



Email Configuration Guide

This guide provides step-by-step instructions on setting up your HA Group email account on various devices using recommended email clients. Look below:

Mobile Devices

Apple Devices (iPhone and iPad)

Recommended Client: Apple Mail

- **Setting Up Email:**
 1. Go to **Settings > Passwords & Accounts**.
 2. Tap **Add Account**, then select **Other**, and tap **Add Mail Account**.
 3. Enter your name, email address, password, and a description for your account.
 4. Tap **Next**. Mail will try to find the email settings automatically. If it fails, enter the settings manually (see below).
 5. Choose IMAP or POP and enter the Incoming and Outgoing Mail Server details provided on the **Email Configuration Settings.pdf** file.
 6. Tap **Next**, then **Save**.

For detailed instructions, visit: [Apple Mail Setup](#)

Android Devices

Recommended Client: Gmail App

- **Setting Up Email:**
 1. Open the Gmail app and tap the menu icon.
 2. Tap **Settings > Add account > Other**.
 3. Enter your email address and tap **Next**.
 4. Choose the type of account (IMAP or POP), then enter your password.

5. Enter the Incoming and Outgoing Server settings provided on the **Email Configuration Settings.pdf** file.
6. Follow the on-screen instructions to complete the setup.

For detailed instructions, visit: [Gmail on Android Setup](#)

Computers

Mac Computers

Recommended Client: Apple Mail

- **Setting Up Email:**

1. Open Apple Mail and select **Mail > Add Account**.
2. Select **Other Mail Account** and click **Continue**.
3. Enter your full name, email address, and password, then click **Sign In**.
4. If required, enter the account type (IMAP or POP) and the Incoming and Outgoing Mail Server information provided on the **Email Configuration Settings.pdf** file.
5. Click **Sign In** and then **Done**.

For detailed instructions, visit: [Apple Mail on Mac Setup](#)

Windows Computers

Recommended Client: Microsoft Outlook

- **Setting Up Email:**

1. Open Outlook and select **File > Add Account**.
2. Enter your email address and click **Connect**.
3. Choose IMAP or POP3 and enter your password.
4. Enter the Incoming and Outgoing Server details provided on the **Email Configuration Settings.pdf** file.
5. Click **Next**, then **Done**.

For detailed instructions, visit: [Outlook Setup](#)

If you do not have an Outlook license, please inform the System Administrator for assistance.

Additional Information

If your device uses a different operating system or email client not listed here, please contact the System Administrator for personalized assistance.