1. Open the **Email** app using the icon



a. If the app doesn't take you to the "Setup email" screen, tap the three vertical dots to the right of Inbox

≡ Inbox

+

b. Tap Settings

Sort	
Settings	
Delete all messages	

Q :

Î

- c. Tap the + sign at the bottom left
- 2. Tap Other

Setup email		
<b>Email accounts</b> Tap an email account to set it up.		
Yahoo		
Hotmail		
Sympatico		
Live		
Gmail		
Microsoft Exchange		
Other		

- 3. Enter your email address and then tap "Manual Setup"
- 4. Tap IMAP for "Account type" POP3 is an option but is not recommended

Setup er	nail	
Acco	ount type	
What t	ype of account is this?	)
(	POP3	
	IMAP	

5. Enter your email **Password** and then tap the **right arrow** >

Setup email	
Sign in	
Show password	
•	

- 6. For the Incoming server settings
  - a. Change the Domain/Username to your full email address
  - b. Enter the Server as imap.xplore.net
  - c. Verify the Security Type is SSL/TLS
  - d. Verify the Port is 993
  - e. Tap the right arrow >
- 7. For the Outgoing server settings
  - a. Enter the SMTP Server as smtp.xplore.net
  - b. Verify the Security Type is SSL/TLS
  - c. Verify the **Port** is **465**
  - d. Change the Username to your full email address
  - e. Tap the **right arrow >**
- 8. Change any Account options to your preferences and tap the right arrow >

Sync nequency.	
Every hour	
Sync emails from:	
Last three days	•
Automatically download at	achments over
Only download attachment	s over Wi-Fi

9. Give this account a name (optional) and tap the right arrow >

Your account is now ready for use in the Email app on an Android 5 mobile device.

## **Changing Your Password**

If you **changed your email password** in <u>webmail</u> or <u>MyXplore</u>, you will need to change it in the Email app to match the new password.

1. Open the Email app using the icon

4. Tap Settings



- 2. You may get error messages like "Couldn't sign in" or "Please sign in to your email"
- 3. Tap the three vertical dots to the right of Inbox



5. Tap your Account name (typically your email address)

6. Scroll down to Server settings at the bottom and tap Incoming settings



- 7. Enter the new email Password that you set in webmail or MyXplore
  - a. Tap **Done**
- 8. Scroll down to Server settings at the bottom and tap Outgoing settings

← Settings	
only downodd addonnenio orer wr r	
Notification settings	
Email notifications	
Allow notification when email arrives	
Choose ringtone	
Default ringtone (Proxima)	
Vibrate	
Always	×
Server settings	
Incoming settings	
Username, password, and other incoming server settings	
Outgoing settings	
Username, password, and other outgoing server settings	

- 9. Change the following settings:
  - a. Verify the Username is your <u>full</u> email address
  - b. Enter the new email Password that you set in webmail or MyXplore
  - c. Tap **Done**
- 10. Tap the arrow at the top left next to Settings



11. Tap the  $\leftarrow$  arrow at the top left next to Settings again

← Settings