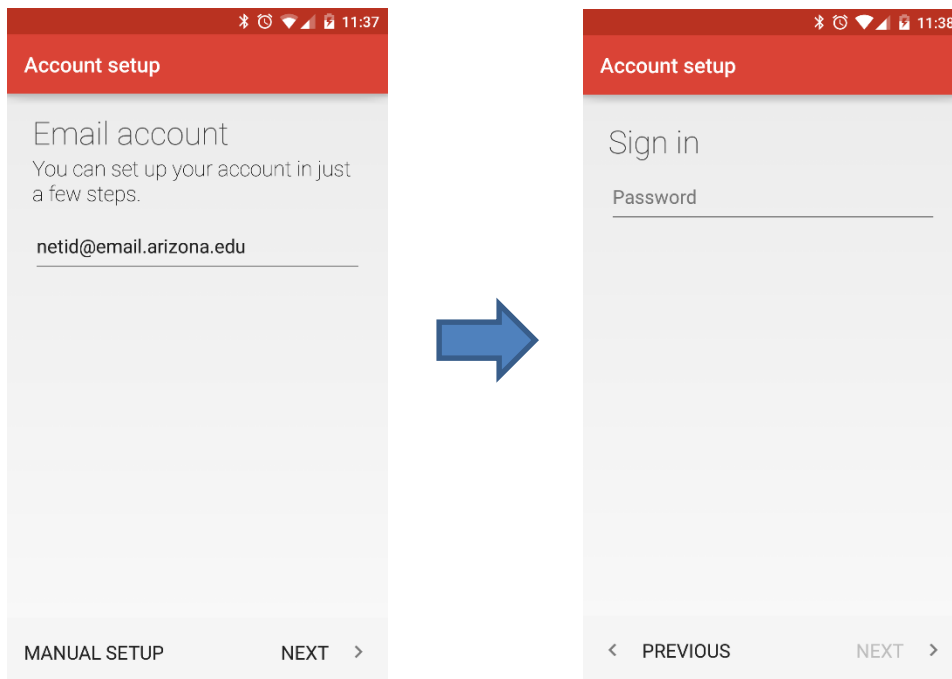
- 1) Tap the **Settings** icon from the applications drawer.
- 2) Scroll down and select **Accounts**, on the following page select **Add account**. This will allow you to choose the type of account you are going to add to the smartphone; in this case we will be adding an Email Account.



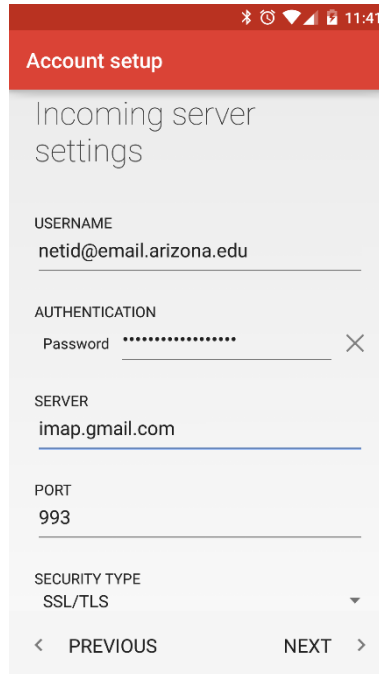
3) Under **Add an account**, select **Personal (IMAP)**.



4) Under **Email account**, begin by entering your full e-mail address, then **Secondary CatMail Password**.

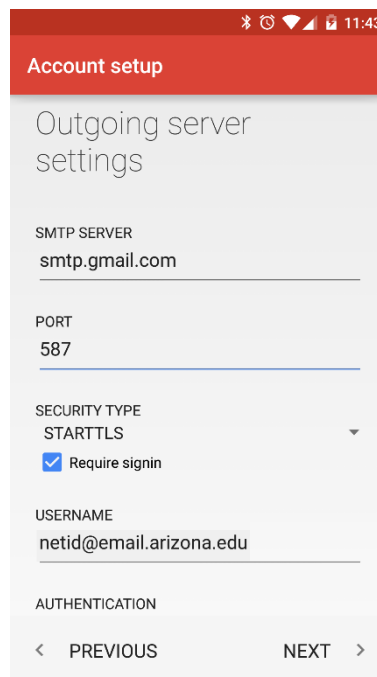


- 5) Under **Incoming server settings** the **Username** and **Password** should already be filled in. Verify that they are correct and make adjustments if necessary.
- 6) Edit the **Server** setting to read: **imap.gmail.com**.
- 7) Select **SSL/TLS** from the **Security Type** drop-down menu. This will automatically change the **Port** to **993**, if it does not then manually change it. Tap **Next**.



