# ****HOW DO I SET UP EMAIL ON AN ANDROID PHONE?****

1. Click on the "**Mail**" icon on the front screen of your phone. If the "**Mail**" icon is not available on the Home Screen you can find it on the Applications screen as well.

2. On the Mail screen, click on**New account**

3. Select **Manual setup**

4. Next we will fill in your incoming server settings:

* **Email Address:** This is your full email address, for example **tims@domain.com**
* **Username:**Here you will put in your full email address again, this is very important to use the full email address.
* **Password:** This is the password for your email address
* **POP Server:** If your domain is pointed to us, put in example.com (with your domain
* **Security Type:**None (default)
* **Server Port:**110 (default)

Once you have put in your information, click "**Next**".

5. Now we will fill in your outgoing server settings:

* **SMTP Server:**If your domain is pointed to Hosting, enter example.com (your own domain)
* **Security Type:** None (default)
* **Server Port:**587 ( or port 25 however many Providers block port 25 to reduce Spam)

Click **Next**.  On the final screen you can name the account what you want.  You may choose "**work email**" or just use the actual email address. This is just a method so you can identify the account for yourself.  You will also get an option to choose if this is your default email account.  Once you are done, click **Finish setup**.

Congratulations!  Your email is now set up on your Android device.