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# **Android: Configure IMAP/POP/SMTP**

April 10, 2015

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## Introduction

Email is an important part of our lives, whether it's for work or just to keep in touch with friends and family. This document provides you with instructions to set up email for your Android 5.0 device.

This guide explains how to configure your email account using the POP or IMAP protocol. It also includes a process overview for novice users plus a preparation checklist.

## Email Settings

More advanced users can refer to the following lists for the IMAP, POP, and SMTP settings. If you don't understand the lists, don't worry; this document walks you through all the steps you need to configure your email.

### IMAP

- Server: *mail.domainname.com*
- Port: 143 or 993 (SSL)
- Username: *full email address*
- Password: *email password*

### POP

- Server: *mail.domainname.com*
- Port: 110 or 995 (SSL)
- Username: *full email address*
- Password: *email password*

### SMTP

- Server: *mail.domainname.com*
- Port: 25, 587, or 465 (SSL)
- Username: *full email address*
- Password: *email password*

If you have never set up an email account, it is very important for you to read the **Process Overview** before beginning.

If your particular email program is not covered in this guide, you can still use the **Process Overview** to complete your account set up. Set up varies from program to program but not by much. Check your email program's web site for specific set up instructions or contact your internet provider for assistance.

## Process Overview

So, now you have this great device and you want to download your email messages to your device. This requires two things:

1. The device can communicate properly with the provider's server.
2. The provider's server recognizes you so that you receive the right email messages.

If this sounds daunting, don't be alarmed. You only complete two fields to tell your device how to communicate with the provider's server, and then you fill in two more fields to identify yourself. Depending on your email program, there may be a few more fields to fill in but not many. That's it.

You also have to set your program to use SMTP authentication. This sounds technical but it's accomplished with just one mouse click.

## Anatomy of an Email Address

Your email address is made up of three parts:

- The first part is unique to you, it's your user name. It uniquely identifies you within your service provider's domain. Your user name is separated from the second part of the address by a commercial at sign (@).
- The second part is the domain or host name, usually the provider's company name. The domain name is separated from the third part by a period (.), commonly referred to as a dot.

|                  |               |                         |
|------------------|---------------|-------------------------|
| <u>user name</u> | <u>domain</u> | <u>top-level domain</u> |
| johnsmith        | @ provider    | . com                   |

- Finally, the third part is called a top-level domain (TLD). It is used to divide the Internet into manageable groupings.

(For more information about email addresses, see [http://en.wikipedia.org/wiki/Domain\\_name](http://en.wikipedia.org/wiki/Domain_name).)

## Why is My Email Address Important?

When it is time to set up your email client, one of the pieces of information required for POP and IMAP is a user name. When setting up your email client, you must use your full email address as your user name or the server returns an error when you try to connect.

## Account Information

The four main pieces of information supplied by your provider include:

|                           |   |
|---------------------------|---|
| <b>User or login name</b> | Use your full email address.  |
| <b>Password</b>           | A temporary password assigned by your provider. Change it later based on your ISP's policy. |
| <b>Incoming server</b>    | mail.<yourdomain>.<tld> Brackets <> indicate a variable you will replace.                   |
| <b>Outgoing server</b>    | mail.<yourdomain>.<tld>   |

In addition, your provider might include the server type or email protocol. The protocol uses the incoming server to deliver mail. The server type is either POP3 or IMAP.

Your software might require the server type or it might not. The server type or protocol is usually requested so your software can identify more options to offer you. However, the additional options are not covered in this document.

If your provider does not explicitly list server or protocol information, it might be in the incoming server name if the name is either `pop.<yourdomain>.<tld>` or `imap.<yourdomain>.<tld>`. Otherwise, contact your provider or check the web site for the information.

## Account Settings List

If you do not have a hard copy or printable list of account settings, use the information in the following table so you have it ready to set up your account you. Write the information in the space provided so that you have it ready to enter.

|                                       |   |
|---------------------------------------|---|
| <b>Account name:</b>                  | Account name does not come from your provider. It is a way for you to label the account. Use something that describes the account like your name or the account function like Home or Office. |
| <b>Your name:</b>                     | Your name. Keep in mind the format you want to use because this often populates the From field in outgoing messages.  |
| <b>User name (also called Login):</b> | Your email address: <code>user@&lt;yourdomain&gt;.&lt;tld&gt;</code> .  |
| <b>Password:</b>                      | A temporary password given to you by your provider.   |
| <b>Incoming Server:</b>               | Exact server name. For example: <code>mail.&lt;yourdomain&gt;.&lt;tld&gt;</code>  |
| <b>Outgoing Server:</b>               | Exact server name. For example: <code>mail.&lt;yourdomain&gt;.&lt;tld&gt;</code>  |
| <b>Server Type or Email Protocol</b>  | POP3 (alternately referred to as POP in some software) or IMAP.   |

### NOTE:

If your provider gives you more information than the above table contains, write it down as well. However, this guide only addresses basic account setup.

Write the information in the space provided so that you have it ready to enter.

|                                      |  |
|--------------------------------------|--|
| <b>Account name:</b>                 |  |
| <b>Your name:</b>                    |  |
| <b>User name</b>                     |  |
| <b>Password:</b>                     |  |
| <b>Incoming Server:</b>              |  |
| <b>Outgoing Server:</b>              |  |
| <b>Server Type or Email Protocol</b> |  |

## Before You Begin

Before you set up email, make sure you have both the incoming (POP and IMAP) and outgoing (SMTP) server settings for your email provider. The settings are available from your email service provider.

