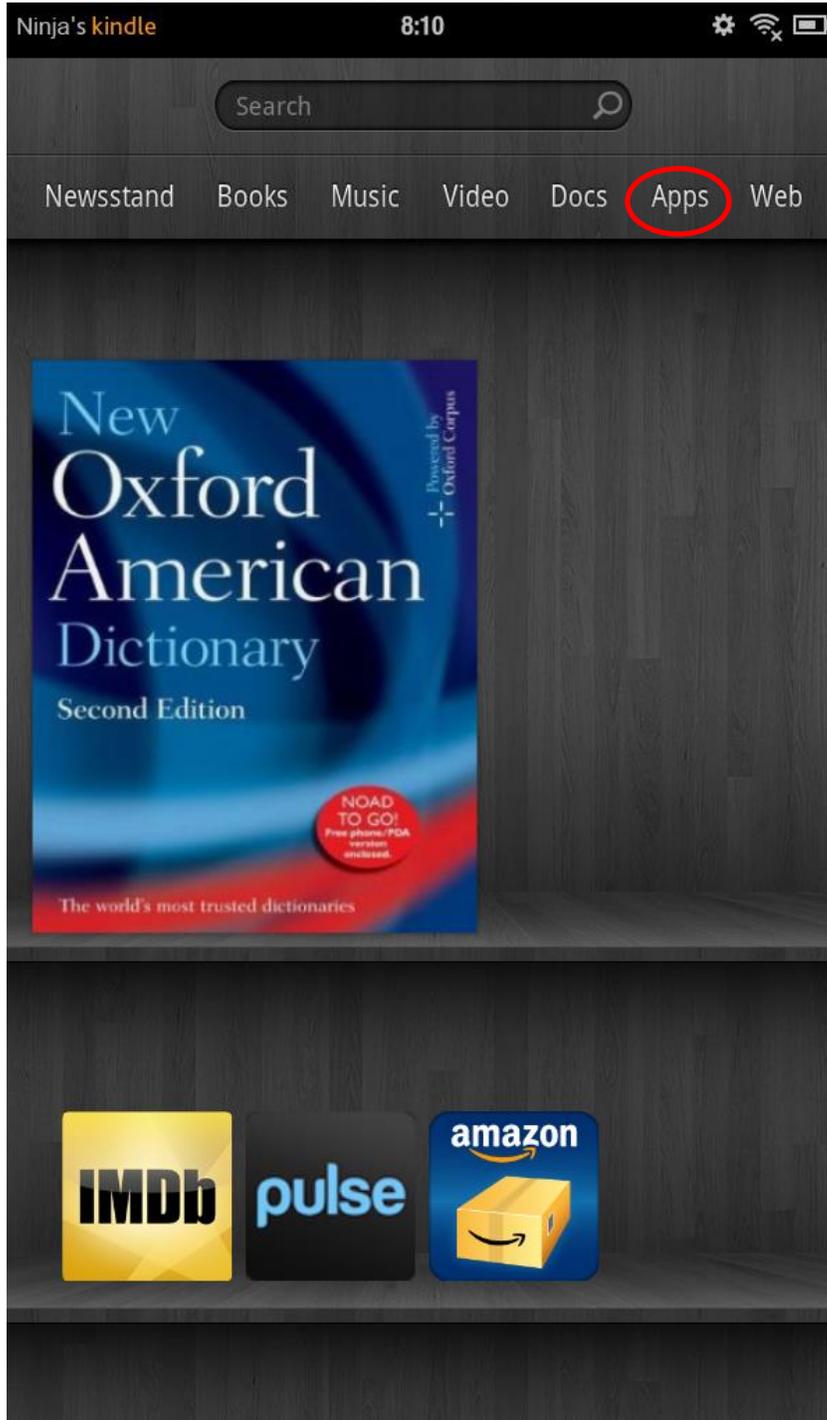
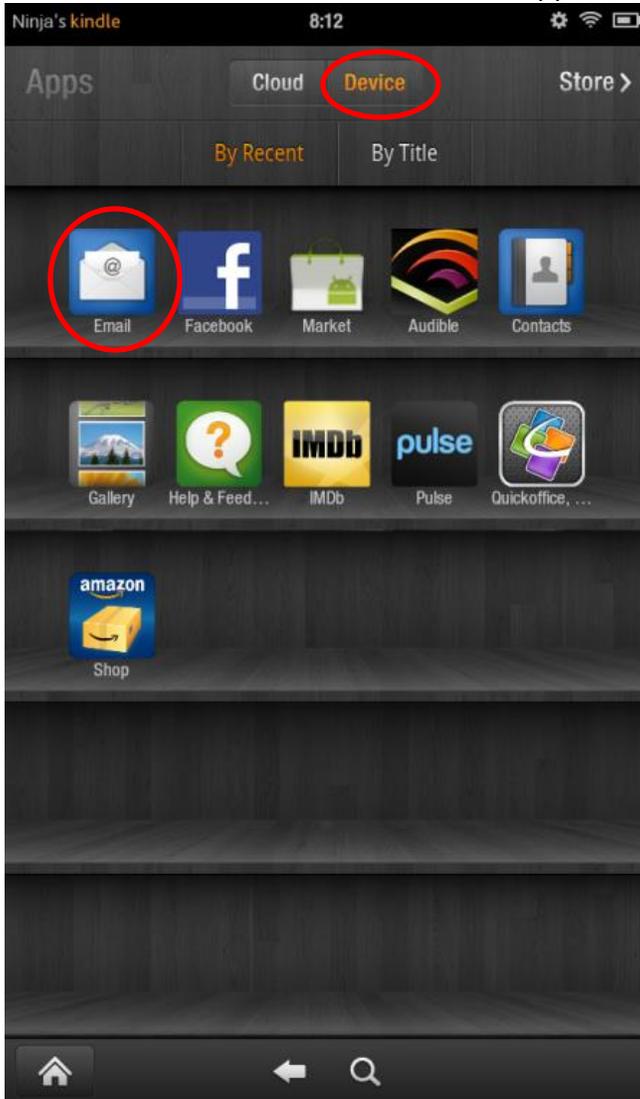


