Changing your Settings

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

4. Tap your Xplore email address



2. Tap the three horizontal bars at the top left



3. Scroll down to the bottom (if necessary) and tap **Settings** (gear icon)



- 5. Scroll down and note what is listed immediately above Notification settings:
 - a. If Download attachments, then it's using IMAP
 - b. If Sync email, then it's using POP

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Incoming settings	Incoming settings
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Outgoing settings	Outgoing settings
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6. Under Server settings, tap Incoming settings.

a. Scroll to the bottom (if necessary). If it has the option for **Delete emails from server**, then it's using **POP**; otherwise it's using IMAP



- 7. Verify the following settings, and change them if necessary:
 - a. User Name: your full email address, including the portion after the @ symbol
 - b. Password: your email password
 - c. Server
 - i. If it's using IMAP, Incoming mail server: imap.xplore.net
 - ii. If it's using POP, Incoming mail server: pop.xplore.net
 - d. Port
 - i. If **IMAP: 993**
 - ii. If **POP**: **995**
 - e. Server type: SSL/TLS
 - f. Tap Done
- 8. Tap **Outgoing settings**. Verify the following settings, and change them if necessary:
 - a. User Name: your full email address, including the portion after the @ symbol
 - b. Password: your email password
 - c. SMTP server: smtp.xplore.net
 - d. Port: 465
 - e. Server type: SSL/TLS



- f. Tap Done
- 9. Tap the **left arrow** \leftarrow at the top next to your email address

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10. Tap the **left arrow** \leftarrow at the top of the Settings screen

← Settings

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