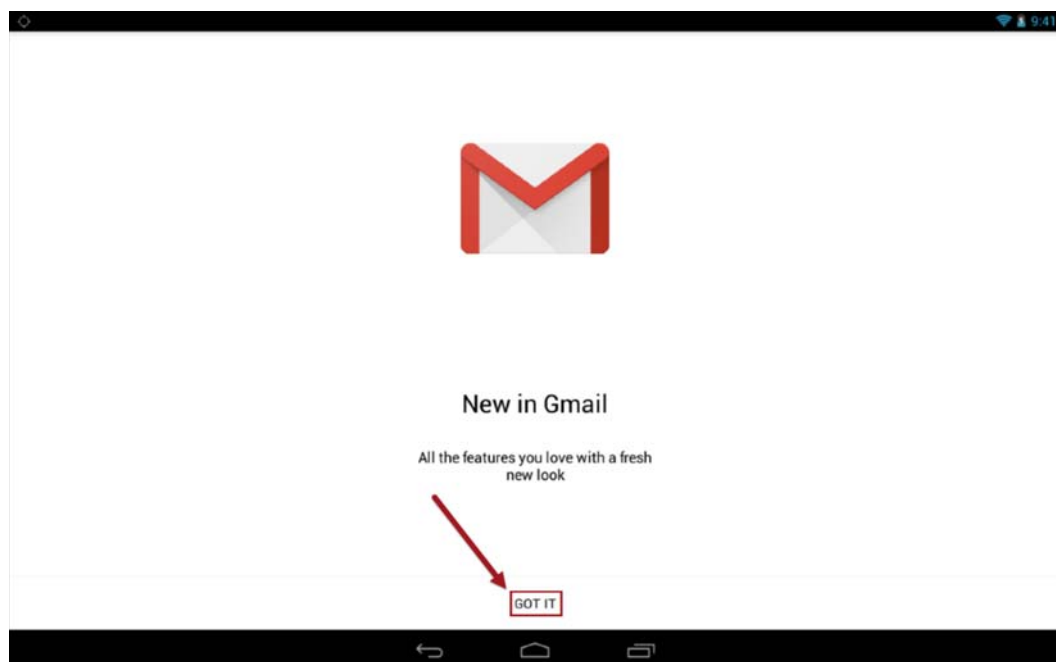
## Begin Setup

Follow these directions to set up your Android 5.0 device for email.

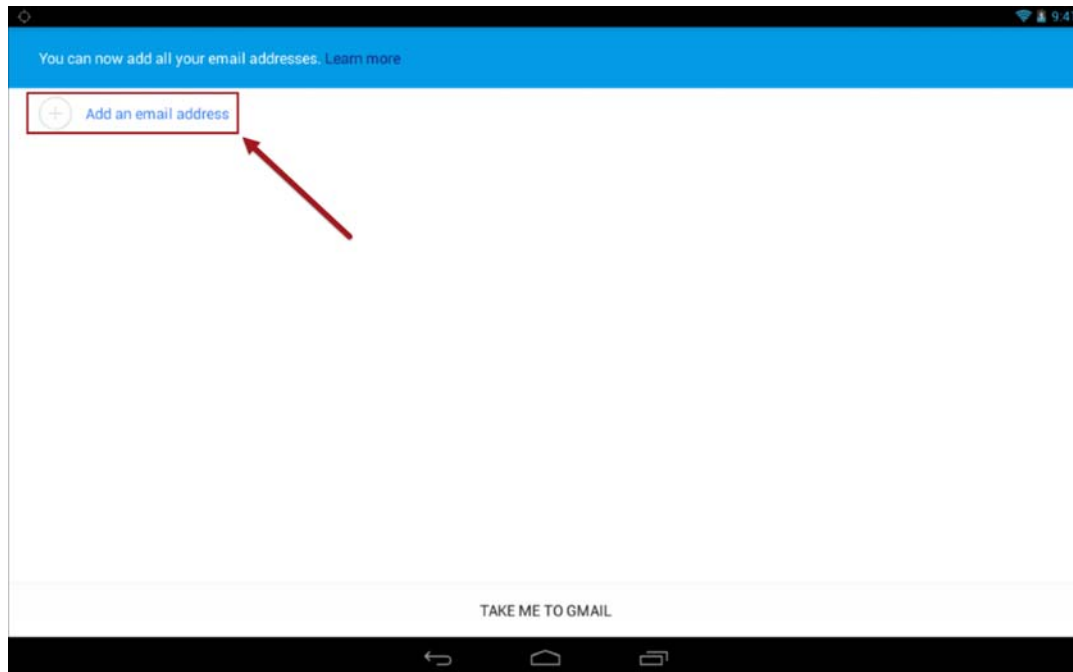
1. On the main screen, tap the mail icon. The mail screen appears.



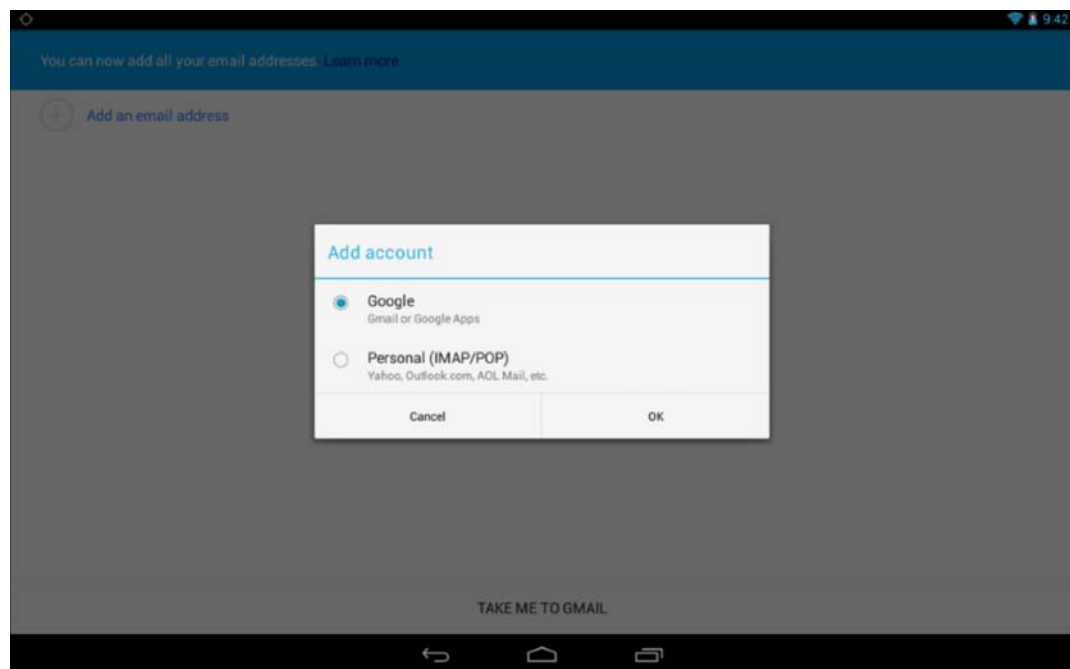
On the mail screen, tap **GOT IT**. The **Add an email address** screen appears.



