

Setting up E-mail for Mobile device

1. On your mobile device go to settings.
2. Find the option to add a new mailbox. This option is different for each device.
 - a. Android Devices
 - i. Go to Settings → Accounts → Add Accounts → Email
 - ii. Fill in information:
 1. Email: first initial, last name, last 4 of SSN@student.wallace.edu (Ex: jdoe1234@student.wallace.edu)
 2. Password: Birthday in 6 digit format MMDDYY (Ex: 081594)
 3. Choose if you want this to be your default mail account
 4. Click Next
 - iii. Select IMAP and fill in information below in **Step 3**.
 - b. Apple Devices
 - i. Go to Settings → Mail, Contacts, Calendar → Add Account → Other → Add Mail Account
 - ii. Fill in information:
 1. Name: Your Name
 2. Email: first initial, last name, last 4 of SSN@student.wallace.edu (Ex: jdoe1234@student.wallace.edu)
 3. Password: Birthday in 6 digit format MMDDYY (Ex: 081594)
 4. Description: A name to describe account (Wallace Email)
 - iii. Click next
 - iv. Select IMAP and fill in information below in **Step 3**.
3. Configure as following:
 - a. **Incoming Mail Server:**
 - i. **Host Name/IMAP server:** mail.student.wallace.edu
 - ii. **Username:** your Email username should be first initial, last name, last four of SSN (jdoe1234)
 - iii. **Password:** by default your date of birth in six digits (mmddy).
 - iv. **No Security**
 - b. **Outgoing Mail Server:**
 - i. **SMTP Server:** mail.student.wallace.edu
 - ii. **No Username/Password needed**

