



Universiteit Leiden

User Manual

Configuring uMail on Android 4.1.2



Introduction

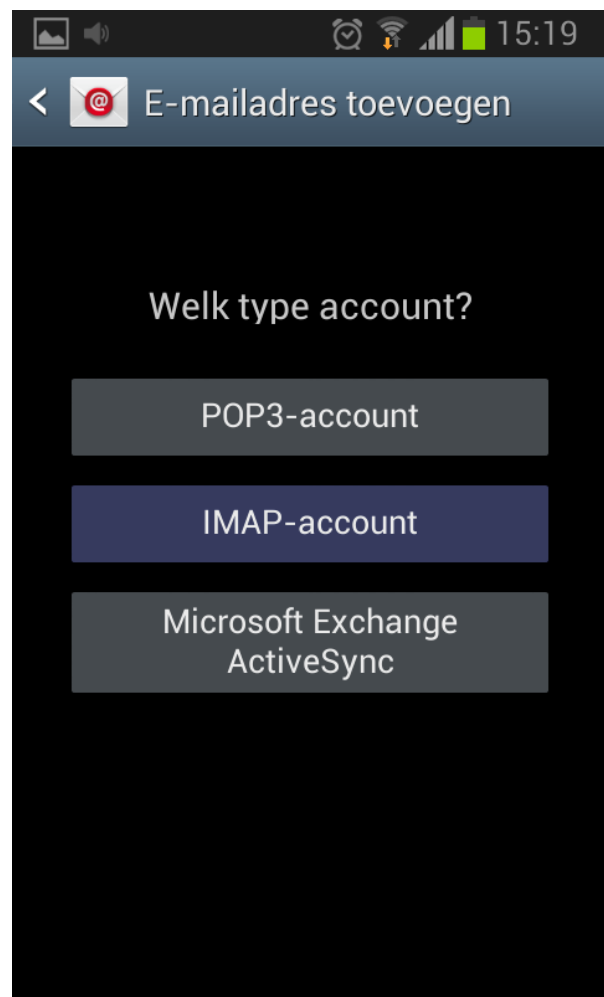
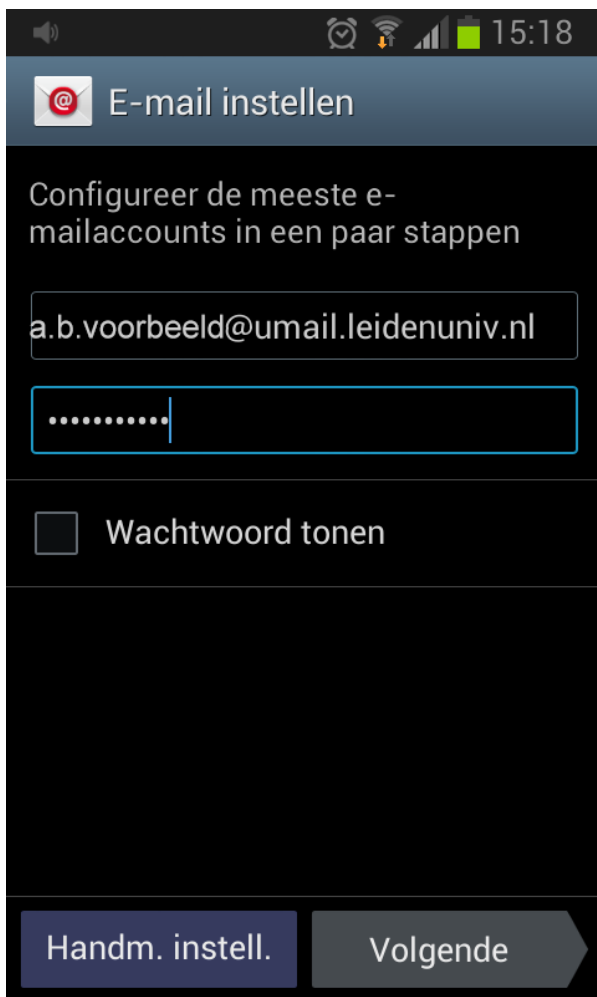
This user manual shows you how to configure your e-mail client on your Android device so that you can receive and send uMail (within the University network).

For more functionality we advise you to use the web interface via <https://webmail.leidenuniv.nl/ox.html>

Due to the great variety of Android devices the screenshots below may differ from those of your telephone. The screenshots in this document were taken with a Samsung Galaxy S2 with Android JB

Installing E-mail

- 1) Start your e-mail application. If you have not yet added an e-mail account, you can follow the steps below. If you already have an account (for example, a private e-mail account), you can add a new e-mail account via the settings in the mail client.
- 2) Enter your uMail address and your ULCN password (see below on the left), then select “**Manual Settings**”
- 3) Select “**IMAP-account**” (see right-hand screenshot below)



4) Copy the details below and then select “Next”.

Note that your device will have filled in some of the details automatically (and wrongly). Please check this carefully!

The screenshot shows a dark-themed settings screen for incoming email. At the top, there is a back arrow and a title 'Instellingen binnenkomend..' with an email icon. Below are several input fields: 'Gebruikersnaam' with 's1234567', 'Wachtwoord' with masked dots, 'IMAP-server' with 'imap.leidenuniv.nl', 'Beveiligingstype' with a dropdown menu showing 'TLS', 'Poort' with '143', and 'Prefix IMAP-pad' with 'Optioneel'. A blue button labeled 'Volgende' is at the bottom.

	Details to enter	Note
Username	Your ULCN username	Students enter their student number. For example: s1234567
Password	Your ULCN password	Is already entered
IMAP-server	imap.leidenuniv.nl	
Security	TLS	This field is optional
Port	143	

5) Copy the details below and then select “Next”.

Note that your device will have filled in some of these details automatically (and wrongly). Please check this carefully!

The screenshot shows a mobile application interface for configuring outgoing email settings. The title is "Instellingen uitgaande serv..". The fields are: SMTP-server (smtp.leidenuniv.nl), Beveiligingstype (Geen), Poort (25), Inloggen verplicht (checked), Gebruikersnaam (s1234567), and Wachtwoord (masked with dots). A "Volgende" button is at the bottom.

	Details to enter	Note
SMTP-server	smtp.leidenuniv.nl	This address only works within the University. If you are working from home, you have to enter the smtp server of your own internet provider.
Security	None	
Port	25	
Username	Your ULCN username	Is already entered
Password	Your ULCN password	Is already entered

6) On the next screen you can select a number of synchronisation options (see left-hand screen below); once you have selected the options you want, press “Next”.

7) In the last screen you can choose a label for the uMail profile you just created. Then select “Done”.