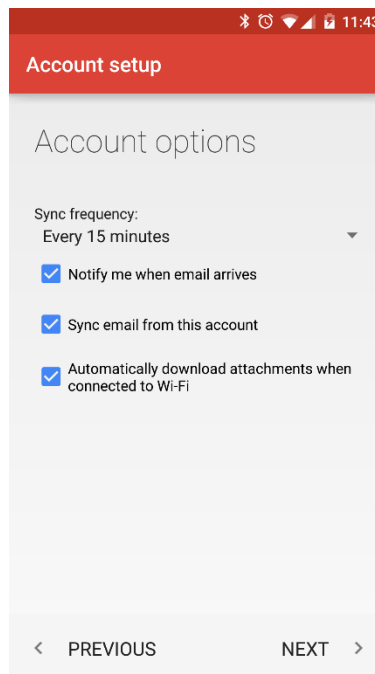
- 8) The system will check your settings and then continue automatically. If there are any errors you will be shown an error message and then put back on the previous screen. Make any necessary corrections until you get past this screen to the next step.

- 9) Under **Outgoing server settings**, **SMTP server** field, set to **smtp.gmail.com**.
- 10) Tap **Security type** and select **STARTTLS**. This should automatically change the **Port** to **587**. You can change the port manually to **587** if the default does not work for you.
- 11) Check **Require signin**.
- 12) Verify **Username** and **Password** are correct.
- 13) Tap **Next**.

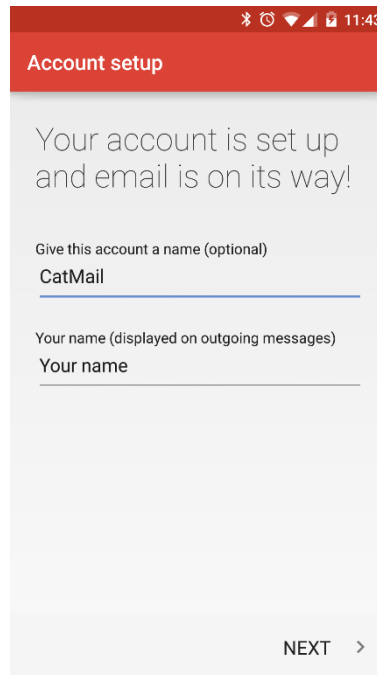


- 14) The system will check your settings and then continue automatically. If there are any errors you will be shown an error message and then put back on the previous screen. Make any necessary corrections until you get past this screen to the next step.

- 15) Under **Account options** there are many options to setup how often your email checked; choose one that is satisfactory to you. **Note:** checking your email automatically more often will lower your battery life and increase your data usage.
- 16) Check **Notify me when email arrives** if you want the device to visually, audibly, or tactually notify you when email is delivered.
- 17) Check **Sync Email** and **Automatically download attachments when connected to WiFi**, to help lower your data plan costs if connected to UAWiFi.
- 18) Tap **Next**.

