Xplore Email using the Gmail App on an Android device

Changing your Settings

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

2. Tap the **three horizontal bars** at the top left

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

4. Tap your **Xplore email address**
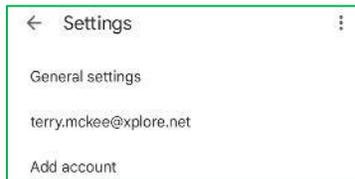
5. Scroll down and note what is listed **immediately above Notification settings**:
   a. If **Download attachments**, then it's using **IMAP**
   b. If **Sync email**, then it's using **POP**
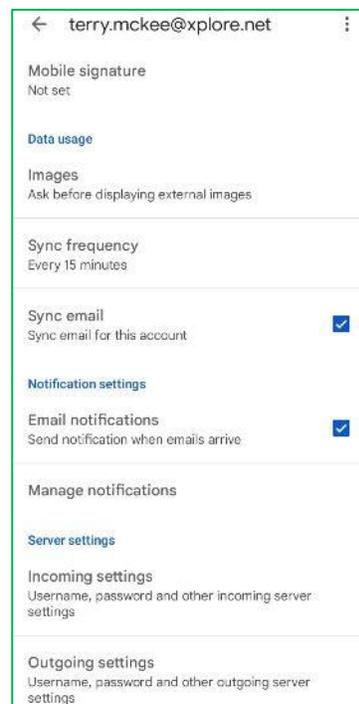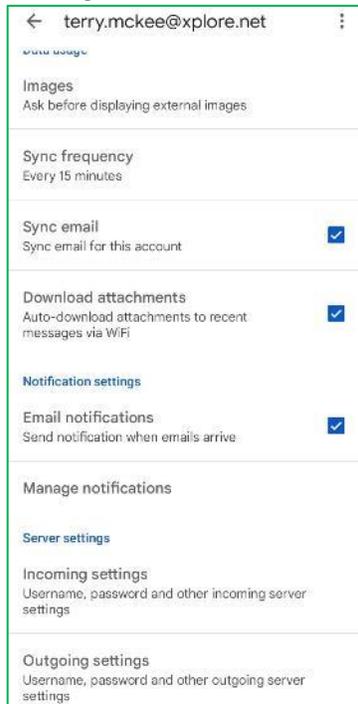
6. Under **Server settings**, tap **Incoming settings**.

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
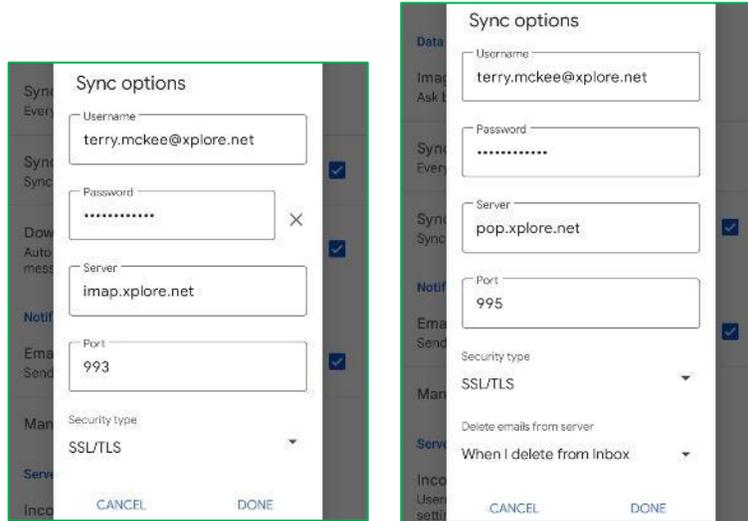
7. Verify the following settings, and change them if necessary:
   a. **User Name**: your **full email address**, including the portion after the @ symbol
   b. **Password**: your email password
   c. **Server**
      i. If it's using **IMAP**, **Incoming mail server**: **imap.xplore.net**
      ii. 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**
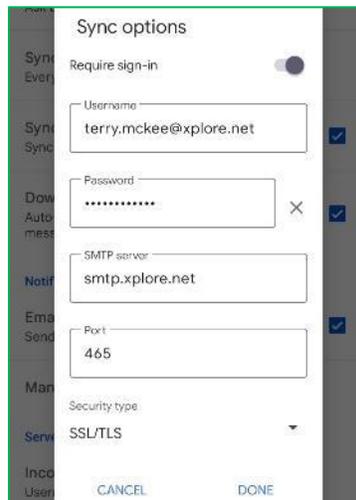
   f. Tap **Done**
9. Tap the **left arrow ←** at the top next to your email address

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

← Settings ⋮

← Settings ⋮