

Android

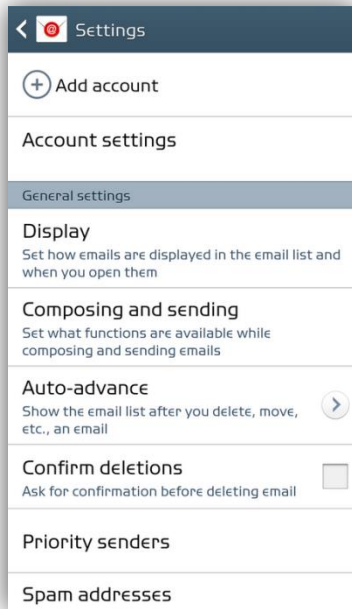
What to have ready:

Before you begin, ensure that you have the following items ready:

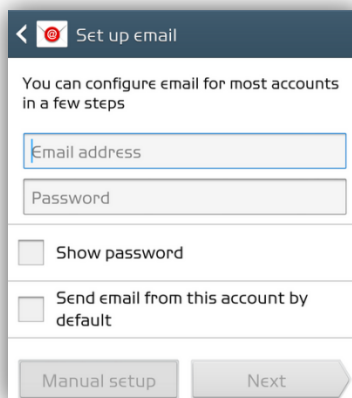
- Email username (your full email address) and password
- Server settings for your email - [we've created a separate article here with these settings for your reference](#)

Setting up your Android device and adding a new email account:

1. Select the **email application** on your device
2. If you are not prompted to set up a new account automatically, select **Menu**, then **Add Account**



3. Enter your full email address, including the portion after the @ symbol. Ex. example@xplornet.ca
4. Enter your email password



5. Select **Manual Setup**
6. Select your choice of either **POP** or **IMAP**
7. Your username is your full email address, including the portion after the @ symbol. Ex. example@xplornet.ca
8. Your password is your email password
9. Enter your incoming mail server information
10. Enter your incoming server port.

The image displays two side-by-side screenshots of a mobile application's 'Incoming server settings' screen. Both screens have a dark blue header with a back arrow and a red 'X' icon, followed by the text 'Incoming server settings'. The left screenshot shows the following fields: 'Email address' (text input), 'Username' (text input), 'Password' (text input), 'IMAP server' (text input), 'Security type' (dropdown menu with 'None' selected), and 'Port' (text input). The right screenshot shows the same fields, but with 'POP3 server' instead of 'IMAP server'.

11. Click **Next**
12. Enter your outgoing mail server information
13. Enter your outgoing server port. If required by the server settings for your email address, this is where you will select **SSL**. If not required, proceed to Step 14 after entering your outgoing server port
14. Check off **Require sign-in**
15. Your username is your full email address, including the portion after the @ symbol. Ex. example@xplornet.ca
16. Your password is your email password

Outgoing server settings

SMTP server

Security type
None

Port

Require sign-in

User name

Password

Next

17. Select **Next**

18. We suggest you send yourself a test email to make sure your settings are working correctly. It may take a few minutes to appear.

Making changes to an existing email address:

1. From the **Email Screen**, select **Menu**
2. Select **Settings** and then **Account Settings**
3. Select the email account you wish to change
4. Select **More Settings**
5. Review and update your incoming and outgoing server settings

More settings

Your name

Always Cc/Bcc myself
Include my email address in Cc/Bcc line

Show images

Security options
Set advanced email security options

Data usage

Number of emails to load
25

Auto resend times
10 times

Server settings

Incoming settings

Outgoing settings

6. We suggest you send yourself a test email to make sure your settings are working correctly. It may take a few minutes to appear.