2. Tap **Add an email address**. The **Add account** dialog box appears.

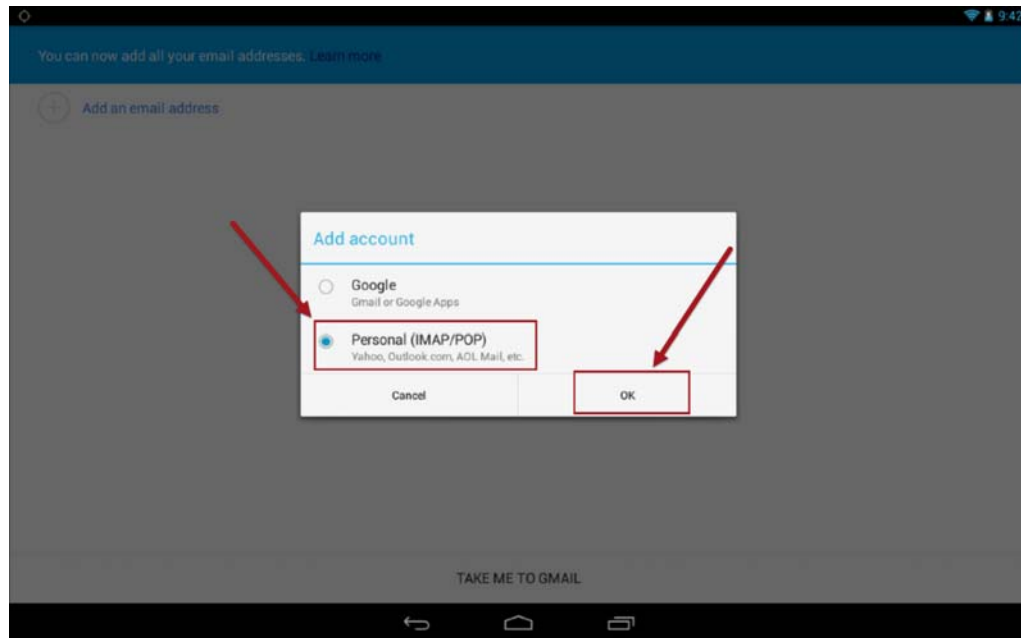


By default, **Google Gmail or Google Apps** is selected.



3. In the **Add account** dialog box, tap the **Personal (IMAP/POP) Yahoo, Outlook.com, AOL Mail, etc.**, radio button.

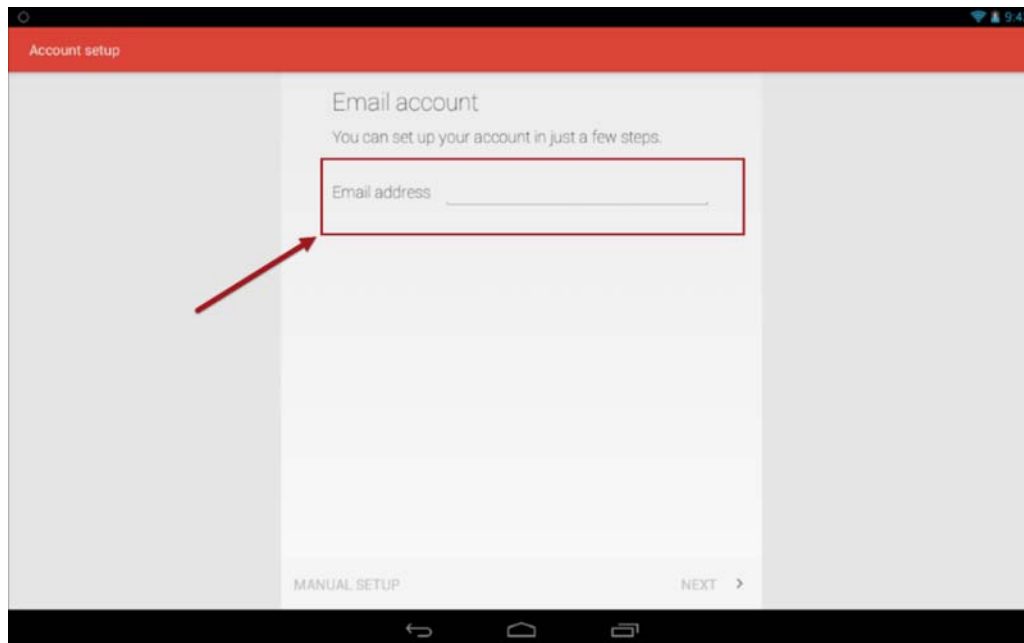
4. Tap **OK**. The **Email account** screen appears.



