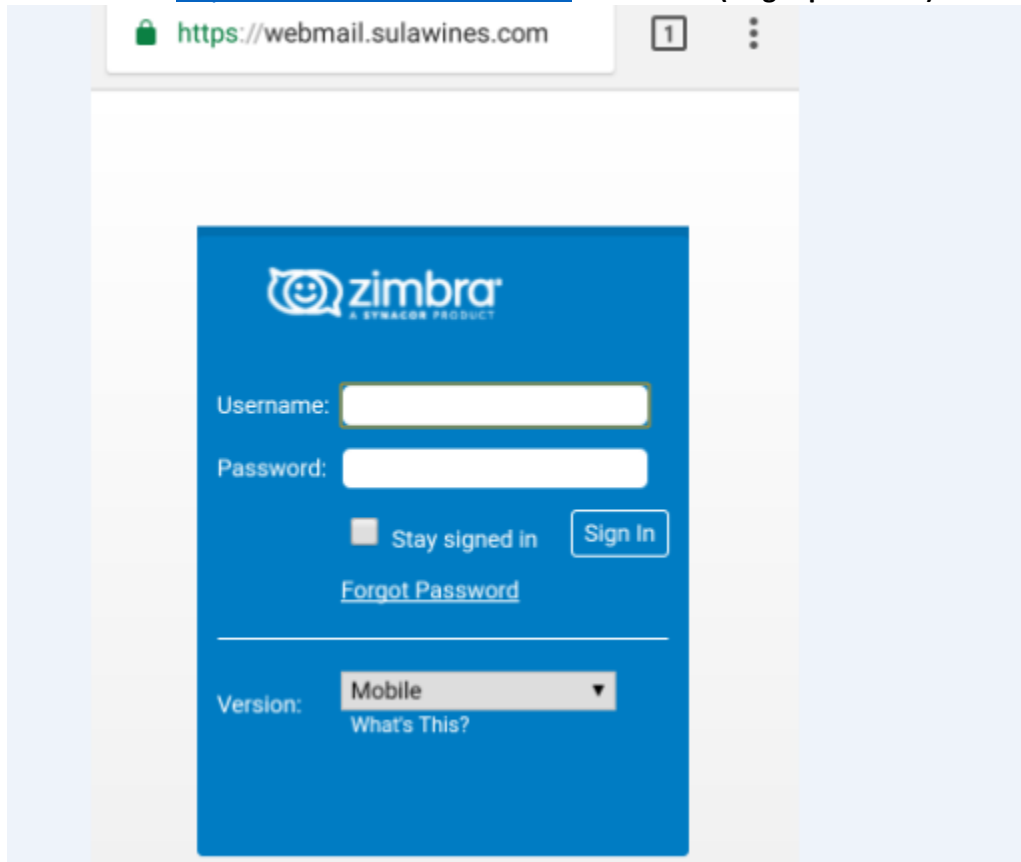


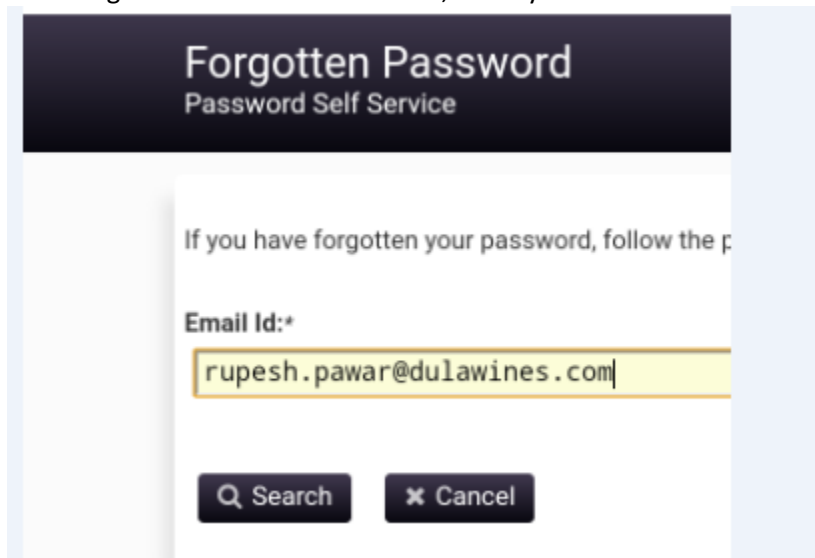
## Configure Email ID – Android

1. Generating password for your account.

Go to <https://webmail.sulawines.com/> and click on **(forget password)**

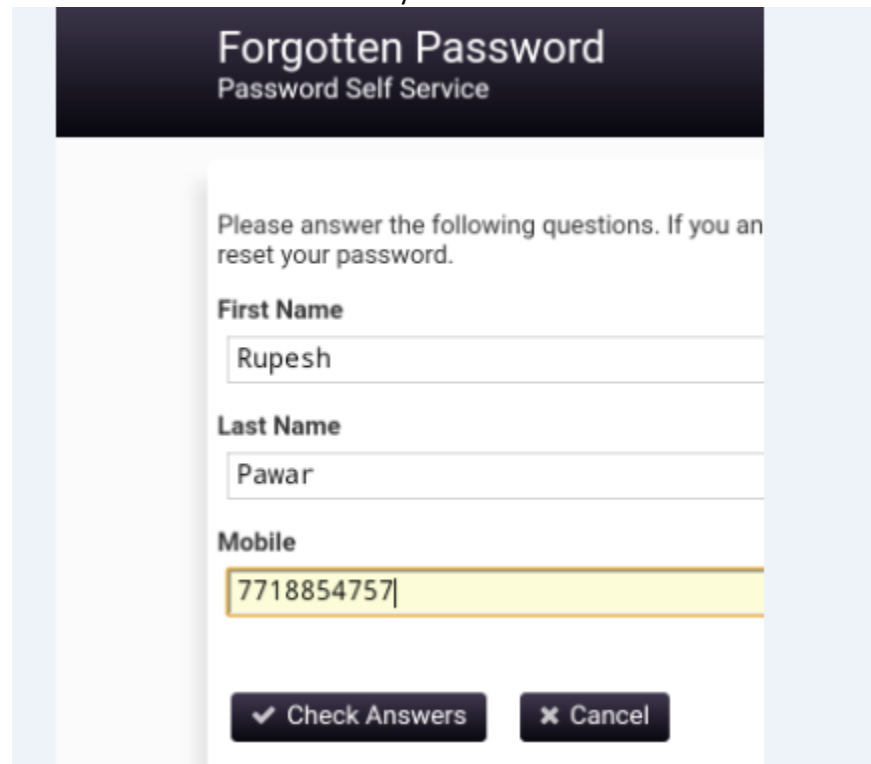


You will get the below shown screen, enter your email address & click on search.



On the next screen you will be asked for your name and mobile number, please provide the details as per official records only (**Important**). Click on check answers.

You will receive an OTP code on your official mobile number.



The screenshot shows a mobile application interface for a 'Forgotten Password' self-service. At the top, a dark blue header contains the text 'Forgotten Password' in a large white font, with 'Password Self Service' in a smaller white font below it. The main content area is white and contains the following elements: a prompt 'Please answer the following questions. If you are not sure, you can reset your password.'; three input fields with labels 'First Name', 'Last Name', and 'Mobile' above them. The 'First Name' field contains 'Rupesh', the 'Last Name' field contains 'Pawar', and the 'Mobile' field contains '7718854757'. At the bottom of the form, there are two dark blue buttons: 'Check Answers' with a white checkmark icon and 'Cancel' with a white 'x' icon.

Type the OTP code you received and click on check code.

## Forgotten Password

### Password Self Service

To verify your identity, a security code has been sent to your mobile device. Please paste the security code here.

Your security code should arrive right away. If you do not receive a code, click the resend code button to receive a new code.

 Resend Code

Code

 Check Code

 Cancel

In the next screen, type in your new password as per above mentioned criteria and click on change password.

**Change Password**  
Password Self Service

Please change your password. Keep your new password secure. Click the Change Password button. If you must write it down, please keep it in a secure location. Your new password must meet the following requirements:

- Password is not case sensitive.
- Must be at least 2 characters long.
- Must not include any of the following values:
- Must not include part of your name or user name.
- Must not include a common word or common phrase.