Setting up Email on a Kindle

1. On the Kindle Fire, select **Apps** from top row of selectable options.

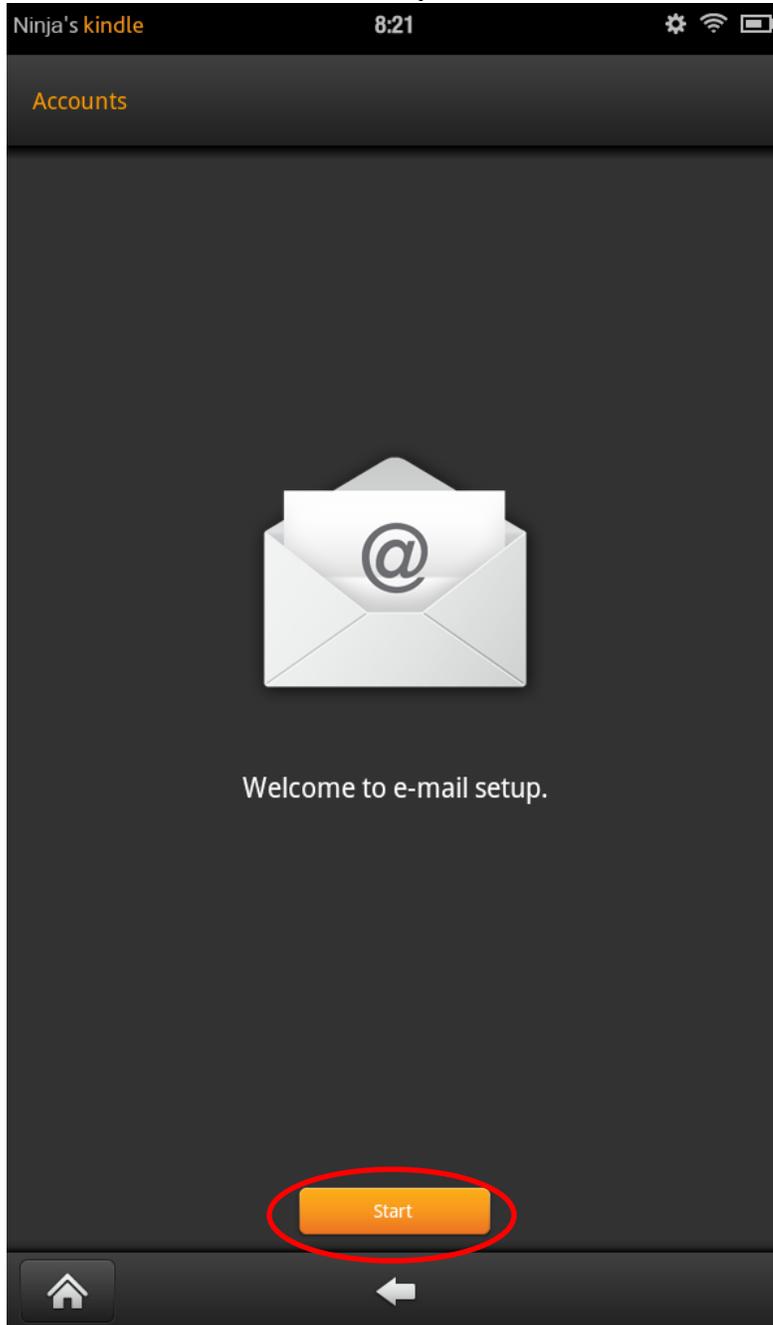


2. Select **Device** and then select the **Email** app below.

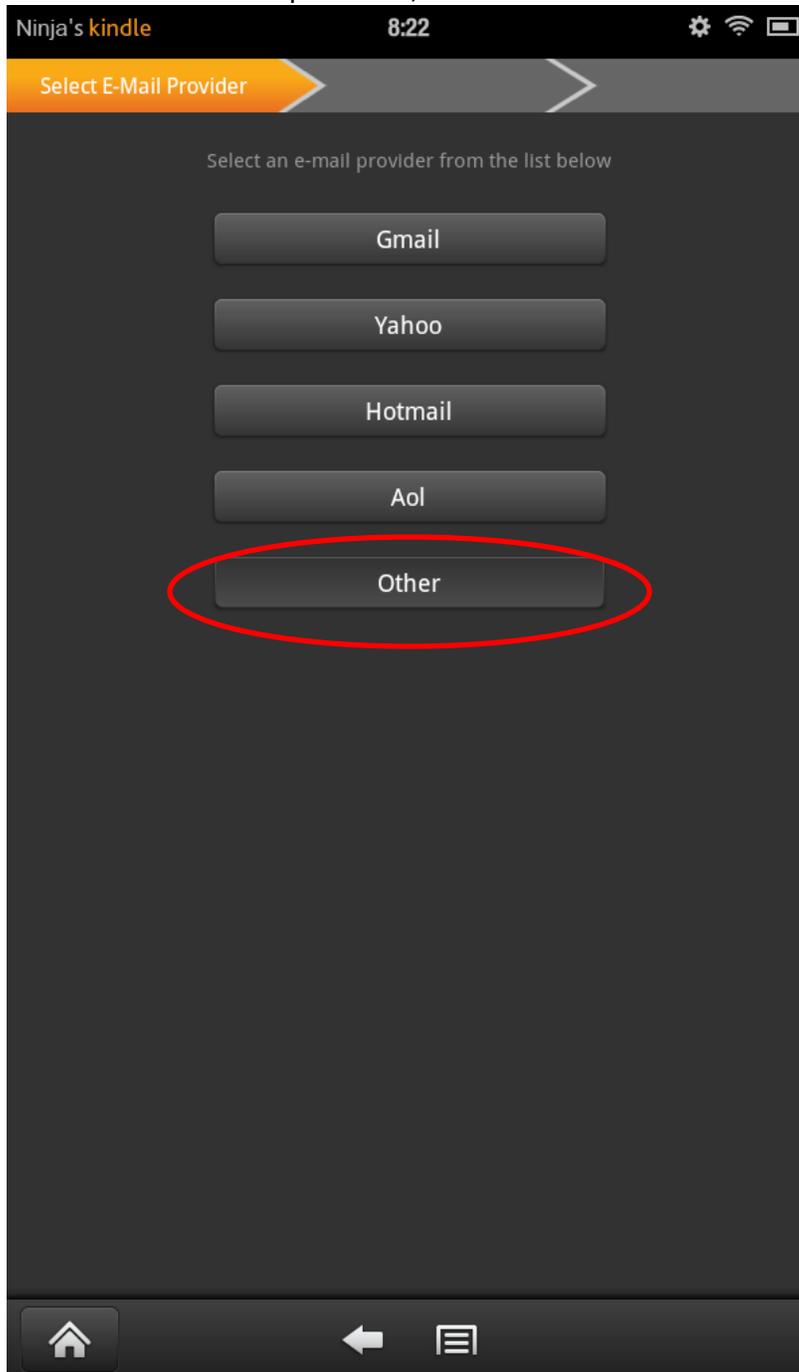


Note: If the Email or Contacts apps are not available on the device, make sure the Kindle Fire is connected to a wireless network. Please refer to the documentation for connecting the Kindle Fire to the UNOSECURE wireless network for further instructions. After you have connected the Kindle Fire to a wireless network and logged into your Amazon Account, you may download the Email and Contacts apps. If neither the Email nor Contacts apps have appeared, try restarting the Kindle Fire by holding down the power button located at the bottom of the device and selecting **Shut Down**.

3. On the **Welcome to e-mail setup** screen select the **Start** button below.



4. From the list of email providers, select **Other**.



5. Enter in the following information:

- Username: **Your UNO email address** (e.g. username@uno.edu)
- Password: **Your UNO password** (email password)

Then select **Next**.



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Select E-Mail Provider > Sign-In >

