# Document Objective

This document explains how to set up an IMAP or POP email address on android devices.

# Document Summary

Adding your email address should take up to 5 minutes.

# Document Detail

Navigate to your phone’s **Settings**

Android devices can vary, the following gif shows how to navigate on a Samsung Galaxy A12 however the menus on other android devices are very similar. (e.g. ‘Passwords and accounts’ could replace ‘accounts’)

* Navigate to **“Accounts”**
* Navigate to **“Manage Accounts”**
* Navigate to **“Add Account”**
* Select **“Personal (IMAP)”**

Please see the below animated picture showing the instructions above. The animated picture starts here: A screenshot of a cell phone

Description automatically generated with medium confidence

You can pause the picture by clicking on the pause button in the centre when you hover your mouse over it, or in the bottom left if you have clicked anywhere else in the picture.

A screenshot of a cell phone

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Next we set up the account information.

* Enter your email address
* Select **Set up manually/Manual Setup**
* Select the option relevant to you (**IMAP or POP3**)
* Enter your password
* Change the incoming server to the server you were given, e.g. mail10.extendcp.co.uk
* Select **Next**
* Change the outgoing server to the server you were given, e.g. mail10.extendcp.co.uk
* Select **Next**
* Select **Next** again on the new screen.
* Here you may change your account name and your display name
  + Changing the account name will only affect what it looks like in your mail application on your phone
  + Changing your display name will display this value when people receive messages from you
* Select **Next**

Please see the below animated picture showing the instructions above. The animated picture starts here: A picture containing text

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A screenshot of a computer

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It should then finish setting up your email account making it available in your mail app.