**How to Install Your Email on Your Phone**

STEP One:

* If you have never had a TIP email account, continue to step Two.
* If you have had a TIP email account and you still have it on your phone
	+ Go to  <https://www.skywaynetworks.com/guides/upgrade/zimbra> .  Scroll down to the bottom and choose your phone type.  The directions that pop up explain how to delete your old account.  Pay attention to which email app you were using.
	+ After you complete the last step of deleting the old account, it will prompt you to click on a link to take you to the next step to load the NEW account.

STEP Two: What kind of phone do you have? Click on the link for the phone you have

* iPhone: <https://www.skywaynetworks.com/guides/ios>
* Android: https://www.skywaynetworks.com/guides/android
* Other: <https://www.skywaynetworks.com/guides/upgrade/email-app-not-listed>

STEP Three:

* It will ask you a few questions to customize your directions (fancy, right!?!)
	+ Email Plan: Silver
	+ Email app: same as you used last time
	+ Account type: IMAP
* Follow directions for the install.

If an error message occurs, take a screen shot and send it to production@thetareinthepark.org so I can send it to our web guy.

Let me know if you were able to successfully able to load your new email account to your phone.