
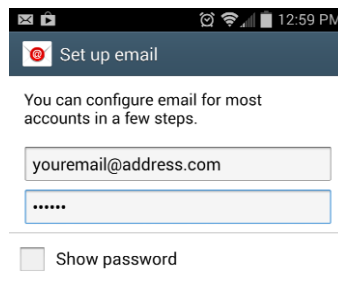


## Steps to setup ShelterMail on an Android device

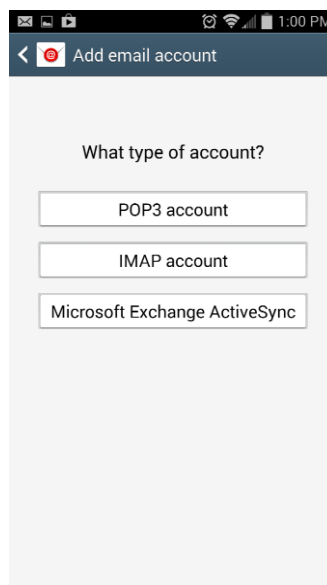
1. Tap the “mail” Icon 
2. Setup your email by entering your email address and password
3. Next tap “manual setup” at the bottom of this screen



The screenshot shows the 'Set up email' screen. At the top, there is a title bar with a mail icon and the text 'Set up email'. Below the title bar, there is a message: 'You can configure email for most accounts in a few steps.' There are two input fields: the first contains 'youremail@address.com' and the second contains '.....'. Below the input fields, there is a checkbox labeled 'Show password' which is currently unchecked.

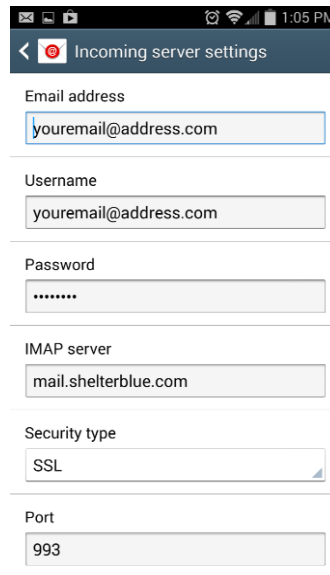
Manual setup    Next

4. Choose “IMAP account” on the next screen



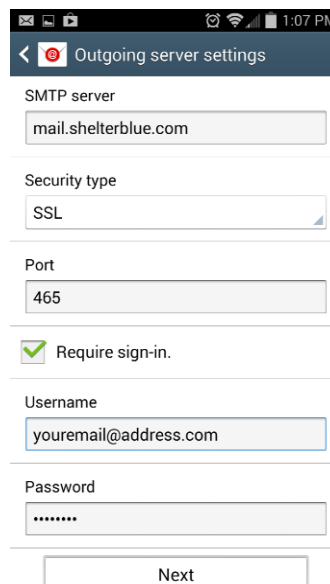
The screenshot shows the 'Add email account' screen. At the top, there is a title bar with a back arrow, a mail icon, and the text 'Add email account'. Below the title bar, there is a question: 'What type of account?'. There are three buttons: 'POP3 account', 'IMAP account', and 'Microsoft Exchange ActiveSync'.

5. Setup your incoming settings (note email address and username are the same)  
Imap Server should be mail.shelterblue.com  
security should be SSL  
Port should be 993
6. Click next at the bottom of this screen



The screenshot shows the 'Incoming server settings' screen. At the top, there is a back arrow and a red envelope icon. The title is 'Incoming server settings'. Below the title are several input fields: 'Email address' with 'youremail@address.com', 'Username' with 'youremail@address.com', 'Password' with a masked field of seven dots, 'IMAP server' with 'mail.shelterblue.com', 'Security type' with a dropdown menu showing 'SSL', and 'Port' with '993'. The status bar at the top shows the time as 1:05 PM.

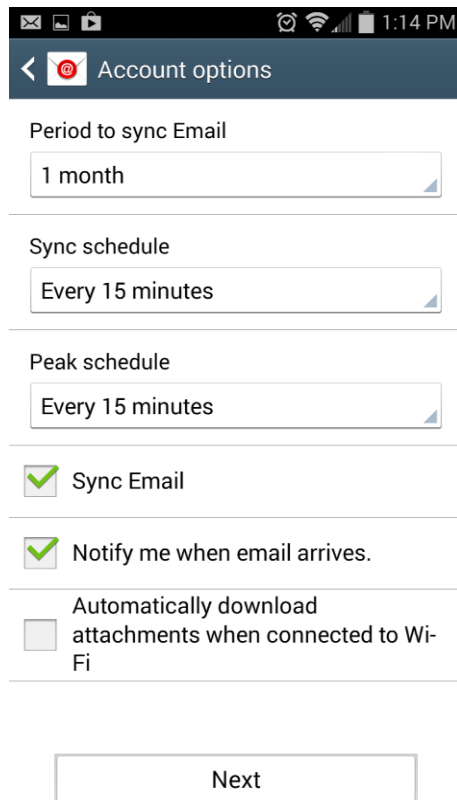
7. Next fill out your outgoing email settings
8. Click next at the bottom of this screen  
security should be SSL  
Port should be 465



The screenshot shows the 'Outgoing server settings' screen. At the top, there is a back arrow and a red envelope icon. The title is 'Outgoing server settings'. Below the title are several input fields: 'SMTP server' with 'mail.shelterblue.com', 'Security type' with a dropdown menu showing 'SSL', 'Port' with '465', a checked checkbox for 'Require sign-in.', 'Username' with 'youremail@address.com', and 'Password' with a masked field of seven dots. At the bottom, there is a 'Next' button. The status bar at the top shows the time as 1:07 PM.

9. Almost Done! On the next screen fill out your email options.
- Period to sync Email = how far back do you want to see your email history on this device
  - sync schedule = how often do you want to check for new email
  - Peak schedule = between 9am – 5pm how often do you want to check email

10. Click Next and you are done!



The screenshot shows the 'Account options' screen on an Android device. At the top, there is a status bar with icons for mail, camera, and other apps, along with the time 1:14 PM. Below the status bar is a dark blue header with a back arrow, a red circular icon, and the text 'Account options'. The main content area is white and contains several settings sections separated by horizontal lines:

- Period to sync Email:** A dropdown menu showing '1 month'.
- Sync schedule:** A dropdown menu showing 'Every 15 minutes'.
- Peak schedule:** A dropdown menu showing 'Every 15 minutes'.
- Sync Email:** A checkbox with a green checkmark, which is checked.
- Notify me when email arrives:** A checkbox with a green checkmark, which is checked.
- Automatically download attachments when connected to Wi-Fi:** An unchecked checkbox.

At the bottom of the screen, there is a large, light blue button with the text 'Next'.