## Setup Email Accounts

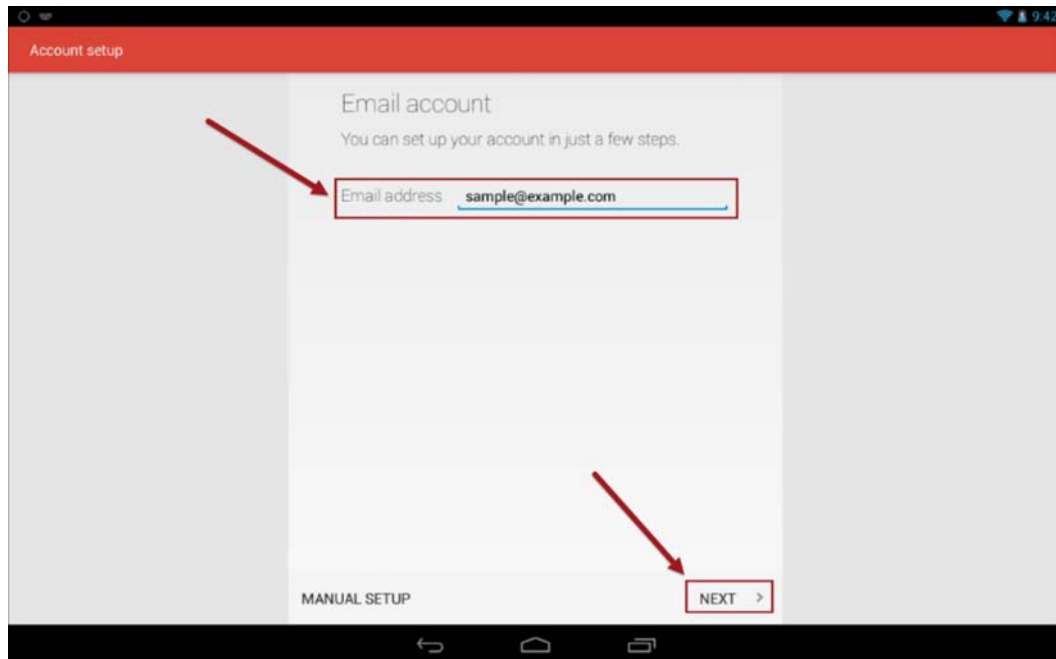
There are two options for setting up email accounts. The options are IMAP and POP. Check with your email service provider for details about which option to choose. For each email account, you can only choose one option. Follow these directions to set up your email account.

1. From the **Email account** screen, tap the **Email address** field to activate the keyboard.





2. In the **Email address** field, type your email address.

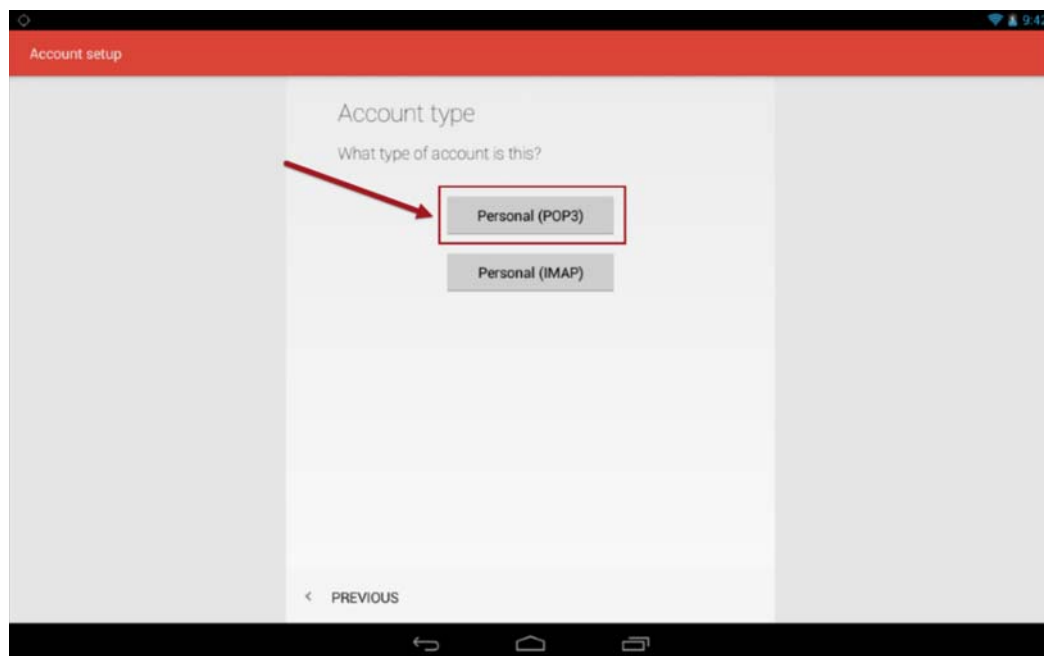


3. Tap **Next**. The **Account Type** screen appears.

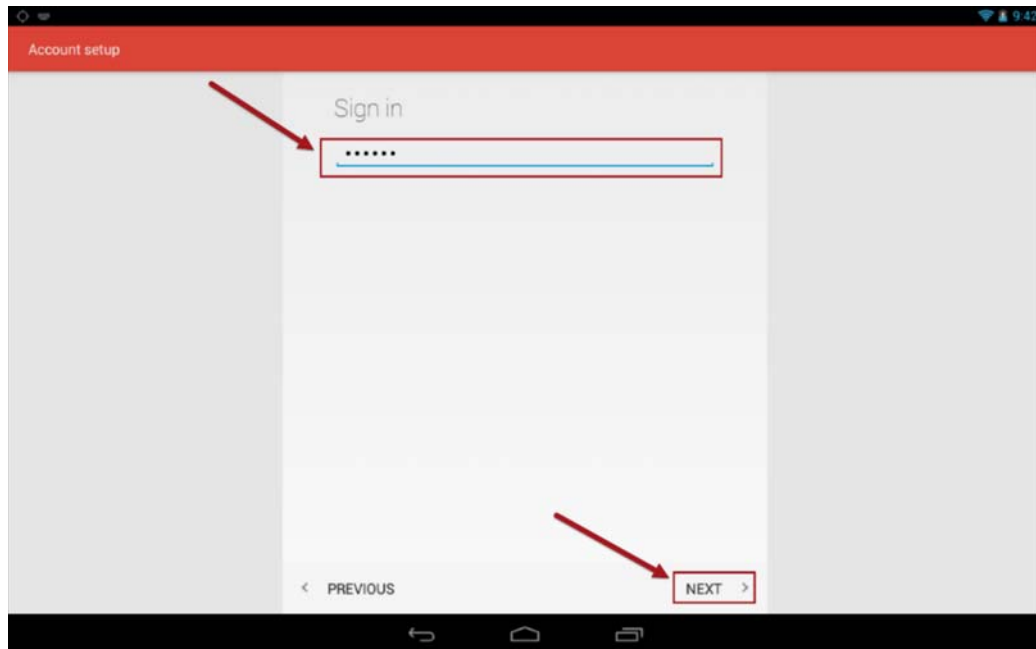
## POP3

When you choose the POP3 option, the **Incoming server screen** that appears after the **Sign in** screen contains fields that are specific to the POP3 option. Follow these directions to add a POP3 account.

