

Setting up MAK-Mail on your Windows mobile device

1. On **Start**, swipe left to the App list, select **Settings**, and then select **email + accounts**.
2. Select **Add an account** and select **Other account**.
3. Enter your e-mail address (for example, spmugabi@dicts.mak.ac.ug) and password and select **Sign in**. Windows Phone will try to set up your e-mail account automatically. If setup completes successfully, skip to step 6.
4. If you see the message “We couldn’t find the settings for the account information you entered”, make sure the e-mail address and password are correct, and then select **Try again**. If setup completes successfully, skip to step 6.
5. If your e-mail account can’t be set up automatically, select **Advanced**, and then select **Internet email**.

You'll need to enter the following information:

1. **Account name** This is a descriptive name for your account e.g. MAK-Mail
 2. **Your name** Type your name as you want it to appear when you send e-mail messages from your phone.
 3. **Incoming email server** This is the incoming e-mail server for your account. Enter “**mail.mak.ac.ug**”.
 4. **Account type** This is POP3. (port numbers are default, please don’t change)
 5. **User name** This is your full e-mail address (for example, **spmugabi@dicts.mak.ac.ug**).
 6. **Password** This is the password for your e-mail account.
 7. **Outgoing (SMTP) email server** This is the outgoing email server name of your mobile data network (MTN, Airtel, Orange etc.). Please contact your service provider for these settings. However, if you are on the MAK-campus and in range of a MAK wireless signal, then you can use the MAK outgoing email server (**mail.mak.ac.ug**). Port number is default, please don’t change it.
 8. Select **Advanced** and confirm that the boxes “**Require SSL for incoming email**” and “**Require SSL for outgoing email**” are **NOT** selected.
6. Select **Sign in**.

Setting up MAK-Mail on your iOS device

1. Tap **Settings** > **Mail, Contacts, Calendars** > **Add Account**.
2. Tap **Other**.
3. In the **Name** box, enter your full name.
4. In the **Address** box, enter your full e-mail address (for example, **spmugabi@dicts.mak.ac.ug**).
5. In the **Password** box, enter your password, and then tap **Save**.
6. Tap **POP**.
7. Under **Incoming Mail Server**, in the **Host Name** box, enter "**mail.mak.ac.ug**".
8. In the **User Name** box, enter your full e-mail address (for example, **spmugabi@dicts.mak.ac.ug**). In the **Password** box, enter your password.
9. Under **Outgoing Mail Server**. This is the outgoing email server name of your mobile data network (MTN, Airtel, Orange etc.). Please contact your service provider for these settings. However, if you are on the MAK-campus and in range of a MAK wireless signal, then you can use the MAK outgoing email server (mail.mak.ac.ug). Port number is default, please don't change it.
10. In the **User Name** box, enter your full e-mail address (for example, **spmugabi@dicts.mak.ac.ug**). In **Password**, enter your password.
11. Tap **Save**.

Setting up MAK-Mail on your Blackberry device

1. From the BlackBerry home screen, click **BlackBerry Setup > Set up Internet E-mail > Add An Email Account**.
2. Type your e-mail address (for example, **spmugabi@dicts.mak.ac.ug**) and password, and then click **Next**.
3. Your BlackBerry will try to set up your e-mail account automatically. If setup completes successfully, skip to the next step. If your e-mail account can't be configured automatically, do the following:
 1. Click **I will provide the settings to add this email account**.
 2. Scroll down, and then click **Next**.
 3. Select **Internet Service Provider Email (POP/IMAP)**, and then click **Next**.
 4. Type your full e-mail address for your user name address (for example, **spmugabi@dicts.mak.ac.ug**).
 5. Scroll down and type the name of your incoming e-mail server "**mail.mak.ac.ug**". Click **Next**.
 6. Enter the name of the outgoing server. This is the outgoing email server name of your mobile data network (MTN, Airtel, Orange etc.). Please contact your service provider for these settings. However, if you are on the MAK-campus and in range of a MAK wireless signal, then you can use the MAK outgoing email server (mail.mak.ac.ug). Port number is default, please don't change it.
4. Click **OK** to complete the setup.