Other Setup

Enter the login information for this account

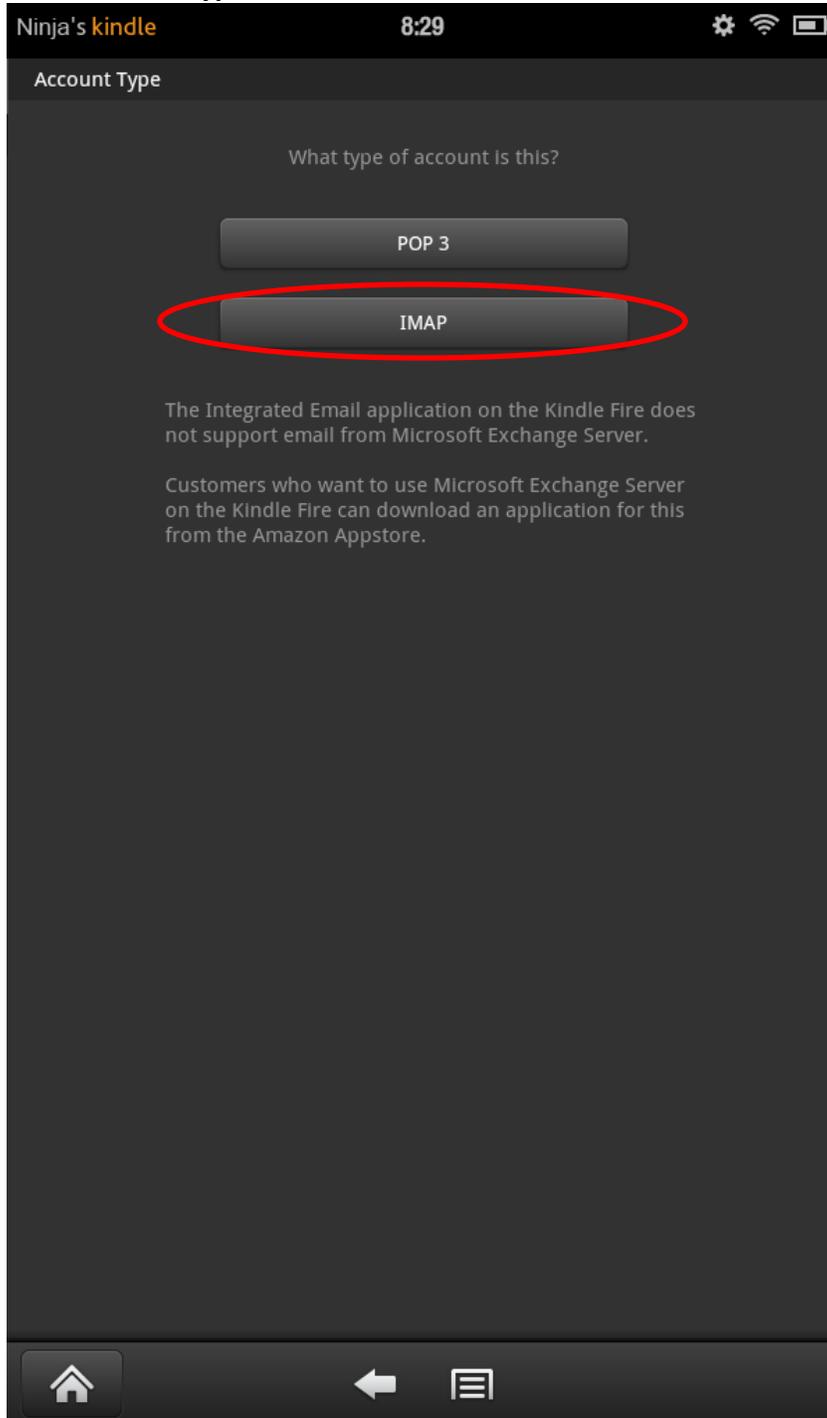
username@my.uno.edu

.....

