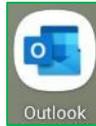


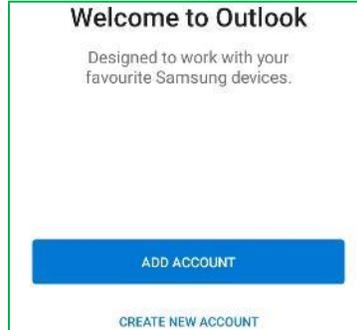
## Xplore Email on an Android Device using the Outlook App

### 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**.



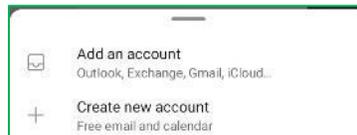
- a. If not, tap the **envelope icon** the upper left corner next to Inbox



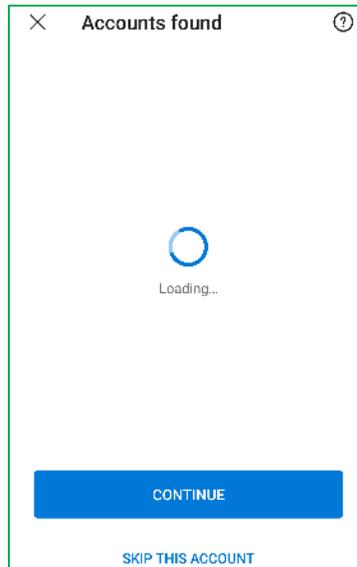
- b. Tap the **envelope with the + sign**



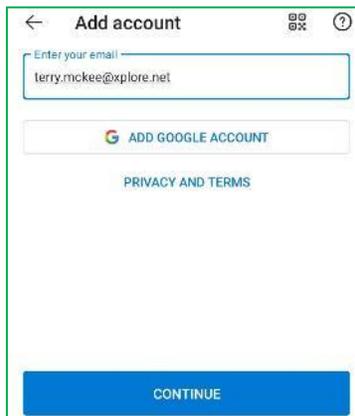
- c. Tap **Add an account**



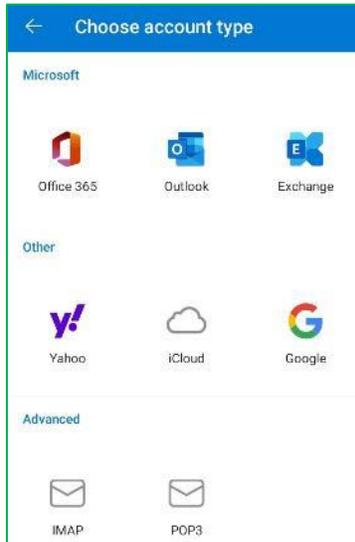
3. If you get an Accounts found screen, tap **Skip This Account**



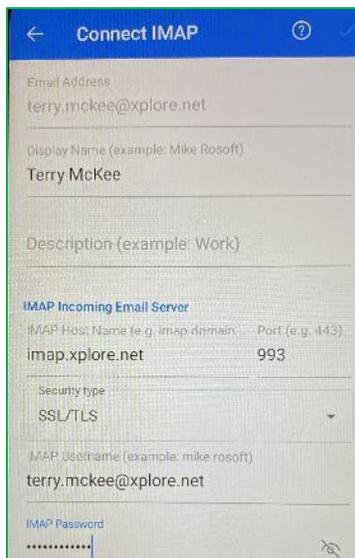
4. Type your full Xplore **email address**, then tap **Continue**



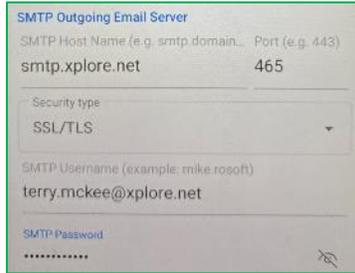
5. Tap **IMAP** under Advanced (POP3 is an option but is **NOT** recommended)



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

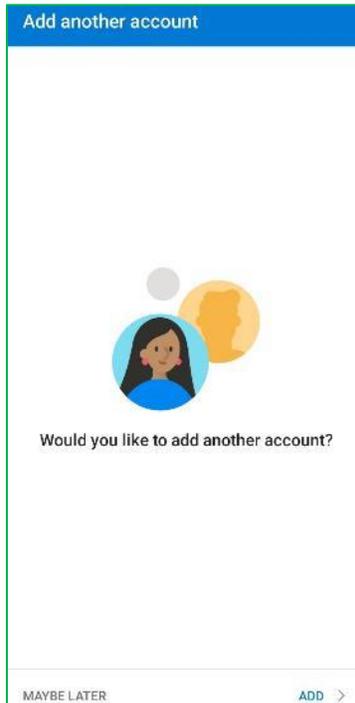


- c. Scroll down to **SMTP Outgoing Email Server**
  - i. SMTP Host Name: **smtp.xplore.net**
  - ii. Port: **465**
  - iii. Security Type: **SSL/TLS**
  - iv. SMTP Username: your **full email address**
  - v. SMTP password: your **email Password**



d. Tap the **checkmark** at the top right

- 7. Tap **Maybe Later** for “Would you like to add another account now?”



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 [webmail](#) or [MyXplore](#), 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

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

IMAP Username (example: mike.rosoff)  
terry.mckee@xplore.net

IMAP Password  
.....

**SMTP Outgoing Email Server**

SMTP Host Name (e.g. smtp.domain... Port (e.g. 443)  
smtp.xplore.net 465

Security type  
SSL/TLS

SMTP Username (example: mike.rosoff)  
terry.mckee@xplore.net

SMTP Password  
.....

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.