1. On the **Account Type** screen, tap the **Personal (POP3)** button. The **Sign in** screen appears.



2. If the **Sign in** field is not populated, tap the field and type your sign in information.

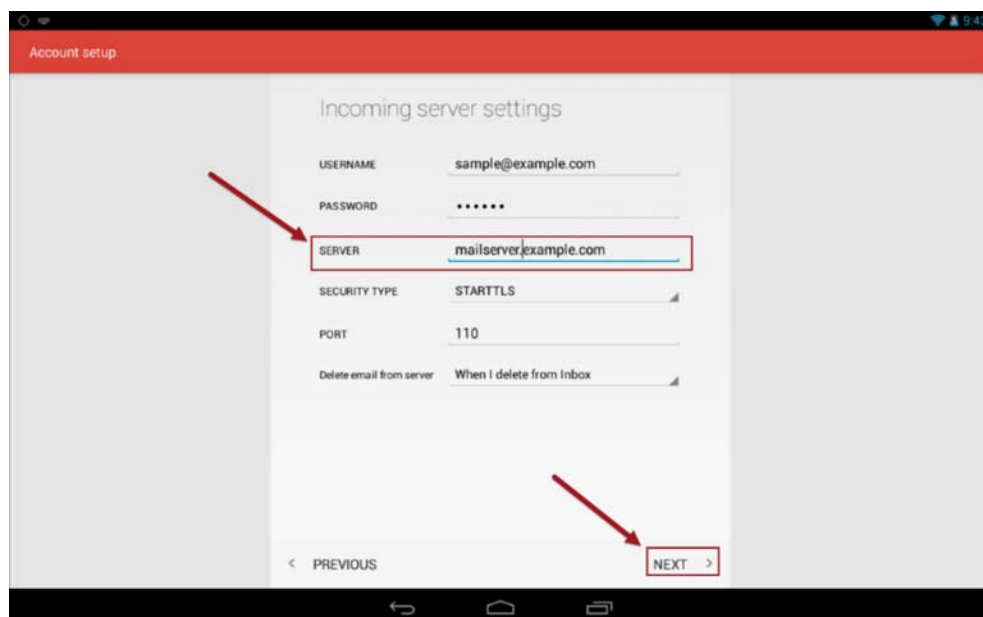


3. Tap **Next**. The **Incoming server settings** screen appears. Some fields are populated with default information from your device and some contain general POP3 information. Populated fields include the following:

- User Name.
- Password.
- Security Type.
- Port.
- Delete email from server.

**NOTE:**

If you need to change the POP3 settings, your email service provider will provide the information.

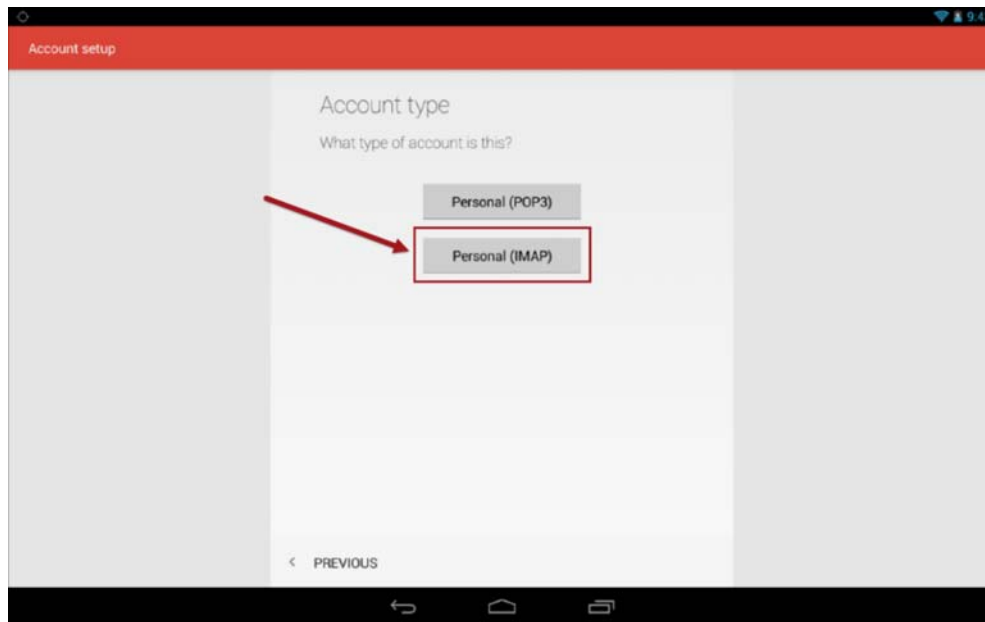


4. Tap the **Server** field to display the keyboard.
5. In the **Server** field, type the server name.
6. Tap **Next**. The **Outgoing server settings** screen appears.

