This guide takes you step-by-step through the process of setting up a new email account on Android.

Launch your mail application

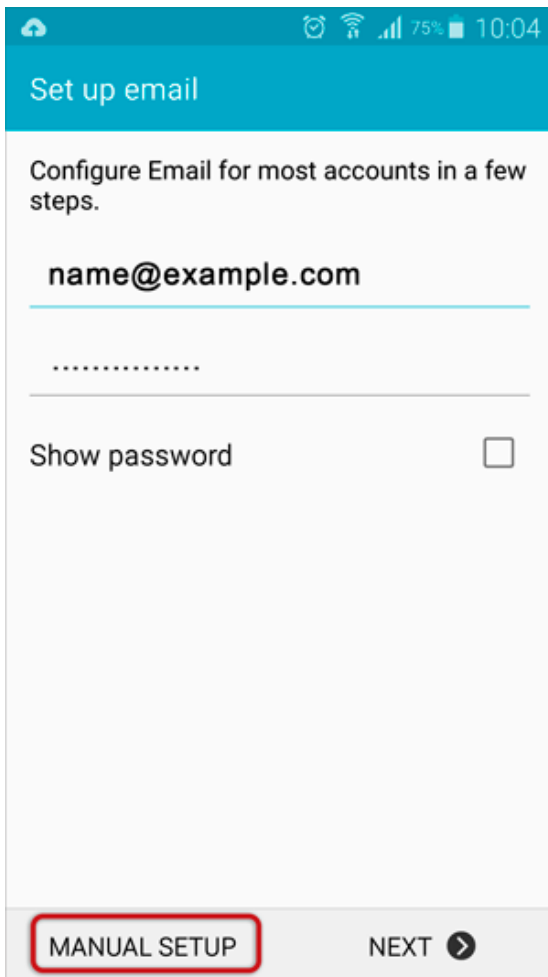*1. Start by selecting the **mail icon** from your applications screen*

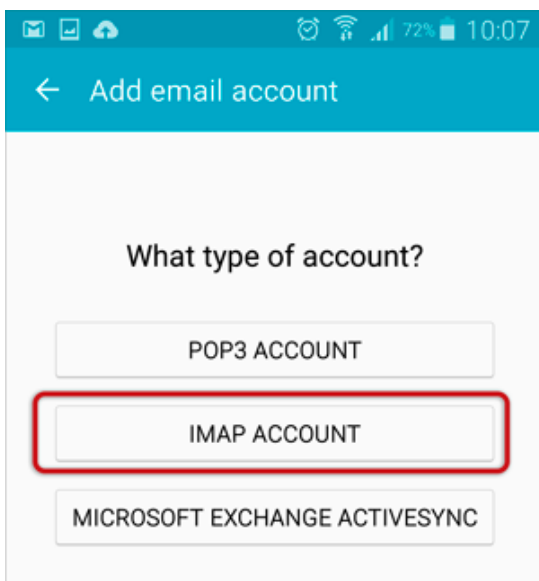# Setup email

2. Enter the email address and email password

forgotten passwords can be, you will need to get your domain or web administrator to reset it for you.

- *Choose* **Manual Setup**

Account type

3. Choose **IMAP**

Incoming server settings

*4. The programme may try to connect to the server, but will fail – you will need to add the **full email address** as **User Name.***

Check the other settings:

- **Security typ**e is None
- **Port** is 143
- *select **Next***

Outgoing server settings

*5. Enter all the relevant details as in the screen below and then select **Next***
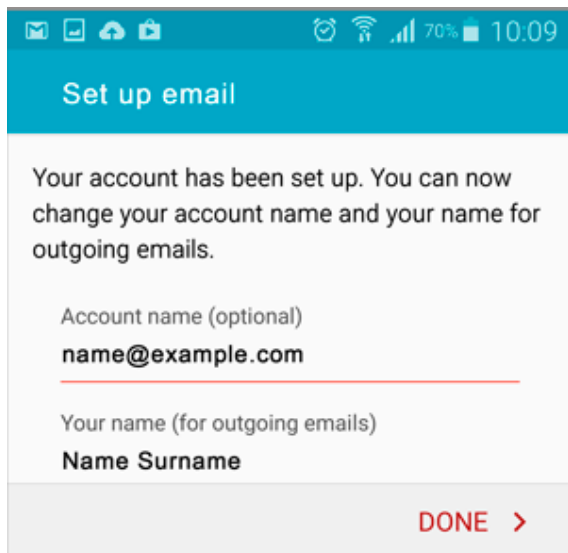

Checking outgoing server settings...

6. Wait while your settings are tested

Account options

*7. Adjust the additional **Account Options** as preferred.*

Name

*8. Specify an **optional** account name (for your reference only), and enter the name you wish to be displayed on outgoing mail, then select **Done.***

Complete Setup

9. The account has been set up successfully and your messages will now be downloaded.