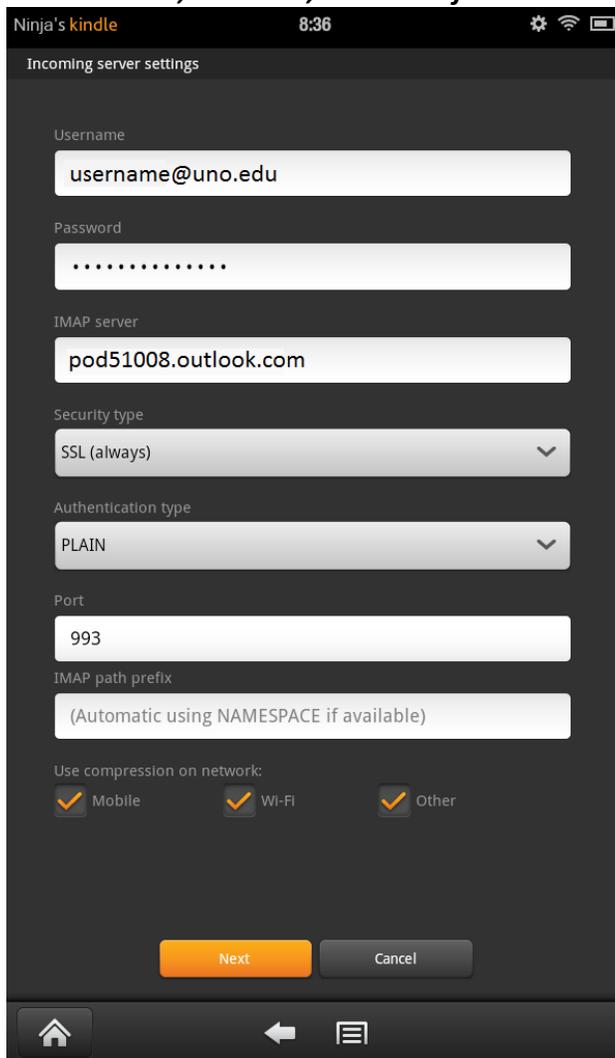
Show Password

Next Cancel

6. Under "What type of account is this?" select **IMAP**.



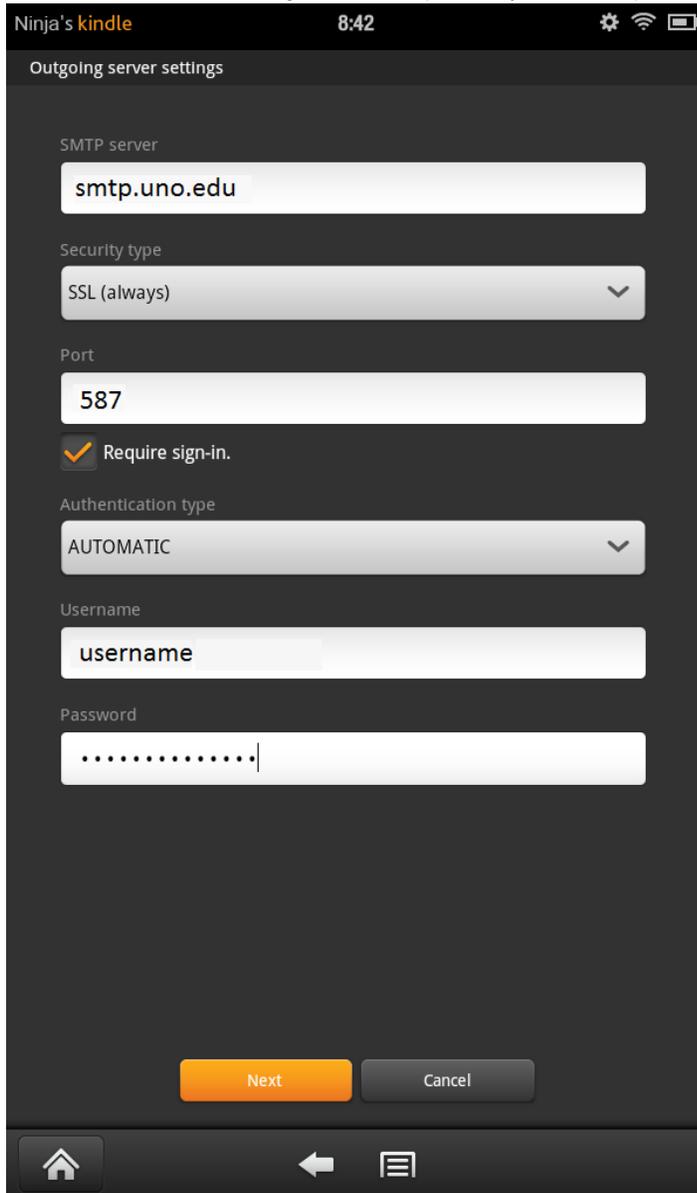
7. Enter in the following incoming server information
- Username: **Your UNO username without the “my” part** (e.g. username@uno.edu)
 - Password: **Your UNO password** (email password)
 - IMAP server: **pod51008.outlook.com**
 - Security type: **SSL (always)**
 - Authentication Type: **PLAIN**
 - Port: **993**
 - IMAP path prefix: **leave blank**
 - Use compression on network: *The purpose of this option has yet to be determined; as such, leave default.*



Then select **Next**.

8. Enter in the following outgoing server information:

- SMTP server: **smtp.uno.edu**
- Security type: **SSL (always)**
- Port: **587**
- Require sign-in: 
- Authentication Type: **AUTOMATIC**
- Username: **Your UNO username without the @ suffix** (e.g. username)
- Password: **Your UNO password** (email password)



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Outgoing server settings

SMTP server
smtp.uno.edu

Security type
SSL (always) ▾

Port
587

Require sign-in.

