

## Setting up Email on a Kindle

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



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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.

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



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

Ninja's <mark>kindle</mark>	8:22	\$\$ \$\$ <b>•</b>
Select E-Mail Provi	ider >	
	Select an e-mail provider from the list below	
	Gmail	
	Yahoo	
	Hotmail	
	Aol	
	Other	
	<b>+ =</b>	

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- 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.

Ninja's <mark>kindle</mark>	8:2	8	¢ (¢	
Select E-Mail Provider	Si	gn-In >		
Other Setup				
Enter the login informa	ation for this acc	ount		
username@m	y.uno.edu		_	
Show Pass	word			
	Next	Cancel		
	+			

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

Ninja's <mark>kindle</mark>	8:29	\$ \$ <b>•</b>
Account Type		
	What type of account is this?	
	POP 3	
	ІМАР	
	a teterrete d Energian I and include an the Mindle Fire dear	
in nc	ie Integrated Email application on the Kindle Fire does of support email from Microsoft Exchange Server.	
Cu or fro	istomers who want to use Microsoft Exchange Server a the Kindle Fire can download an application for this om the Amazon Appstore.	
	 ← ■	

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- 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.*

Ninja's <mark>kindle</mark>	8:3	6	\$ \$ <b>•</b>
Incoming server set	ttings		
Username			
username	e@uno.edu		
Password			
	•••••		
IMAP server			
pod51008	3.outlook.com		
Security type			
SSL (always)			~
Authentication	type		
PLAIN			~
993			
IMAP path prefi	x		
(Automatic	using NAMESPACE	if available)	
🖌 Mobile	🖌 Wi-Fi	🖌 Other	
,			
	Next	Cancel	
	+		

Then select Next.

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- 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)

Ninja's <mark>kindle</mark>	8:42	2	\$ \$ \$	
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.

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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.

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- 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.

Ninja's kindle	8:50	\$ \$
Select E-Mail Provi	der Sign-In	> Finish
Other Setup		
Type your name (	(displays on outgoing messages):	
John Smith		
Give this account	a name (optional):	
UNO ema		
🗸 Send	l mail from this account by default	
	View your Inbox	
	← 🗉	

Then select View your Inbox.

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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 <u>helpdesk@uno.edu</u>. You may also stop by the Help Desk, located in the UCC Room 101.

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