1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.

2. *Type your full email address*, for example firstname.lastname@imperial.edu, and your password, and then select
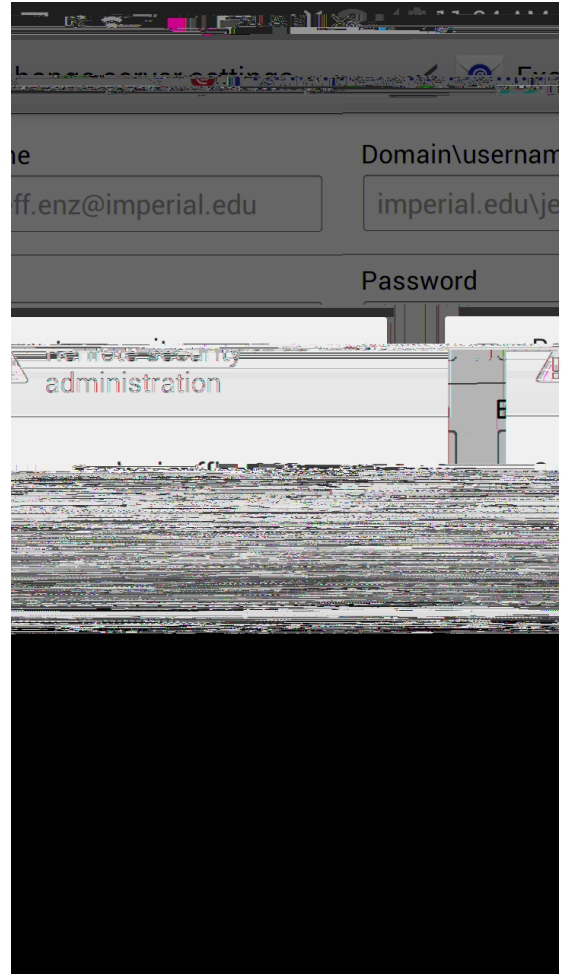
**Email checking frequency** The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.

**Amount to synchronize** This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.

**Notify me when email arrives** If you select this option, your mobile phone will notify you when you receive a new email message.

**Sync contacts from this account** If you select this option, your contacts will be synchronized between your phone and your account.

6. Select **Next** and then type a descriptive name for this account (e.g. IVC Email) and the name you want displayed when you send e-mail to others.
Select **Done** to complete the email setup and start using your account. If you see a message like the one displayed in the image to the right, then please tap **OK**.

**NOTE** You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.