Authentication type
AUTOMATIC ▾

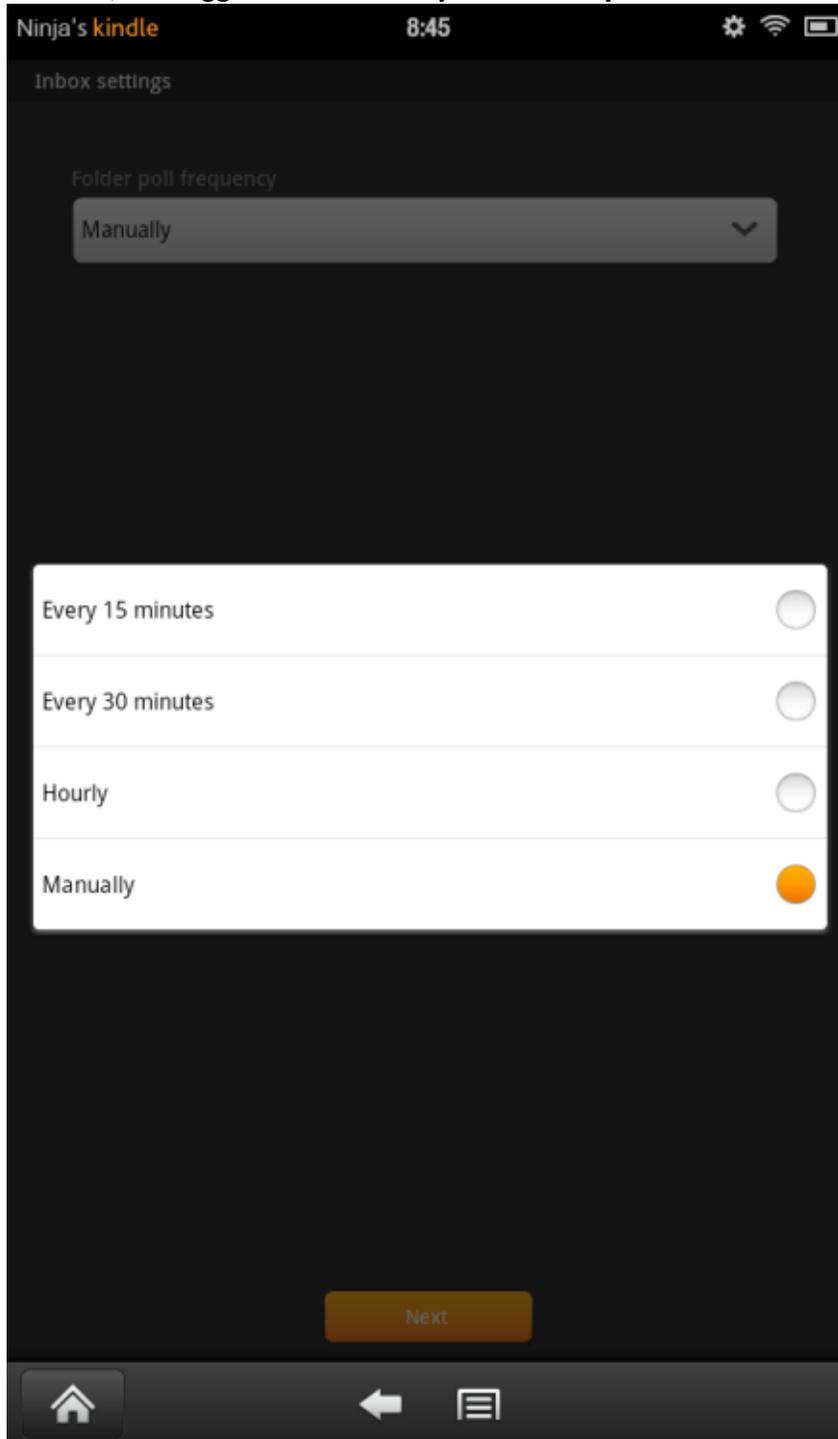
Username
username

Password
.....|

Next Cancel

Then select **Next**.