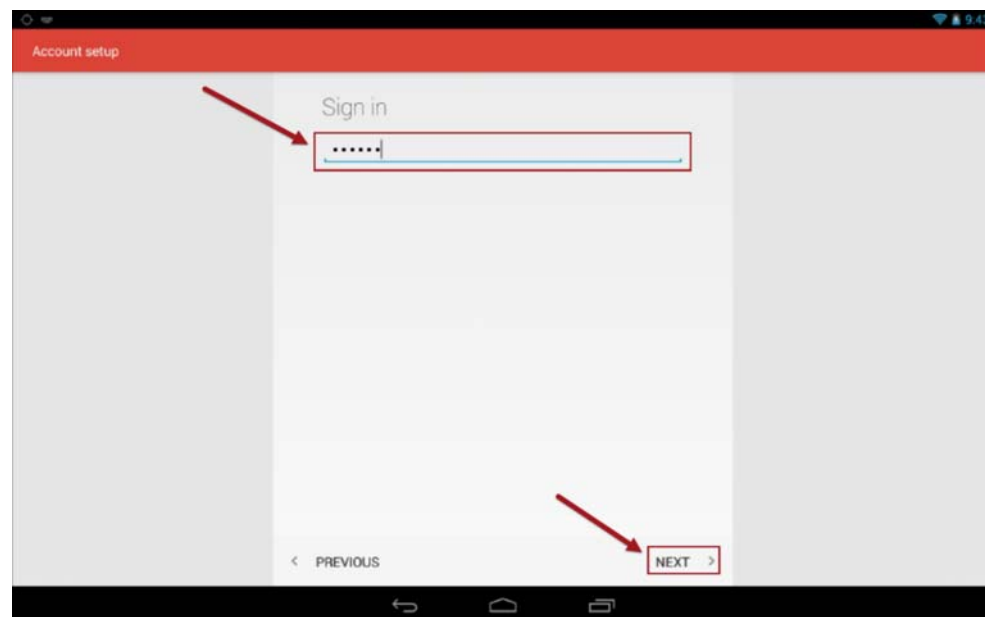
## IMAP

When you choose the IMAP option, the **Incoming server screen** that appears after the **Sign in** screen contains fields that are specific to the IMAP option. Follow these directions to add an IMAP account.

1. On the **Account type** screen, tap the **Personal (IMAP)** button. The **Sign In** screen appears.



2. If the **Sign in** field is not populated, tap the field and type your sign in information.



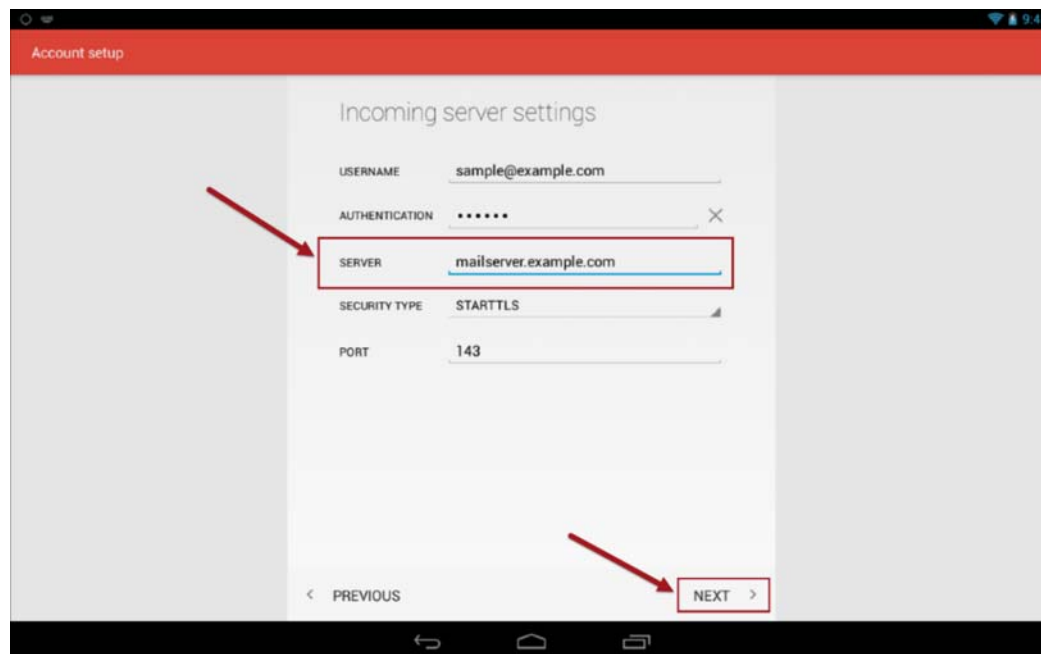
3. Tap **Next**. The **Incoming server settings** screen appears. Some fields are populated with default information from your device and some contain general IMAP information. Populated fields include the following:

- Username.
- Password.
- Security Type.
- Port.
- Delete email from server.

**NOTE:**

If you need to change the IMAP settings, your email service provider will provide the information.

4. Tap the **Server** field to display the keyboard.



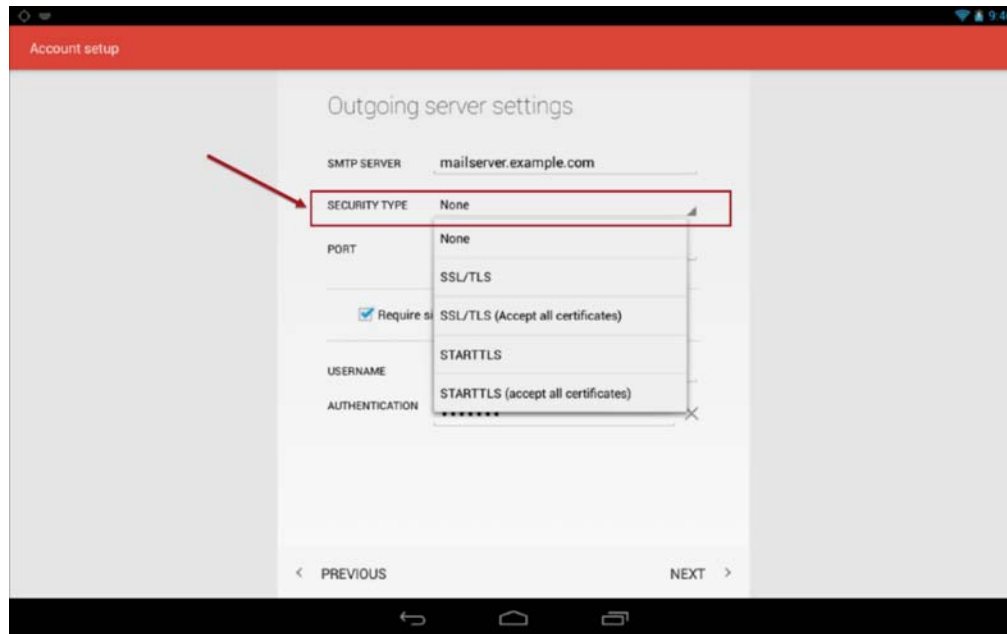
5. In the **Server** field, type the server name.