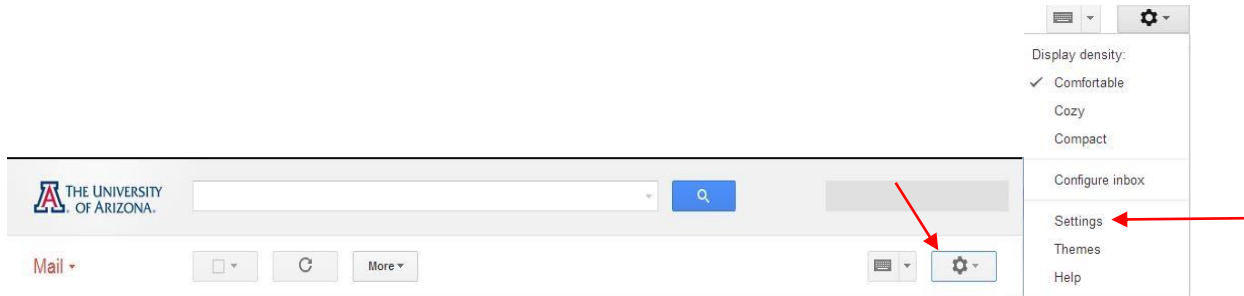


19) Under **Set up email** you are given options to name the account and can create the name you want displayed on any outgoing messages. You are done setting up your email account! Emails should be arriving shortly. Tap **Next** to complete this process and begin downloading email.



If you experience problems with this process, or need further assistance, please contact the 24/7 IT Support Center at (520) 626-8324, or visit <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.

## Appendix 1: Verifying IMAP Enabled in CatMail



Log into CatMail. In the top right of your screen locate and click on **Settings** link.



Click on **Forwarding and POP/IMAP**.

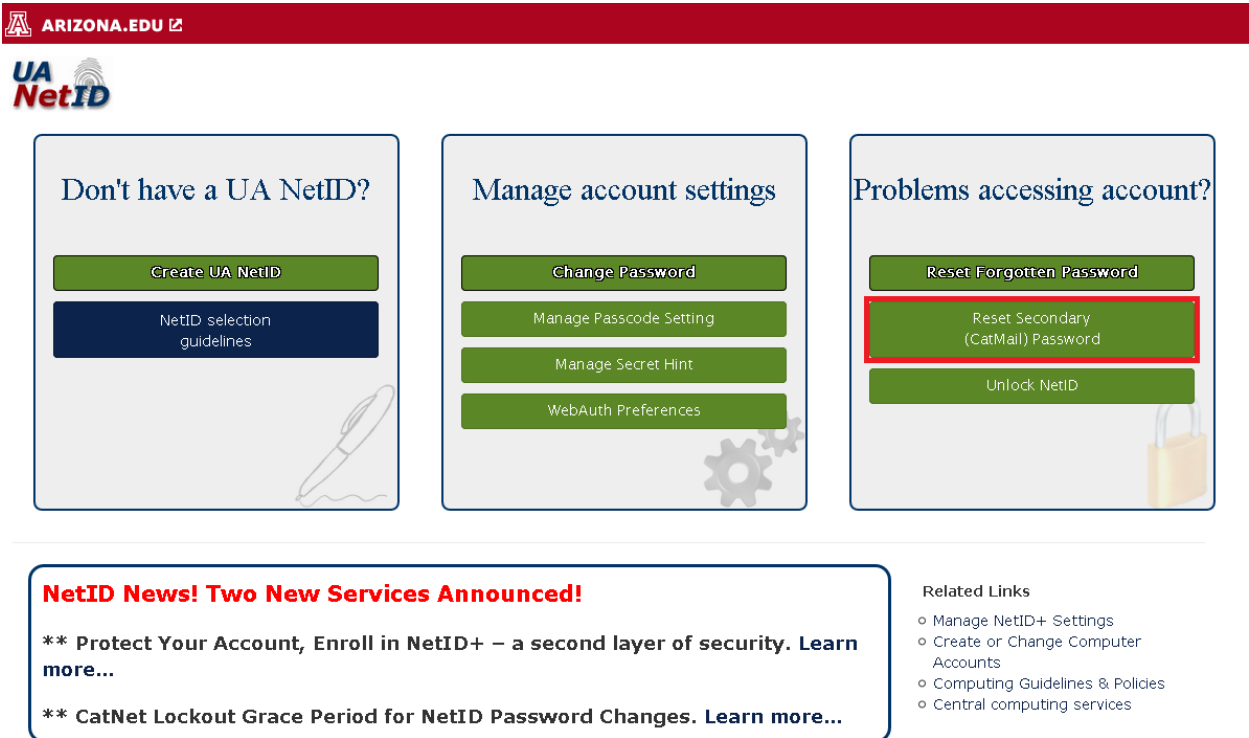


At **IMAP Access** location, select **Enable IMAP**. If POP is enabled that is fine but the important part for this tutorial is that IMAP is enabled.

