This is a quick tutorial on how to sync your Faculty/Staff email on your Android phone. This step by step process will assist you in configuring your incoming and outgoing mail to the correct port and server.

**Step 1:** After unlocking your phone select the Mail app.

**Step 2:** Next, select the Other (IMAP) option as your mail provider.

**Step 3:** Input your email address and the password for that account.

Turn over this page for steps 4-6
Step 4: On this page be sure to:
- Select “IMAP” under Protocol.
- Under the “IMAP Server” input “mail.stmarys-ca.edu”
- Set the security type to be “SSL.”
- This should automatically change the “Server Port” number to 993. If not, be sure to change it to this number.

Step 5: Hit the next button and you will be brought to “Outgoing Server Settings.” Re-input “mail.stmarys-ca.edu” under the “SMTP Server” section and make sure that the Security type is “None” and the “Server port” is set to 587.

Step 6: Finally, you will be brought to the “New Account” page where you will be able to name your account. This means that the name you enter will appear on the top of each page to notify you that you are using that account. This is a useful organizational tool if you decide to sync multiple accounts to your phone.

If you have any question or or would like to learn more stop by the Tech Bar in Galileo 111.