6. Tap **Next**. The **Outgoing server settings** screen appears.

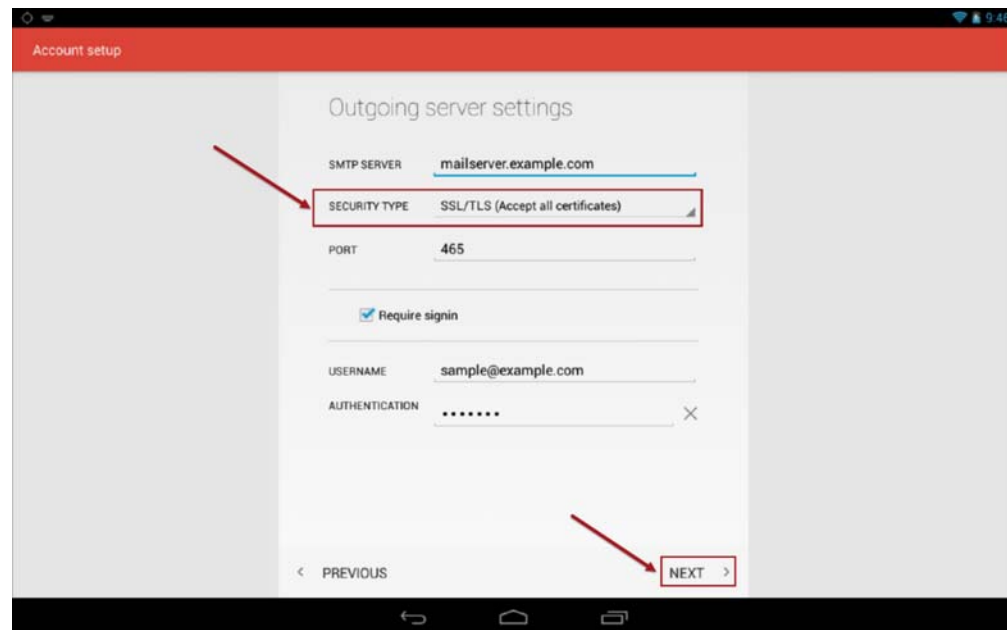
## Continue Email Setup

After configuring either the **POP3 Incoming server settings** or the **IMAP Incoming server settings**, set up the SMTP outgoing mail options. SMTP is common to all email applications.

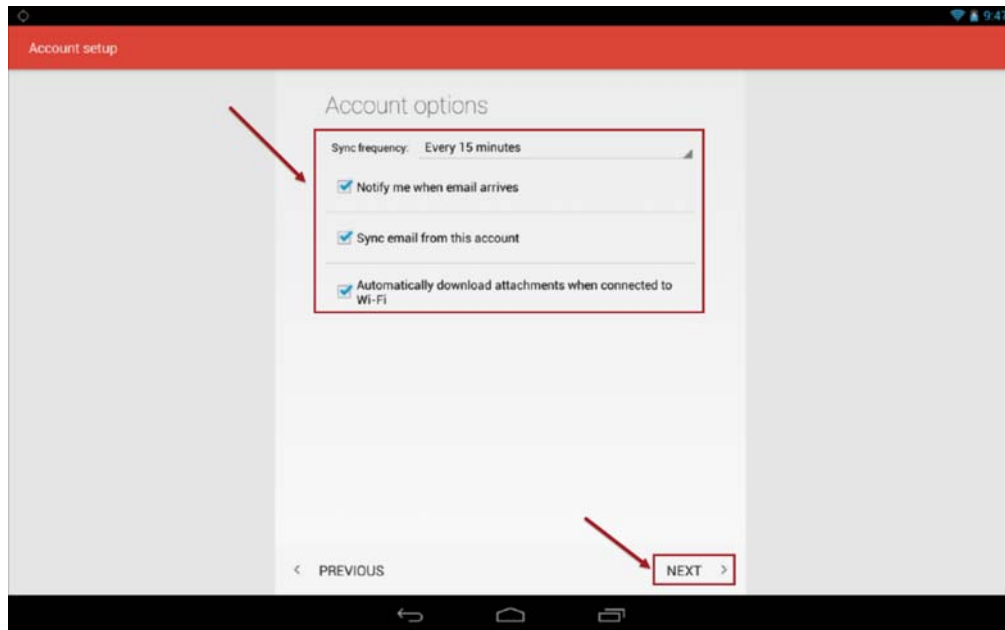
1. On the **Outgoing server settings** screen, tap the **Security Type** field to display a drop-down list.



