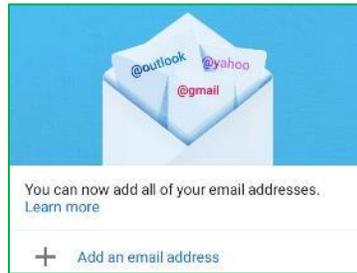


## Setup Xplore Email using the Gmail App on an Android device

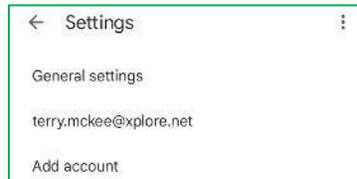
1. Open the **Gmail** app by tapping the icon



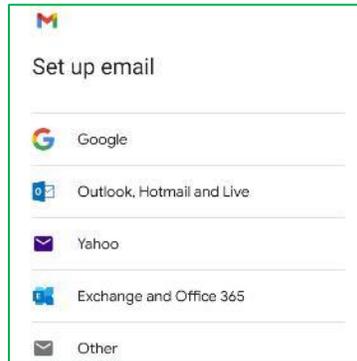
2. Tap + **Add an email address**



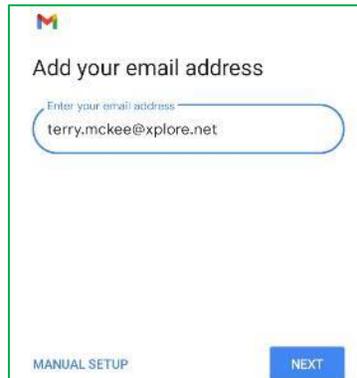
- a. If the “+ **Add an email address**” screen doesn't appear
  - i. Tap the **three horizontal bars** at the top left
  - ii. Scroll to the bottom (if necessary) and tap **Settings** (gear icon)
  - iii. Tap **Add account**



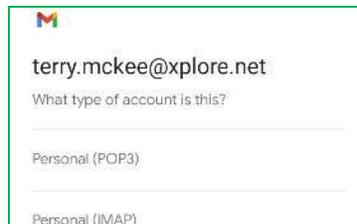
3. Tap **Other**



4. **Enter your full Xplore email address** and tap **Next**



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

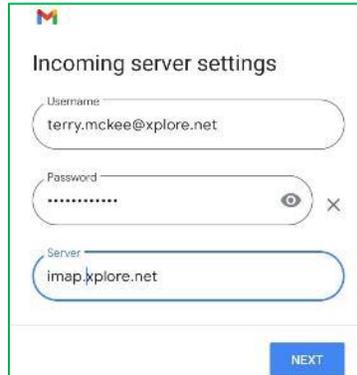


6. Enter your email **Password** and tap **Next**



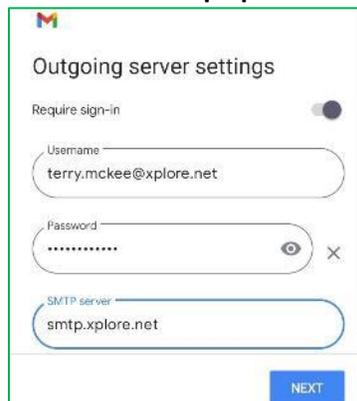
A screenshot of an email setup screen. At the top left is the Gmail logo. Below it, the email address "terry.mckee@xplore.net" is displayed. Underneath is a "Password" field with a masked password of ten dots and a toggle icon on the right. At the bottom right, there is a blue "NEXT" button.

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



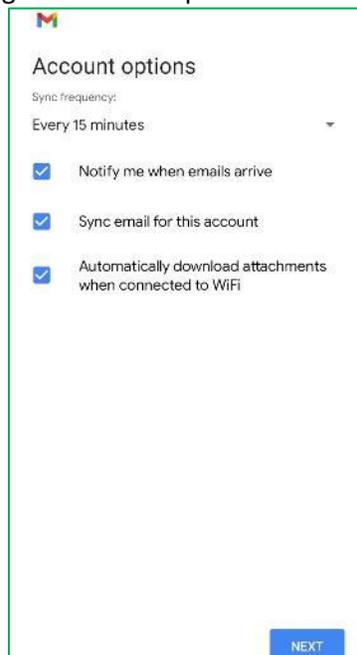
A screenshot of the "Incoming server settings" screen. It features the Gmail logo at the top left. The title "Incoming server settings" is centered. Below the title are three input fields: "Username" with "terry.mckee@xplore.net", "Password" with a masked password and a toggle icon, and "Server" with "imap.xplore.net". A blue "NEXT" button is located at the bottom right.

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



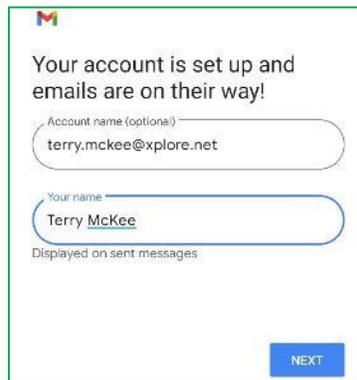
A screenshot of the "Outgoing server settings" screen. It features the Gmail logo at the top left. The title "Outgoing server settings" is centered. Below the title is a "Require sign-in" toggle switch, which is turned on. Underneath are three input fields: "Username" with "terry.mckee@xplore.net", "Password" with a masked password and a toggle icon, and "SMTP server" with "smtp.xplore.net". A blue "NEXT" button is located at the bottom right.

