Student Email on Mobile Device Setup Instructions

All smart phones/mobile devices are unique requiring unique steps to set up email. With so many makes and models it is difficult for Computer Services to have specific instructions for each kind. Listed below are the basic settings used by BPCC’s email server with common instructions for iOS and Android devices. Please read your mobile device’s user’s manual to determine how to setup your particular phone or PDA.

Email Server Type: IMAP
Incoming Mail Server: student.bpcc.edu
Outgoing Mail Server: The SMTP server provided by your Internet or Wireless Service provider (see note below).
Username: ex: jdoe123 (BPCC username)

iOS

Settings > Mail, Contacts, Calendars > Add Account > Other > Add Mail Account
Name: (Name you want displayed on emails sent from the device)
Email: example@student.bpcc.edu
Password: Default is 6-Digit DOB
Description: Account Name
Next
Select IMAP
Incoming Mail Server
Host Name: student.bpcc.edu
User Name: Everything to the left of the @ symbol in your student email address
Password: (Already filled in)

Outgoing Mail Server
Information provided by SMTP provider. (See note below)
Next
Error regarding SSL: “Do you want to connect without SSL” > yes (you may get this error twice)
Select only Mail to be on.
Done

Android

Email > Menu > Accounts > Menu > Add Account
Email Address: example@student.bpcc.edu
Password: Default is 6-Digit DOB
Next
“What Type of Account is this?” > IMAP
Incoming Server Settings
Username: Everything to the left of the @ symbol in your student email address
Password: (Already filled in)
Server: student.bpcc.edu
Port: 143 (default)
Security Type: None
IMAP path prefix: (Blank)
Next
Outgoing Server Settings

Information provided by SMTP provider. (See note below)

Account Options
Next

Set Up Email

Account Name: (Description to distinguish this account from others on the device)
Your Name: (Name you want displayed on emails sent from the device)

Note Regarding Outgoing Mail Server Settings:
Currently we do not allow students to send email through our server unless it is via the webmail interface. In order to send email from your mobile device you will need to provide the SMTP server settings from another email account or the free SMTP server information provided by most Internet and Wireless service providers (i.e. Verizon, AT&T, T-Mobile, etc.).