

# Adding an IMAP/POP3 mailbox to an Android device.

We will have previously already supplied you with items marked in **RED**.

**If you don't have them [contact us](#).**

To set up an Android device for use with an IMAP/POP3 mailbox, please follow these instructions.

- 1) From your home screen select the application draw button to show all of your applications.
- 2) Find the "mail" application and open it.
- 3) If this is your first email account, you will be presented with an email setup screen. Select the "Other (POP3/IMAP)" option.  
Otherwise: > Menu button > Accounts > Menu button> Add account.
- 4) In the first box add **your email address**, and in the second, enter the **password** associated with your email account.
- 5) Tap the Manual setup button.

The screen should now be populated with some of the following **INCOMING MAIL SETTINGS**. Please replace any that are missing or incorrect with the correct values:

- Protocol: IMAP or POP3 (IMAP is preferred for mobile devices)
- Email address: Your full **email address**
- Username: Your full **email address**
- Password: Your mailbox **password**
- IMAP/POP3 server: **mail.domain.com**
- Security Type: None or SSL
- Leave the port unchanged or at 143

- 6) Press next.

You will now be presented with the **OUTGOING MAIL SETTINGS**.

Make sure the following settings are populated and correct.

- Login Required: Yes
- Username: Full **email address**
- Password: Your mailbox **password**
- SMTP Server: **mail.domain.com**
- Security type: None or SSL.
- Leave the port unchanged or at port 25

Now you just need to choose your account name and your name as you wish IT to appear in the 'from' field of your outgoing emails.

Click "Finish Setup" and you should be done.