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

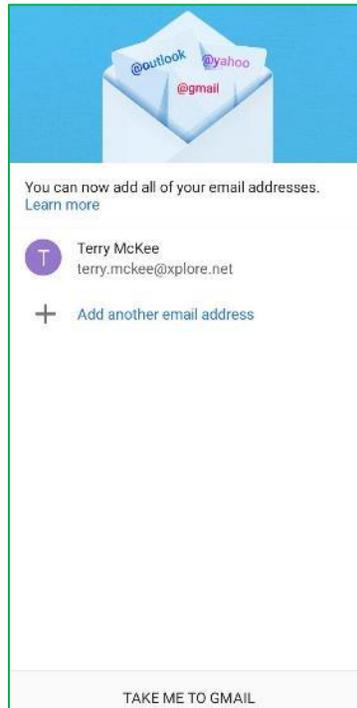


A screenshot of the "Account options" screen. It features the Gmail logo at the top left. The title "Account options" is centered. Below the title is a "Sync frequency" dropdown menu set to "Every 15 minutes". Underneath are three checked checkboxes: "Notify me when emails arrive", "Sync email for this account", and "Automatically download attachments when connected to WiFi". A blue "NEXT" button is located at the bottom right.

10. Edit **Your name**, if desired, and tap **Next**



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



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

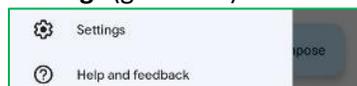


Now that your email is setup, let us **verify some settings:**

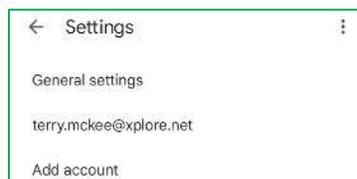
1. Tap the **three horizontal bars** at the top left



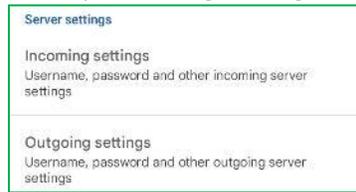
2. Scroll to the bottom (if necessary) and select **Settings** (gear icon)



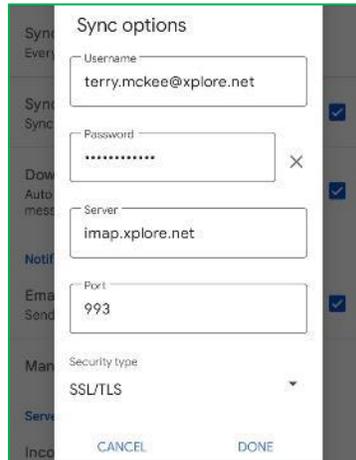
3. Tap your **Xplore email address**



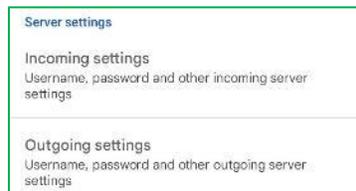
4. Scroll down to **Server settings** at the bottom and tap **Incoming settings**



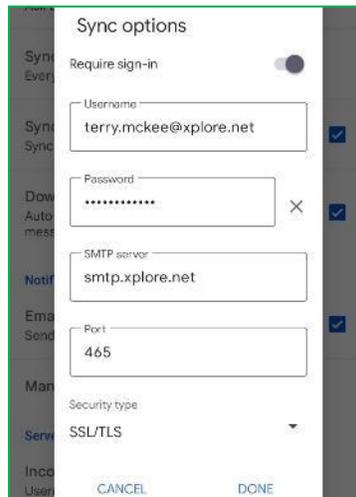
5. Scroll down to the bottom (if necessary) and verify that the **Port** is **993** and the **Security type** is **SSL/TLS**. If necessary, correct the setting(s) and tap **Done**



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**



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



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



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 **now ready** for use with the Gmail app.

## Changing your Email Password

If you **changed your email password** in [webmail](#) or [MyXplore](#), you will need to change it in Settings to match the new password.

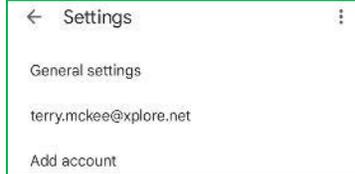
1. Tap the **three horizontal bars** at the top left



2. Scroll down to the bottom (if necessary) and select **Settings** (gear icon)



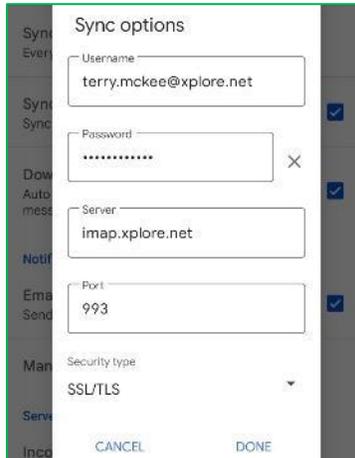
3. Tap your **Xplore email address**



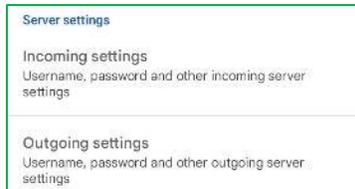
4. Scroll down to **Server settings** at the bottom and tap **Incoming settings**



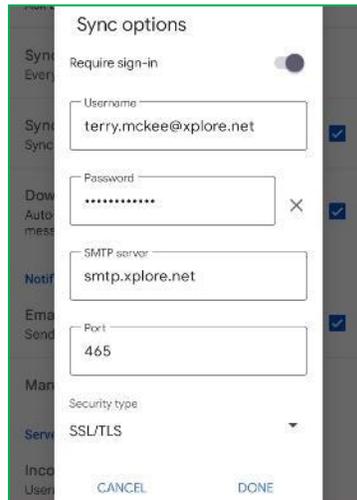
5. Enter your new **Password** and tap **Done**



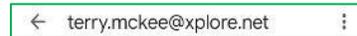
6. Tap **Outgoing settings**



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



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



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

