

attling with your Android Email Setup? Don't panic, we are here to help!  
We have laid out the process step-by-step, with images to help you.  
Your mailbox is also available online via [Webmail](#).



- *If the mail account is already set up but giving errors – then rather try our [Android email troubleshooting guide](#).*
- *This guide uses [IMAP](#) and No SSL by default.*

### Launch your mail application

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





## Setup email

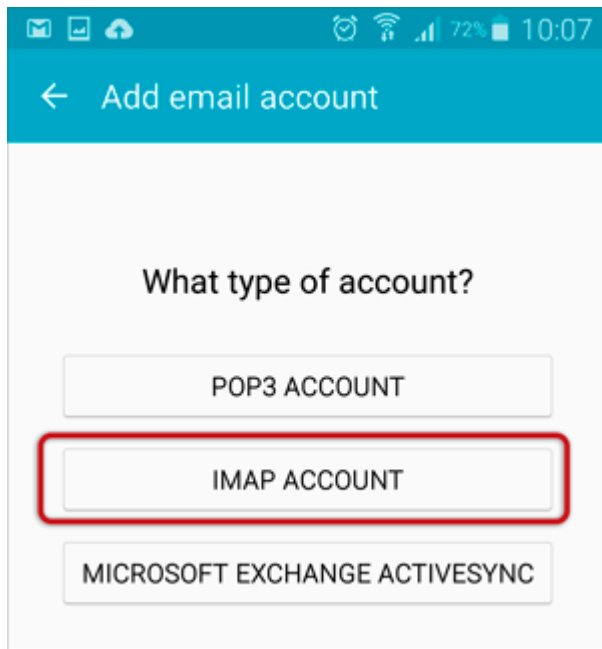
2. Enter the email address and email password

- *forgotten passwords can be [reset by Easy2Access](#)*
- Choose **Manual Setup**

A screenshot of an Android application's "Set up email" screen. The screen has a teal header with the title "Set up email". Below the header, there is a grey box containing the text "Configure Email for most accounts in a few steps." followed by two input fields. The first field contains the text "name@example.com" and the second field contains a series of dots representing a password. Below the password field is a "Show password" label and an unchecked checkbox. At the bottom of the screen, there is a grey bar with two buttons: "MANUAL SETUP" (highlighted with a red border) and "NEXT" with a right-pointing arrow.

## 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**

10:07 72%

← Incoming server settings

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

**NEXT** ➤

### Outgoing server settings

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

Outgoing settings

SMTP server  
smtp.example.com

Security type  
None ▾

Port  
587

Require sign-in

User name  
name@example.com

Password  
.....

NEXT ➔

### Checking outgoing server settings...

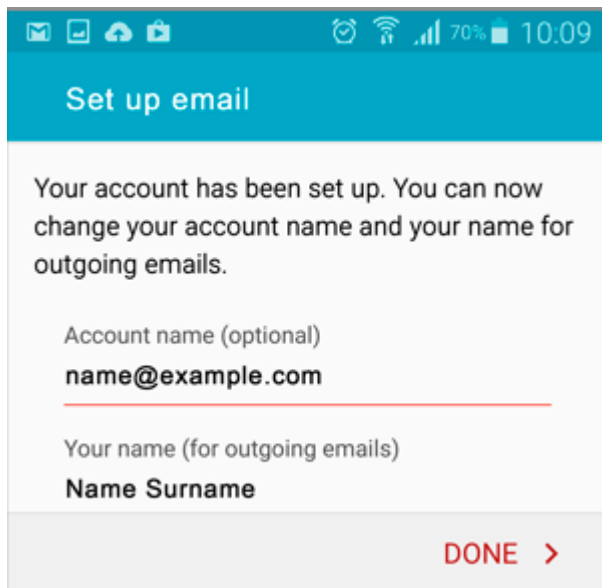
6. Wait while your settings are tested

### 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