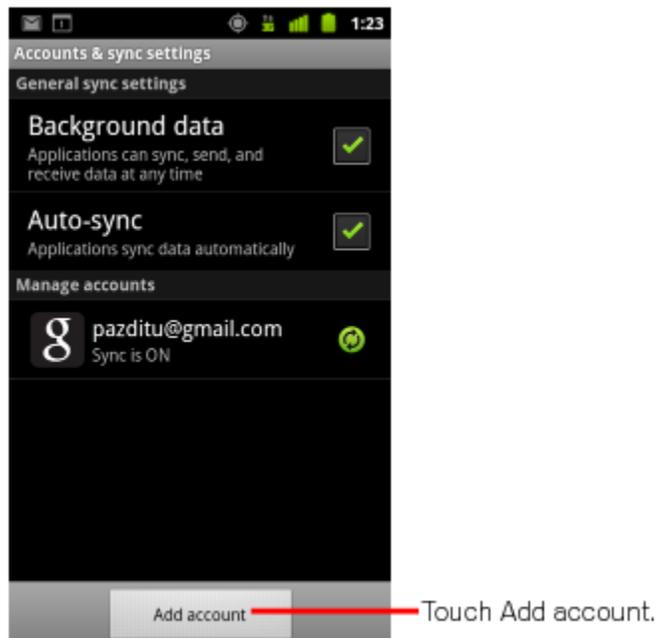


Using Google Apps on your Android phone

Using Google Apps on an Android is really easy. Just add your Google Apps account to the phone, then select the services you want to use. Each user should follow these instructions on their own phone.

1. Open the Accounts & Sync Settings screen on your phone. You can do this in Contacts by pressing **Menu** and touching **Accounts**, or directly in the Settings application.



2. The Accounts & Sync Settings screen displays your current sync settings and a list of your current accounts.
3. Touch **Add account**.
4. Touch **Google** to add your Google Apps account.
5. Touch **Sign in** when prompted for your Google Account.
6. Enter your full Google Apps email address as your username, and then enter your password.
7. Select which services you'd like to sync between your phone and Google Apps.
That's it! You can now use Google Apps from your Android.

Using Google Apps on your Blackberry

Enable IMAP in your Gmail settings

1. Sign in to your email.
2. Click the **gear icon**  in the upper right, then select **Settings**.
3. Click **Forwarding and POP/IMAP**.
4. Select **Enable IMAP**.
5. Click **Save Changes**.

1. On your BlackBerry®, navigate to your home screen.
2. Select the icon that lets you set up email (this can be called **Setup, Setup Wizard, Email Setup, BlackBerry® Set-up, E-mail settings, or Personal Email Set-up**).
3. Follow the setup instructions provided on your device to create a new email account.
4. Be sure to enter the following:
 - Mail Server: `imap.gmail.com`
 - Username: [your full Gmail address (`username@nyac-umc.com`)]
 - Password: [your Google Apps password]
 - IMAP Port: 993
5. Allow the system to add your account, but do not enter your Google Apps password into the utility boxes (this causes the system to default to POP3 instead of IMAP).
6. Select **Next**.
7. Select **Next** again (bypassing the **Additional Information Required** section).
8. Select your account type, and then select **Next**. You may encounter a "We were unable to configure..." error. If so, select **I will provide the settings** to continue.
9. Select the option that mentions **IMAP/POP**.
10. Select **I will provide the settings...**, and then select **Next**.
11. Select **Set up existing email account...**
12. Enter your Gmail account information here, with **imap.gmail.com** as your mail server.
13. Select **Next**.
14. Select **Save**.

When setup is successful, you receive a confirmation message, and a new mailbox icon (labeled with your Gmail address) appears on your BlackBerry®'s home screen.

Set up other mobile devices

You can access your Google Apps email and calendar on a wide variety of devices using the phone's mobile browser. The mobile browser offers familiar features like Gmail archiving and labels, it's always in sync with Gmail's main server, and there's no setup required.

Using a mobile browser

- For email, go to <http://mail.google.com/a/nyac-umc.com> on your device's browser.
- For calendar, go to <http://calendar.google.com/a/nyac-umc.com> on your device's browser.

Set up IMAP in other mail clients

First, view the instructions above, "**Enable IMAP in your Gmail settings.**"

Many mail clients (software programs) will automatically configure the appropriate IMAP connection settings for your account, but confirm that the connection settings your client configures are the same as what's listed below.

If you're using a client that's not listed above, you can also use the following information to configure your IMAP. If you have problems, contact your mail client's customer support department for further instructions.

- **Incoming Mail (IMAP) Server - Requires SSL**
 - imap.nyac-umc.com
 - Port: 993
 - Requires SSL: Yes
- **Outgoing Mail (SMTP) Server - Requires TLS**
 - smtp.nyac-umc.com
 - Port: 465 or 587
 - Requires SSL: Yes
 - Requires authentication: Yes
 - Use same settings as incoming mail server
- **Full Name or Display Name:** [your name]
- **Account Name or User Name:** your full address (username@nyac-umc.com).
- **Email address:** your full email address (username@nyac-umc.com)
- **Password:** your password

If your client does not support SMTP authentication, you won't be able to send mail through your client using your Gmail address.

Also, if you're having trouble sending mail but you've confirmed that encryption is active for SMTP in your mail client, try to configure your SMTP server on a different port: 465 or 587.