CONFIGURING ANDROID TO ACCESS YOUR LETMC EMAILS

A Quick Explanation of POP

POP3, which is an abbreviation for Post Office Protocol 3, is a widespread method of receiving email which requires you to download the emails to your hard drive before viewing them. This is the main difference between POP3 and another popular email protocol called "IMAP".

The advantage of using a POP3 mail server is that users have complete freedom to organise their emails on their computer/device. Rather than have all emails stored in your *Inbox*, you are free to separate emails into customised folders of your choosing. Also, because the emails remain on the server (LetMC), you can download all emails on multiple devices.

Why use POP?

By using POP3, you now have access to your LetMC emails even if you don't have access to the system. Whether you are out of the office on an appointment or at home, your LetMC emails will now be available to you where you are. In addition to this, any emails that you send/receive whilst out of the office will remain in your Android device's *Inbox* for future viewing.

Configuring your Android Device

Before you can access your LetMC emails on your Android Device, you will need to add an email account to it. Below is a quick guide to setting up your Android Device, allowing it to connect to LetMC. But before you get started on this, you will need the following information:

N.B. As Android can differ from device to device, it's a good idea to check how to add an email provider to your device by consulting the manual.

1. Your LetMC email address. *forename.surname-companyname*@home.letmc.com
2. Incoming (POP3) mail server – pop3.letmc.com
3. Outgoing (SMTP) mail server – smtp.letmc.com
4. Your username for LetMC (forename.surname-letmc)
5. Your LetMC password

Now that you have this information to hand, we can begin to configure your Android Device.

LETMC EMAILS ON YOUR ANDROID DEVICE

Firstly, you will need to start your chosen Mail client. Every Android device will have their own native client. Alternatively, there are a number of other mail clients available to download from the Play store.

1. *Once you have started your Mail client, select "Add Account" and you will be asked to choose a mail provider. Select "Other (POP3/IMAP).*
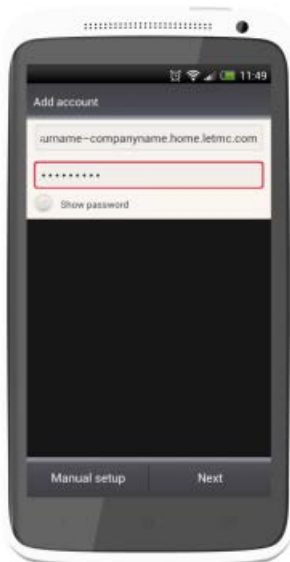
2. *You'll now be required to enter your email address and your LetMC password. Click "Next" once complete.*

3. *Next you will be required to enter the details for the Incoming Server that we gathered at the very beginning of this guide. Ensure that "POP" appears in the grey bar along the top.*

    a. Email Address – This should automatically populate with the email address that you entered on the previous screen. This is your LetMC email address.
    b. Username – This is your LetMC username (forename.surname-companyname)
    c. Password – This should automatically populate with the password that you entered on the previous screen. This is your LetMC password.
    d. POP Server – pop3.letmc.com
    e. Security Type – SSL
   f. Server Port – This should automatically change to 995 once you have selected SSL as the "Security Type".

4. *Once you have entered the required information, click "Next" and your Android device will check the settings.*
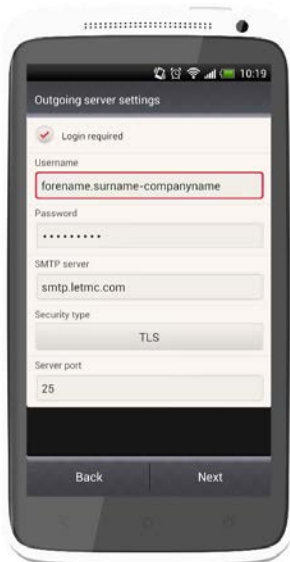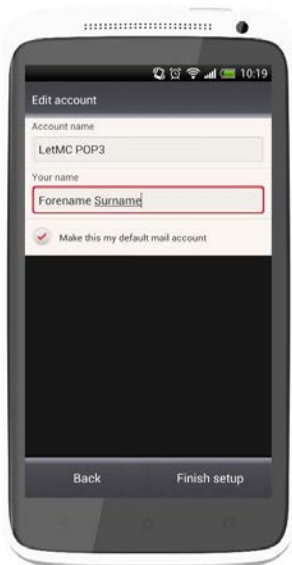

5. *Once the settings have been verified, you will be required to enter the details for the Outgoing Server.*

    a. Username and Password will both automatically populate with information that you entered on the previous screen.
    b. SMTP Server – smtp.letmc.com
    c. Security Type – TLS
    d. Server Port – This should be set to 25 by default. If it is not, change it to 25.
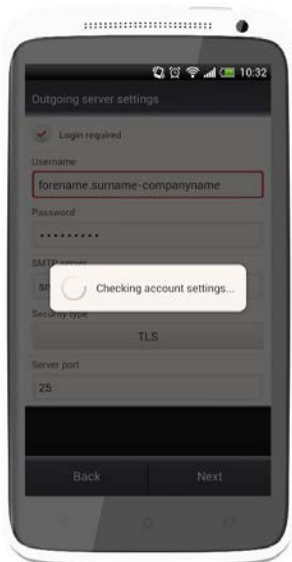
6. **Once you have entered the required information, click "Next" and your Android device will check the settings.**

7. **Once the settings have been verified, you will be asked to choose a name for the account along with your name.**

If you have any problems or questions regarding setting up your LetMC emails on your device, please don't hesitate to contact Support via email at mailto:support@letmc.com or via telephone on 02920 367 960.