## Appendix 2: How to Reset Secondary CatMail Password

To reset your **Secondary CatMail Password** you will need your UA NetID and NetID Password. If you do not have your NetID or password, please call the 24/7 IT Support Center at (520) 626-8324 for assistance.

- Go to: <http://netid.arizona.edu>
- Click on **Reset Secondary CatMail Password**



The screenshot shows the UA NetID website interface. At the top, there is a red banner with the ARIZONA.EDU logo. Below it is the UA NetID logo. The main content area is divided into three columns:

- Don't have a UA NetID?**: Contains buttons for "Create UA NetID" and "NetID selection guidelines".
- Manage account settings**: Contains buttons for "Change Password", "Manage Passcode Setting", "Manage Secret Hint", and "WebAuth Preferences".
- Problems accessing account?**: Contains buttons for "Reset Forgotten Password", "Reset Secondary (CatMail) Password" (highlighted with a red box), and "Unlock NetID".

Below the main content, there is a "NetID News! Two New Services Announced!" section with two bullet points:

- \*\* Protect Your Account, Enroll in NetID+ – a second layer of security. Learn more...
- \*\* CatNet Lockout Grace Period for NetID Password Changes. Learn more...

On the right side, there is a "Related Links" section with the following links:

- o Manage NetID+ Settings
- o Create or Change Computer Accounts
- o Computing Guidelines & Policies
- o Central computing services





- Log in with your NetID and your password and complete authentication with **NetID+** if it enabled on your account.



Enter your NetID and Password

NetID:

Password:

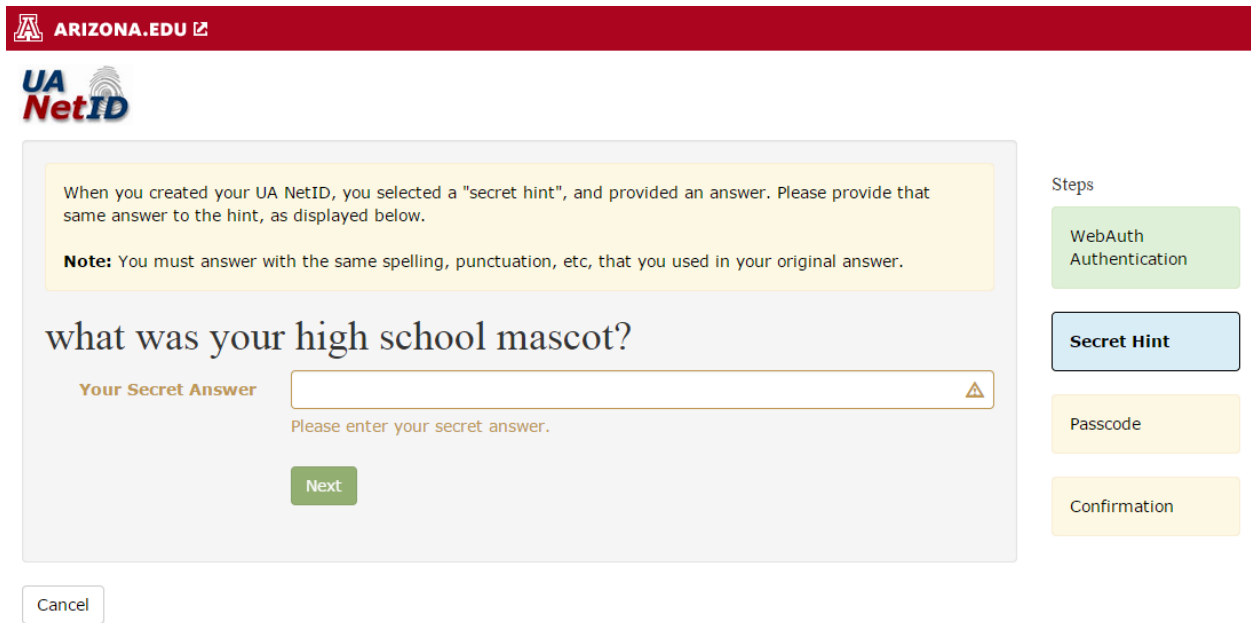
- [Sign up for NetID+ for a second layer of security!](#)

Establish UA NetID authentication now to access protected services later.

