Setting up RACC Student Email on Android Phones
Home Screen

- Press the **Home** button on your Android phone
- Locate and open the **Applications** shortcut
Applications

- Locate and open the Email shortcut
Email Application

**Note:** You should only see this screen if you already have an existing email account set up.

- Locate and press the **Menu Overflow** button (three vertical dots)
Email Application

**Note:** You should only see this screen if you already have an existing email account set up.

- Locate and press the **Settings** button
Settings

Note: You should only see this screen if you already have an existing email account set up.

- Locate and press the Add Account button
Email Account

- Enter your full email address
- Locate and press the **Next** button
Sign In

- Enter your password
- Locate and press the Manual Setup button
Account Type

- Locate and press the **IMAP** button
Incoming Settings

- Your settings should match the settings in this picture. (Make sure to enter your personal student email address in the Username field. Do not use the example email address shown in this picture)

- Confirm that the Port field is set to: 993

- Locate and press the Next button
Outgoing Settings

- Your settings should match the settings highlighted in this picture
- Confirm that the Port field is set to: 587
- Locate and press the Next button
Syncing & Notification

- If you wish, adjust the Syncing and Notification settings to your personal preference

- Locate and press the **Next** button
Account Name

- Enter a name for your new inbox. Your phone will use this name to refer to your student email account.

- Enter your own name. Any emails sent from your phone with this account will show the name you enter.

- Locate and press the **Finish Setup** button.
– You are finished!

– It may take several minutes for your phone to download all of the emails into your inbox.

If you cannot access your student email account contact the Student Helpdesk:

• **Phone:**
  610-372-4721 Ext. 5171 – Option 2
  or
  1-800-626-1665 Ext. 5171 – Option 2

• **Email:** helpdesk@racc.edu
  (include your full name and Student ID #)