



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*

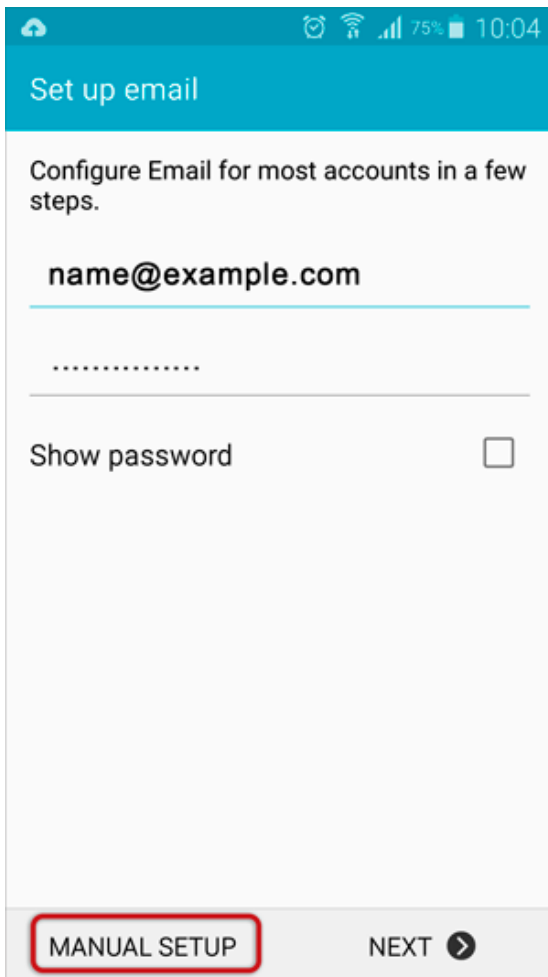


Setup email

2. Enter the email address and email password

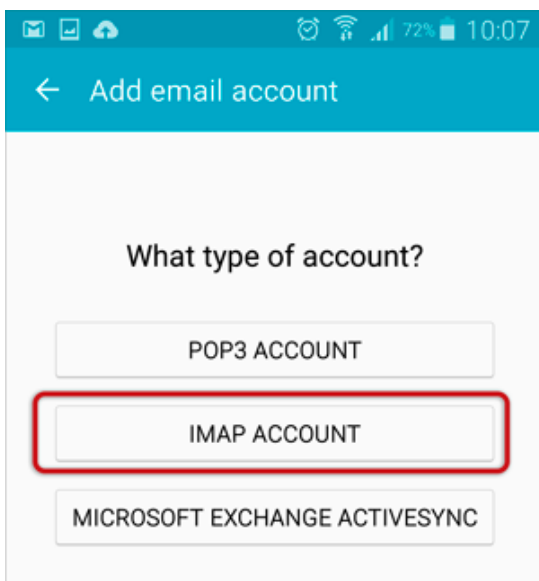
for gotten passwords can be, you will need to get your domain or web administrator to reset it for you.

- 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 type** is *None*
- **Port** is *143*
- select **Next**

The screenshot shows the 'Incoming server settings' screen of an Android application. The status bar at the top indicates the time is 10:07, battery is at 72%, and there are icons for notifications, email, and connectivity. The screen has a teal header with a back arrow and the title 'Incoming server settings'. Below the header are several input fields:

- Email address:** name@example.com
- Username:** name@example.com
- Password:**
- Show password:**
- IMAP server:** mail.example.com
- Security type:** None ▼
- Port:** 143
- IMAP path prefix:** Optional

At the bottom of the screen, there is a button labeled 'NEXT' with a right-pointing arrow, which is highlighted with a red circle.

Outgoing server settings

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

The screenshot shows the 'Outgoing settings' screen on an iPhone. The status bar at the top indicates the time is 10:10, battery is at 69%, and there are icons for mail, home indicator, and cellular signal. The settings are as follows:

- SMTP server: smtp.example.com
- Security type: None (dropdown arrow)
- Port: 587
- Require sign-in:
- User name: name@example.com
- Password:

At the bottom, there is a 'NEXT' button with a right-pointing arrow, which is circled in red.

Checking outgoing server settings...

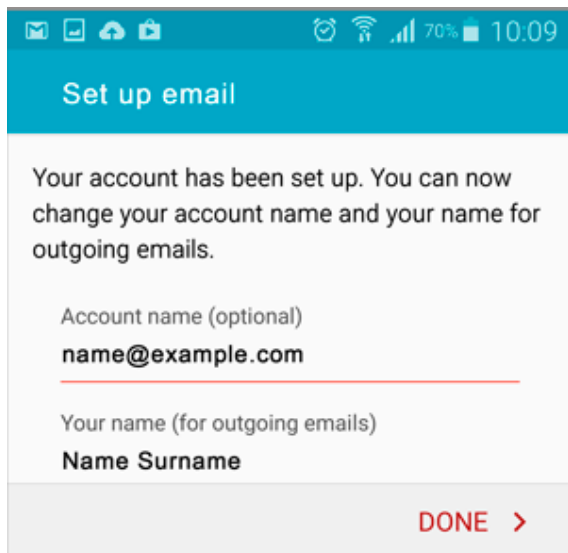
6. Wait while your settings are tested

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.