2. From the drop-down list, select **SSL/TLS (Accept all certificates)**.



3. Tap **Next**. The **Account options** screen appears.

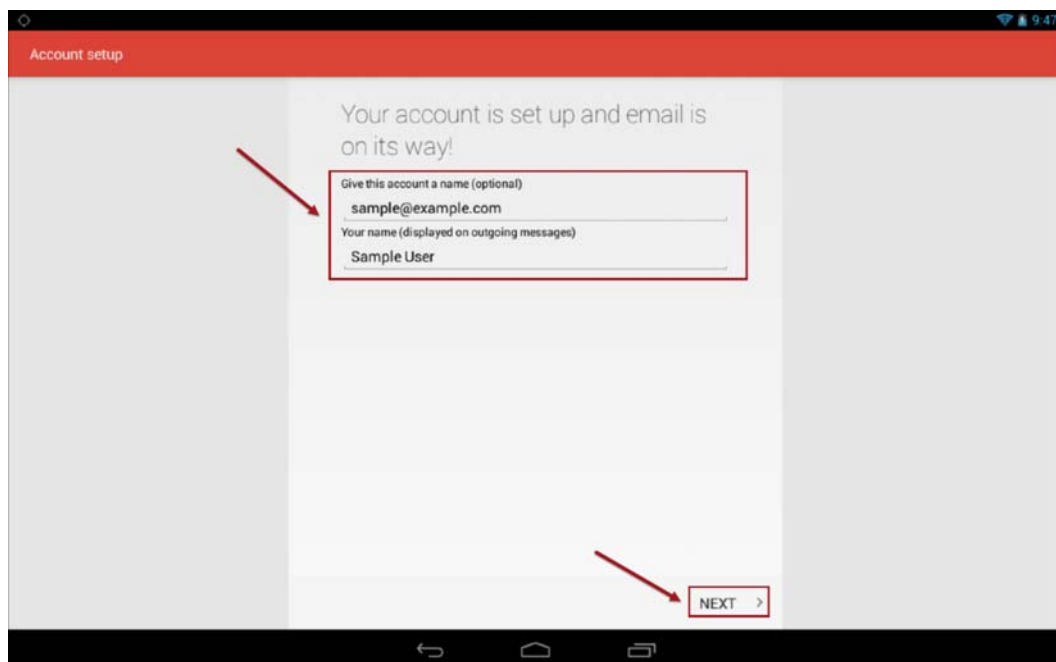


4. On the **Account options** screen, choose your **Sync Frequency** and tap options to turn them on or tap to remove the check and turn them off. Suggested settings appear by default.

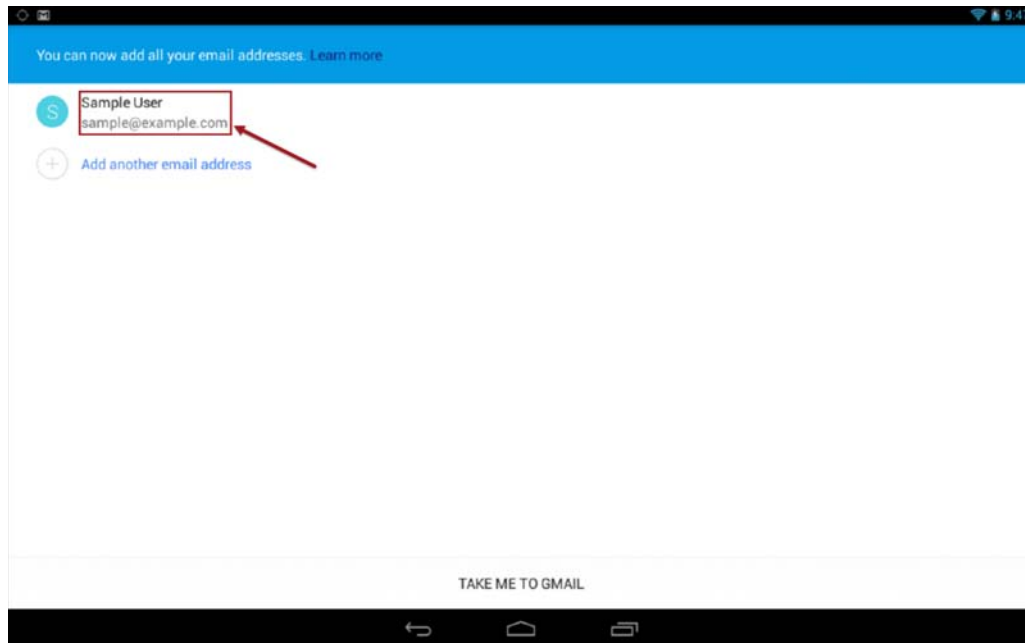
**NOTE:**

Sync Frequency is the interval in minutes, hours, or days the device checks the mail server for mail.

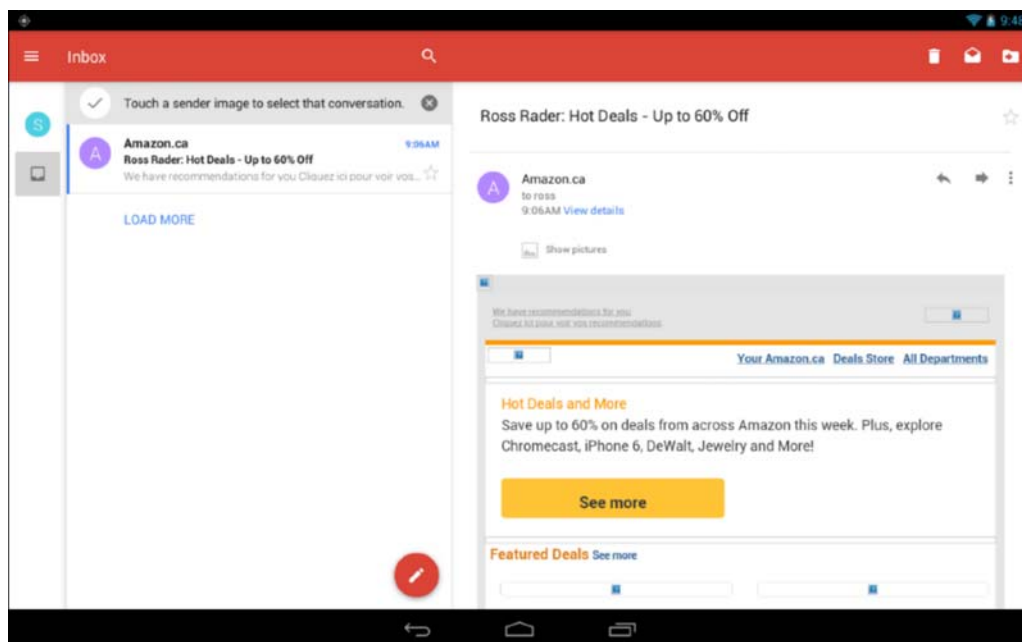
5. Tap **Next**. The **Your account is set up and email is on its way** screen appears.



6. On the **Your account is set up and email is on its way screen**, do the following:
  - a. In the **Give this account a name (optional)** field, type a name for the account.
  - b. In the **Your name (displayed on outgoing messages)**, type the name you want to appear in the *From* field on an email.
7. Tap **Next**. The add email address screen appears.
8. On the screen, tap **Take me to <email client name>**. Your email inbox appears.



Your mailbox is setup and ready to use. Here you can check your email or compose and send email.



If you want to add more email addresses, tap **Add another email address** on the previous screen and repeat the steps.