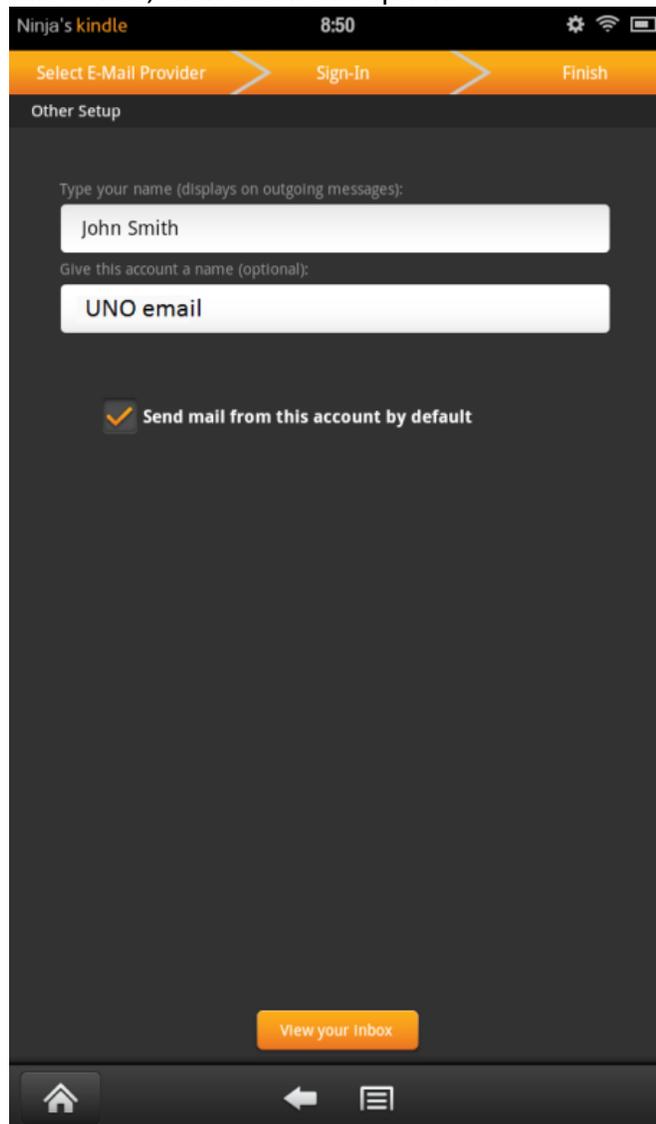
9. Select how often the Kindle Fire should check your email. If battery longevity is a concern, we suggest either **Hourly** or **Manually**.



