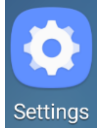


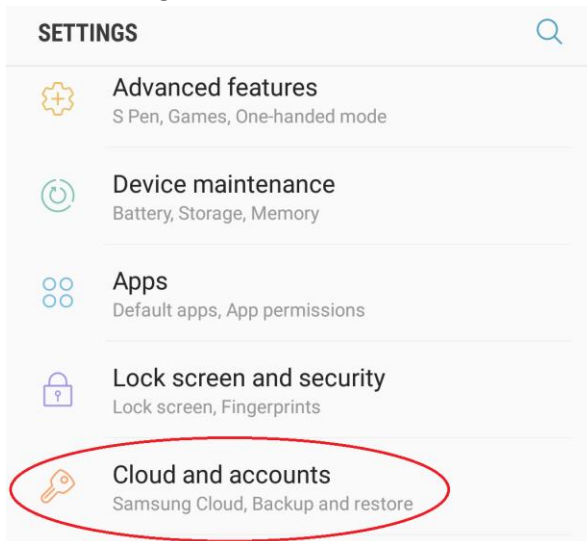
Instructions For Setting Up Union Email With Android Device:

Note: Depends on different Android device and version, some of the selections may appeared differently but the overall work flow should be the very similar. The following instructions are based on a Samsung Galaxy Note 5.

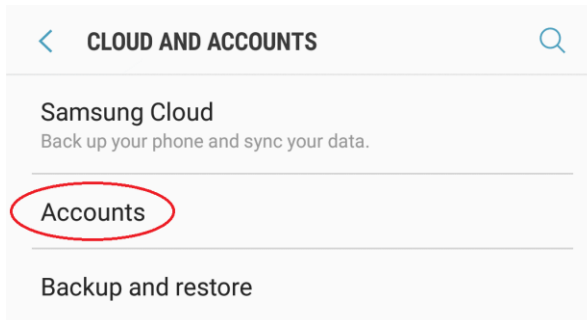
1. Select '**Settings**':



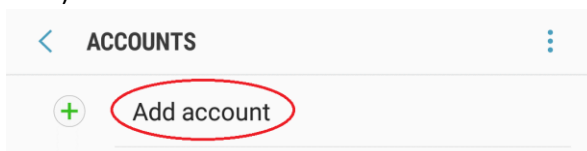
2. Under Settings, select '**Cloud and accounts**' or '**Accounts**':



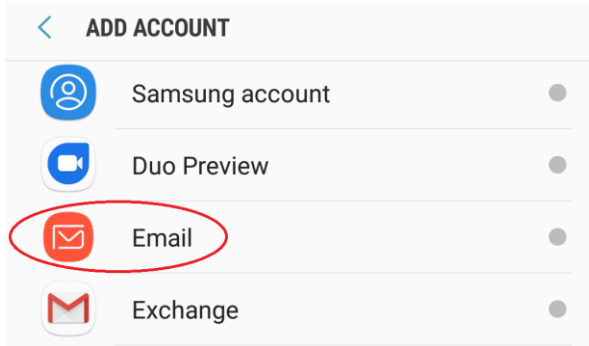
3. Under '**CLOUD AND ACCOUNTS**', select '**Accounts**':



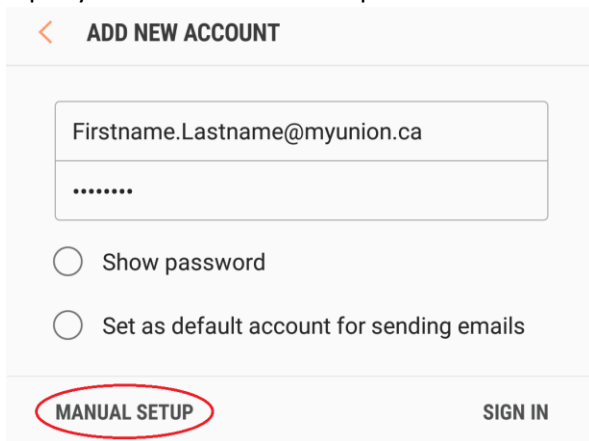
4. Under '**ACCOUNTS**', select '**Add account**' (your device may have other existing accounts shown here):



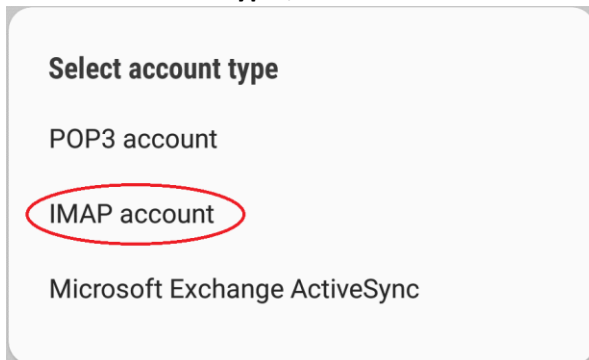
5. Select **'Email'** (your device's default email app may appear different):



6. Input your email address and password as below and select **'MANUAL SETUP'**:



7. In **'Select account type'**, select **'IMAP account'**:



8. Under **'SERVER SETTINGS'**, input the following information:

- Email address: Firstname.Lastname@myunion.ca
- Username: Firstname.Lastname@myunion.ca
- Password: *your email password*
- INCOMING SERVER:
 - IMAP server: mail.unionstrategiesinc.com
 - Security type: SSL
 - Port: 993

- OUTGOING SERVER:
 - SMTP server: mail.unionstrategiesinc.com
 - Security type: SSL
 - Port: 465
- Authentication required before sending emails: On
 - Username: Firstname.Lastname@myunion.ca
 - Password: *your email password*
- Select 'SIGN IN':

< SERVER SETTINGS

ACCOUNT

Email address
Firstname.Lastname@myunion.ca
Username
Firstname.Lastname@myunion.ca
Password
.....

Show password

INCOMING SERVER

IMAP server
mail.unionstrategiesinc.com

Security type
SSL ▼

Port
993

IMAP path prefix
Optional.

OUTGOING SERVER

SMTP server
mail.unionstrategiesinc.com

Security type
SSL ▼

Port
465

Authentication required before sending emails

Username
Firstname.Lastname@myunion.ca

Password
.....

Show password

SIGN IN

9. You will be brought back to '**ACCOUNTS**' and you union email has been setup:

