1. Open the **Gmail** app by tapping the icon



2. Tap + Add an email address



- a. If the "+ Add an email address" screen doesn't appear
 - i. Tap the three horizontal bars at the top left
 - ii. Scroll to the bottom (if necessary) and tap Settings (gear icon)

Exchai

iii. Tap Add account

÷	Settings	:
Gene	eral settings	
terry	.mckee@xplore.net	
Add	account	
M		
Set	up email	
G	Google	
•	Outlook, Hotmail and Live	
	Yahoo	
OK.	Exchange and Office 365	

3. Tap **Other**

4.	Enter your full Xplore email address and tap	Next
		M
		Add your email address
		(Enter your email address terry.mckee@xplore.net
		MANUAL SETUP

5. Tap Personal (IMAP) – POP3 is an option but is NOT recommended

M	
terry.mckee@xplore.net	
What type of account is this?	
Personal (POP3)	
Personal (IMAP)	

6. Enter your email Password and tap Next

Password	2
	<u> </u>

7. For Incoming server settings, change the Server to imap.xplore.net and tap Next

Isemame	
erry.mckee@xplore.net	
assword	
	•) ×
erver	
map.kplore.net	

8. For Outgoing server settings, change the SMTP Server to smtp.xplore.net and tap Next

Outgoing server setting	as
- -	
Require sign-in	
/ Usemame	
terry.mckee@xplore.net)
, Password	
) ×
SMTP server	
smtp.xplore.net	
	AUTOCT

9. For Account options, make any desired changes and then tap Next

	•		_
M			
Acc	count options		
Sync fi	requency:		
Every	y 15 minutes	×	
	Notify me when emails arrive		
\checkmark	Sync email for this account		
	Automatically download attach when connected to WiFi	ments	
		NEXT	

mails are on their way	y!
, Account name (optional)	0
terry.mckee@xplore.net	>
, Your name	
Terry McKee	
isplayed on sent messages	

11. If the "+ Add an email address" screen appears, tap Take Me To Gmail

@outlook @yahoo @gmail
You can now add all of your email addresses. Learn more
Terry McKee terry.mckee@xplore.net
+ Add another email address
TAKE ME TO GMAIL
s screen

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

← Settings :

Now that your email is setup, let us verify some settings:

1. Tap the three horizontal bars at the top left



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



5. Scroll down to the bottom (if necessary) and verify that the **Port** is **993** and the **Security type** is **SSL/TLS**. If necessary, correct the setting(s) and tap **Done**

er	Username			
	terry.mckee@x	plore.net		
/nt nc	Password		×	
ow				
855	- Server			
	imap.xplore.ne	t		
otif	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2			
	Port		1	
na	993			
an	Security type			
	SSL/TLS		•	
rve				
co	CANCEL	DONE		
rver	settings			

- 6. Tap **Outgoing settings**
- 7. Scroll down to the bottom (if necessary) and verify that the **Port** is **465** and the **Security type** is **SSL/TLS**. If necessary, correct the setting(s) and tap **Done**

Username, password and other outgoing server

settings

settings

Outgoing settings

	Sync options		
Syne Every	Require sign-in		
Syna Sync	Username terry.mckee@xplore.	net	1
Dow Auto mess	Password	× 🛃	1
Notif	SMTP server smtp.xplore.net		
Ema Send	465		
Man	Security type		
Serve	SSL/TLS		
Inco	CANCEL	DONE	

8. Tap the **left arrow** \leftarrow at the top next to your email address



:

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

← Settings

10. If you have more than one email account setup, tap the circle at the top right and select your Xplore email address (if not already displayed)

Your Xplore email account is **<u>now ready</u>** for use with the Gmail app.

Changing your Email Password

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

Search in emails

Settings

- 1. Tap the three horizontal bars at the top left
- 2. Scroll down to the bottom (if necessary) and select **Settings** (gear icon)
- 3. Tap your Xplore email address

0	Help and feedback	ipose
÷	Settings	:
Ger	neral settings	
terr	y.mckee@xplore.net	
Add	account	
and	tap Incoming se	ettings
Serve	er settings	

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

Server settings	
Incoming settings Username, password and other incoming server settings	
Outgoing settings Username, password and other outgoing server settings	

5. Enter your new Password and tap Done

Syne	Sync options		
Every	Username		
	terry.mckee@xplor	e.net	
Sync	Password],	~
Dow		'	
mess	imap.xplore.net		
Notif	14 <u>00 - 1610 - 161</u>		
Ema Send	993		
Man	Security type		
Serve	SSL/TLS		
Inco	CANCEL	DONE	

6. Tap Outgoing settings

Server settings

Incoming settings Username, password and other incoming server settings	
Outgoing settings Username, password and other outgoing server settings	

7. Enter your new **Password** and tap **Done**

Synt Even Synt Synt Dow Auto mess	lore.net
Sync Username terry.mckee@xplu Sync Dow Auto mess SMTP server	lore.net
Dow Auto mest	×
SMTP server	
Notif smtp.xplore.net	
Send Port 465	
Man Security type	
Serve SSL/TLS	
Usen CANCEL	DONE

8. Tap the left arrow \leftarrow at the top next to your email address

9.	Tap the left arrow \leftarrow a	at the top o	of the Setting	s screen

4	Sattings	
1	Settings	

:

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← terry.mckee@xplore.net