 Help & Resources

- [Reset Forgotten Password](#)
- [Set your WebAuth Preferences](#)
- [UITs WebAuth Help](#)

If you do not have **NetID+** enabled for your account you will need to provide an answer to the **Secret Hint** and may have to send a **Passcode** to your registered phone if enrolled in the **Mobile NetID Passcode** service.



ARIZONA.EDU

UA NetID

When you created your UA NetID, you selected a "secret hint", and provided an answer. Please provide that same answer to the hint, as displayed below.

**Note:** You must answer with the same spelling, punctuation, etc, that you used in your original answer.

what was your high school mascot?

Your Secret Answer

Please enter your secret answer.

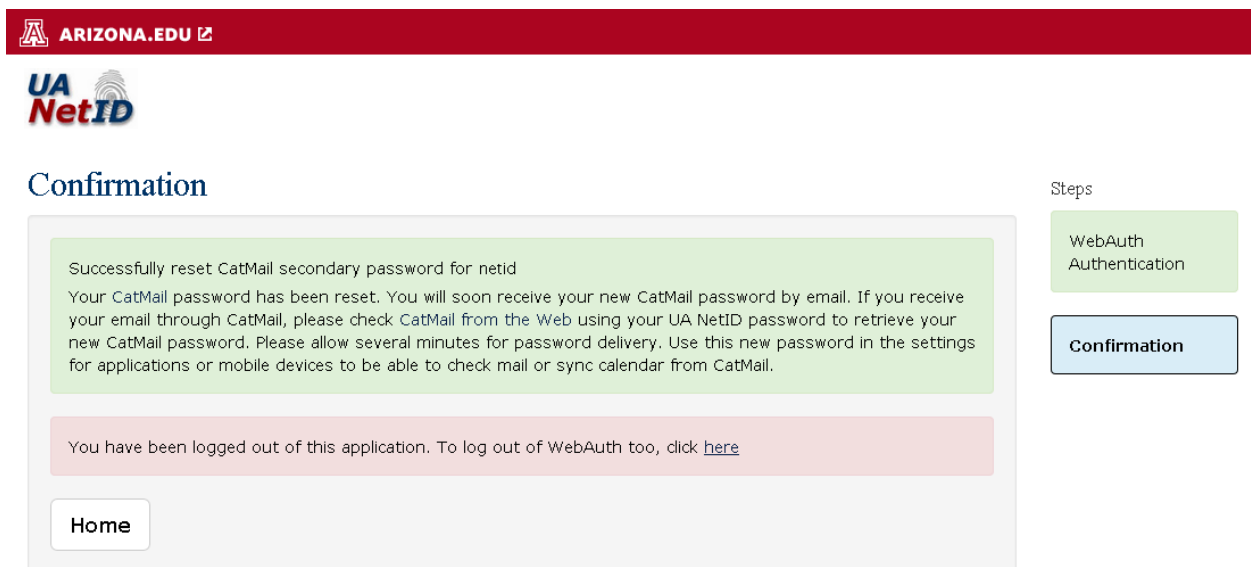
Next

Cancel

Steps

- WebAuth Authentication
- Secret Hint**
- Passcode
- Confirmation

You are done! You will receive the confirmation page and your secondary password will be sent to your CatMail account! Log in at <http://catmail.arizona.edu> to access your account.



ARIZONA.EDU

UA NetID

### Confirmation

Successfully reset CatMail secondary password for netid

Your CatMail password has been reset. You will soon receive your new CatMail password by email. If you receive your email through CatMail, please check CatMail from the Web using your UA NetID password to retrieve your new CatMail password. Please allow several minutes for password delivery. Use this new password in the settings for applications or mobile devices to be able to check mail or sync calendar from CatMail.

You have been logged out of this application. To log out of WebAuth too, click [here](#)

Home

Steps

- WebAuth Authentication
- Confirmation**