New password accepted, please click change password

**New Password**

**Confirm Password**

**Change Password** **Cancel**

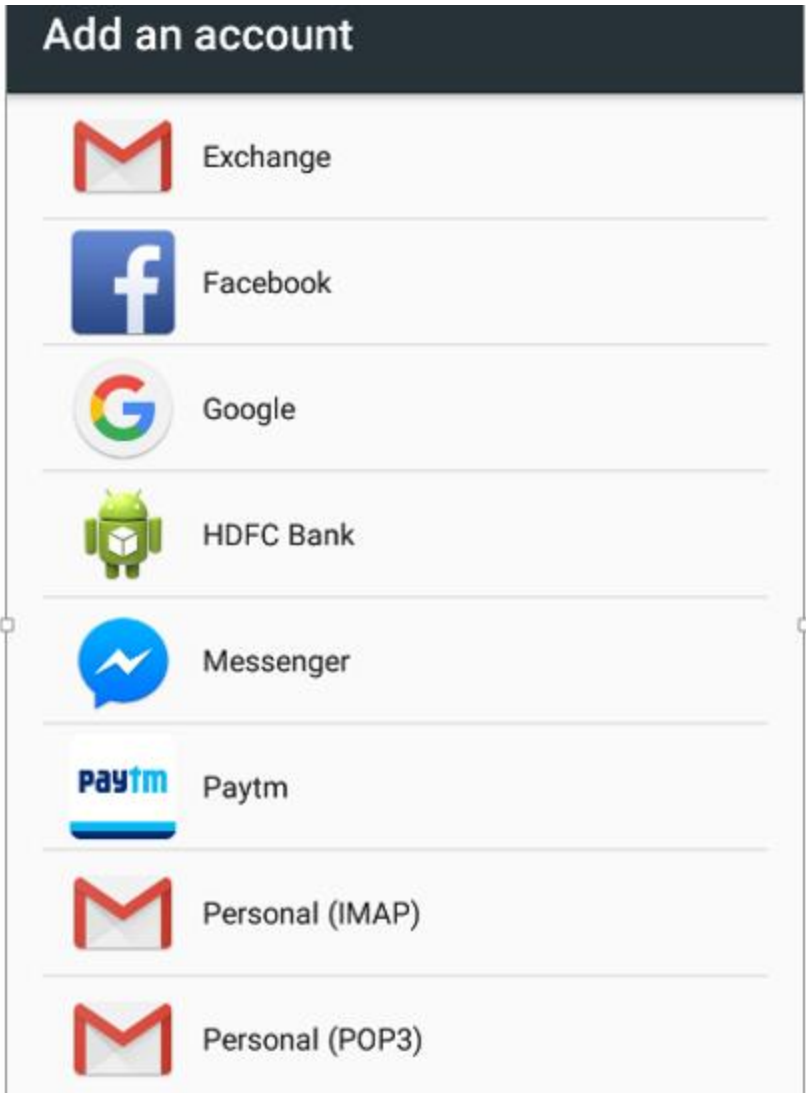
You will get a confirmation about your password changed.

**Success**  
Password Self Service

Your password has been changed successfully.

**Continue**

2. Navigate to accounts from setting and select Personal (POP3)



3. Type your Email ID and select Manual setup

## Add your email address

Enter your email

rupesh.pawar@sulawines.com

**MANUAL SETUP**

NEXT >

4. Select Personal (POP3) and click next.

rupesh.pawar@sulawines.com

What type of account is this?

Personal (POP3)

Personal (IMAP)

Exchange



NEXT >

5. Enter incoming server details as below and click next.

Username: [abc@sulawines.com](mailto:abc@sulawines.com)

Password: xxxxxx

Mail server: zmail.sulawines.com

Port: 995

Required SSL: Yes

## Incoming server settings

Username

rupesh.pawar@sulawines.com

Password

.....



Server

zmail.sulawines.com

Delete email from server

When I delete from Inbox



6. Enter outgoing/SMTP server details as below and click next.

Username: abc@sulawines.com

Password: xxxxxx

Mail server: zmail.sulawines.com

Port: 587

Required SSL: Yes



## Outgoing server settings

Require signin

Username

rupesh.pawar@sulawines.com

Password

.....



SMTP server

zmail.sulawines.com

7. Once all setting validate, check sync frequency and click next.

## Account options

Sync frequency:

Every 15 minutes



Notify me when email arrives

Sync email from this account



NEXT >

Click on Finish.  
Your account is ready to use.