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**.

![Screen capture of Account setup showing Outgoing server settings with SMTP server set to smtp.gmail.com and security type set to STARTTLS.]

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](http://247.arizona.edu). You can also submit a support request at [http://uassist.arizona.edu](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](http://netid.arizona.edu)
- Click on **Reset Secondary CatMail Password**

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**NetID News! Two New Services Announced!**

**Protect Your Account, Enroll in NetID+ – a second layer of security. Learn more...**

**CatNet Lockout Grace Period for NetID Password Changes. Learn more...**
Log in with your NetID and your password and complete authentication with NetID+ if it enabled on your account.
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.

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.