Xplore Email on an Android Device using the Outlook App

Adding a new email account to your Android device to use with the Outlook app:

1. From your Home Screen or the appropriate folder, tap the **Outlook** icon



2. First time using Outlook for Android? Just tap Add Account.

Welcome to Outlook	
Designed to work with your favourite Samsung devices.	
ADD ACCOUNT	

a. If not, tap the envelope icon the upper left corner next to Inbox



Inbox

- b. Tap the envelope with the + sign
- c. Tap Add an account



2

3. If you get an Accounts found screen, tap Skip This Account

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	\cap	
	L andian	
	Loading	
	CONTINUE	
	SKIP THIS ACCOUNT	

4. Type your full Xplore email address, then tap Continue



5. Tap IMAP under Advanced (POP3 is an option but is NOT recommended)

\leftarrow Choose account type				
Microsoft				
n	o	G		
Office 365	Outlook	Exchange		
Other				
y!	\bigcirc	G		
Yahoo	iCloud	Google		
Advanced				
IMAP	POP3			

- 6. Enter the following:
 - a. Display Name (optional)
 - b. Under IMAP Incoming Email Server
 - i. IMAP Host Name: imap.xplore.net
 - ii. Port: 993
 - iii. Security Type: SSL/TLS
 - iv. IMAP Username: your full email address
 - v. IMAP password: your email Password

← Connect IMAP	0 🗸
Email Address terry.mckee@xplore.net	
Display Name (example: Mike Rosoft) Terry McKee	
Description (example: Work)	
IMAP Incoming Email Server	
IMAP Host Name (e.g. Imap domain).	Port (e.g. 443)
imap.xplore.net	993
Security type	
SSL/TLS	•
MAP Usemame (example: mike rosoft	
terry.mckee@xplore.net	
IMAP Password	
******	X

- c. Scroll down to SMTP Outgoing Email Server
 - i. SMTP Host Name: smtp.xplore.net
 - ii. Port: 465
 - iii. Security Type: SSL/TLS
 - iv. SMTP Username: your full email address
 - v. SMTP password: your email Password

SMTP Outgoing Email Server SMTP Host Name (e.g. smtp.domain smtp.xplore.net	Port (e.g. 443) 465
Security type SSL/TLS	
SMTP Username (example: mike.rosof terry.mckee@xplore.net	
SMTP Password	X

- d. Tap the checkmark at the top right
- 7. Tap Maybe Later for "Would you like to add another account now?"

Add another account	
Would you like to add another acc	ount?
MAYBE LATER	ADD >

Your Xplore email account is now ready for use in Outlook on your Android device.

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 Outlook to match the new password.

Outlook will detect a sync error and ask you to Please sign in.

1. Tap **OK**



2. Enter your email Password for both IMAP Password and SMTP Password, then tap the checkmark at the top right

← Edit IMAP	0 ~
Description (example: Work)	
IMAP Incoming Email Server	
IMAP Host Name (e.g. Imap.domain	Port (e.g. 443)
imap.xplore.net	993
Security type	
SSL/TLS	
terry mckee@xplore.net	
IMAP Password	
	K
SMTP Outgoing Email Server	
SMTP Host Name (e.g. smtp.domain	Port (e.g. 443)
smtp.xplore.net	465
Security type	
SSL/TLS	•
terry.mckee@xplore.net	
SMTP Password	X

Your password is now changed to match what you set it to in webmail or MyXplore. You may have to resend the last message you were trying to send when you got the sync error.