Then select **Next**.

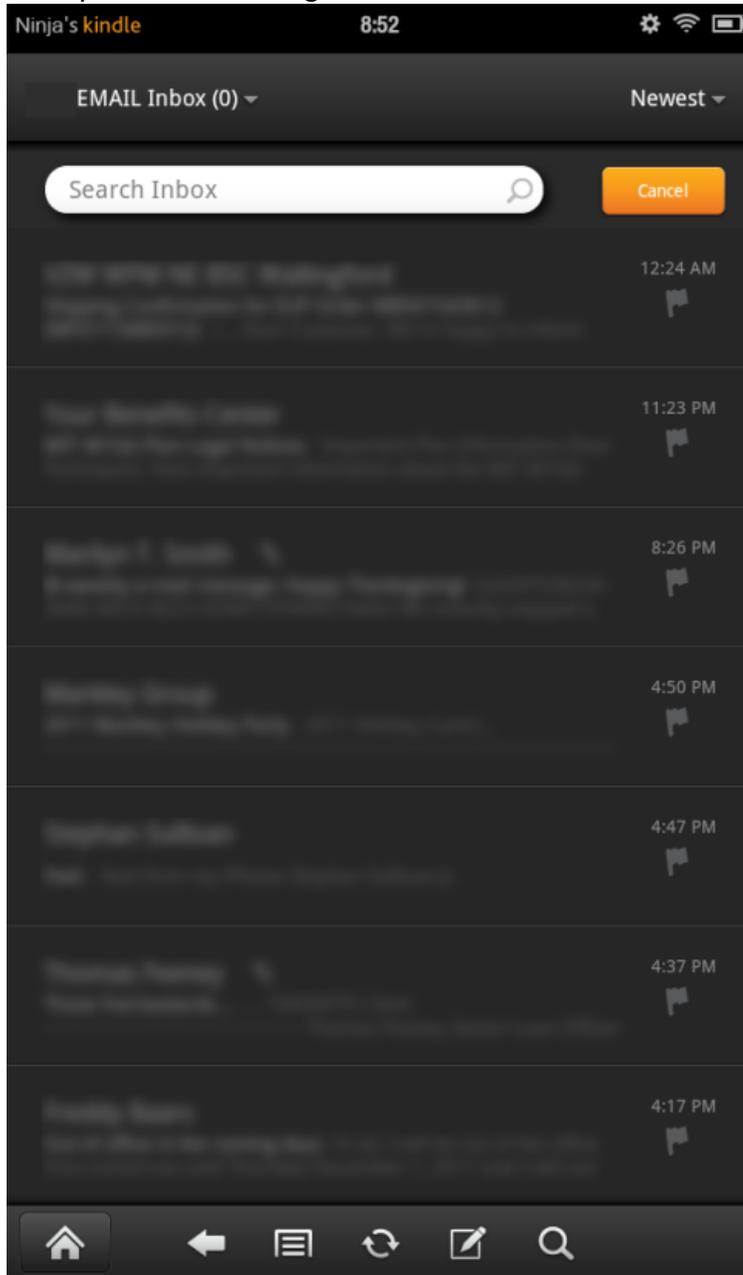
10. Enter in the following information:

- Type your name: **This is how your name displays on outgoing messages** (e.g. John Smith)
- Give this account a name: **If you have multiple email accounts, a unique account name will differentiate it from the others** (e.g. UNO Email)
- Send mail from this account by default: If this is your primary email account on this device, then check this option.



Then select **View your Inbox**.

11. If all of the above settings were set correctly, the Kindle Fire will now retrieve email from your UNO Exchange account.



If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.