

Setting up an Android Device to Send & Receive Email

With Android devices, many different email clients are available to check your email. When you first begin using your Android device, it will request you to add your Gmail account. However, you can also add your ministry email as a separate account on your Android device. This will allow you to send and receive email from your ministry email address instead of your Gmail account. We will discuss the basic information in this article but your client may be slightly different as Android OS can be customized by your provider. These steps were written with the HTC Incredible, an Android phone, using the default client.

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 **example@buildlives.org**
- **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:** put in **mail.buildlives.org**, if the android device does not accept this so reason – put secure134.inmotionhosting.com
- **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:** enter **mail.buildlives.org** - if the android device does not accept this – put secure134.inmotionhosting.com
- **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**.