

# How to configure email on Android phone

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## Configuring your email

First you will want to open up your Gmail Application, and from there you will see an option to **“Add another account”**

1. Open the mail app.



### Set up email



Google



Outlook, Hotmail, and Live



Yahoo



Exchange and Office 365



Other

2. Select the 'Other' option.



## Add your email address

Enter your email

name@yourdomain.com

MANUAL SETUP

NEXT

3. Enter the email address you wish to connect to. In this example, the email is name@yourdomain.com.
4. Click the MANUAL SETUP button.



name@yourdomain.com

What type of account is this?

Personal (POP3)

Personal (IMAP)

Exchange

5. Choose which type of account you'd like to use. IMAP is preferred if wanting multiple devices such as phone and computer.



name@yourdomain.com

Password

.....



NEXT

6. Enter your password.

*The Incoming server settings screen opens:*



## Incoming server settings

Username

name@yourdomain.com

Password

.....



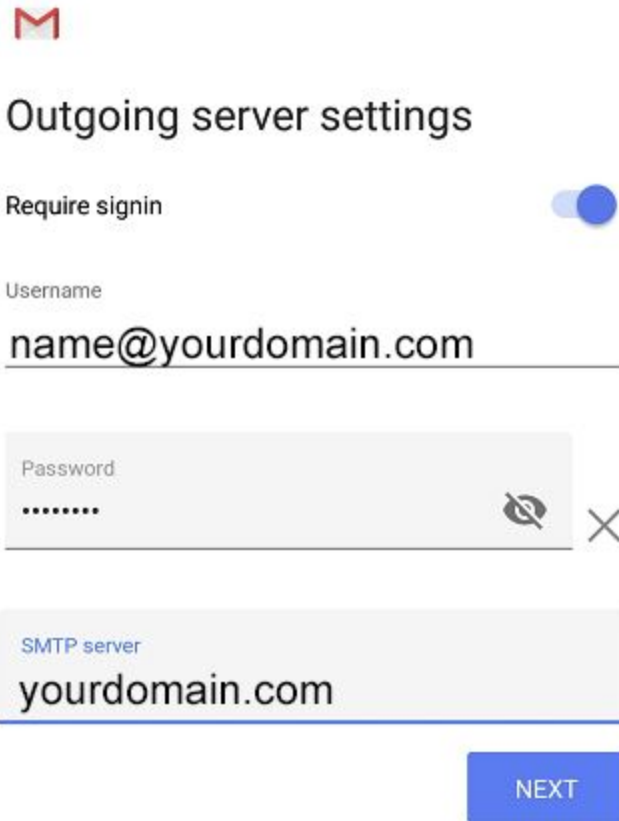
Server

yourdomain.com

NEXT

7. Enter the following 'Incoming' server settings:
  - Username – Your full email address
  - Password – The password of your email address
  - SERVER – Place your websites URL here without WWW
8. Click the NEXT button.

*The Outgoing server settings screen opens:*



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## Outgoing server settings

Require signin

Username  
name@yourdomain.com

Password  
.....  X

SMTP server  
yourdomain.com

NEXT

9. Enter the following 'Outgoing' server settings:
  - USERNAME – Your full email address
  - AUTHENTICATION – Your password
  - SMTP SERVER – This should always be your websites URL

10. Click the NEXT button.

*The Account options screen opens:*



## Account options

Sync frequency:

Every 15 minutes



Notify me when email arrives



Sync email for this account



Automatically download attachments  
when connected to Wi-Fi

NEXT

11. Select your desired settings.

12. Click the NEXT button.

*A screen opens confirming your address is properly configured:*



Your account is set up and  
email is on its way!

Account name (optional)

name@yourdomain.com

Your name

My Name

Displayed on sent messages

NEXT

13. Fill in the following two options:

- Give this account a name (Optional) – Just leave this as your address
- Your name (Displayed on outgoing messages) – You can change this to your actual name if you like

14. Click the NEXT button to complete the configuration.