



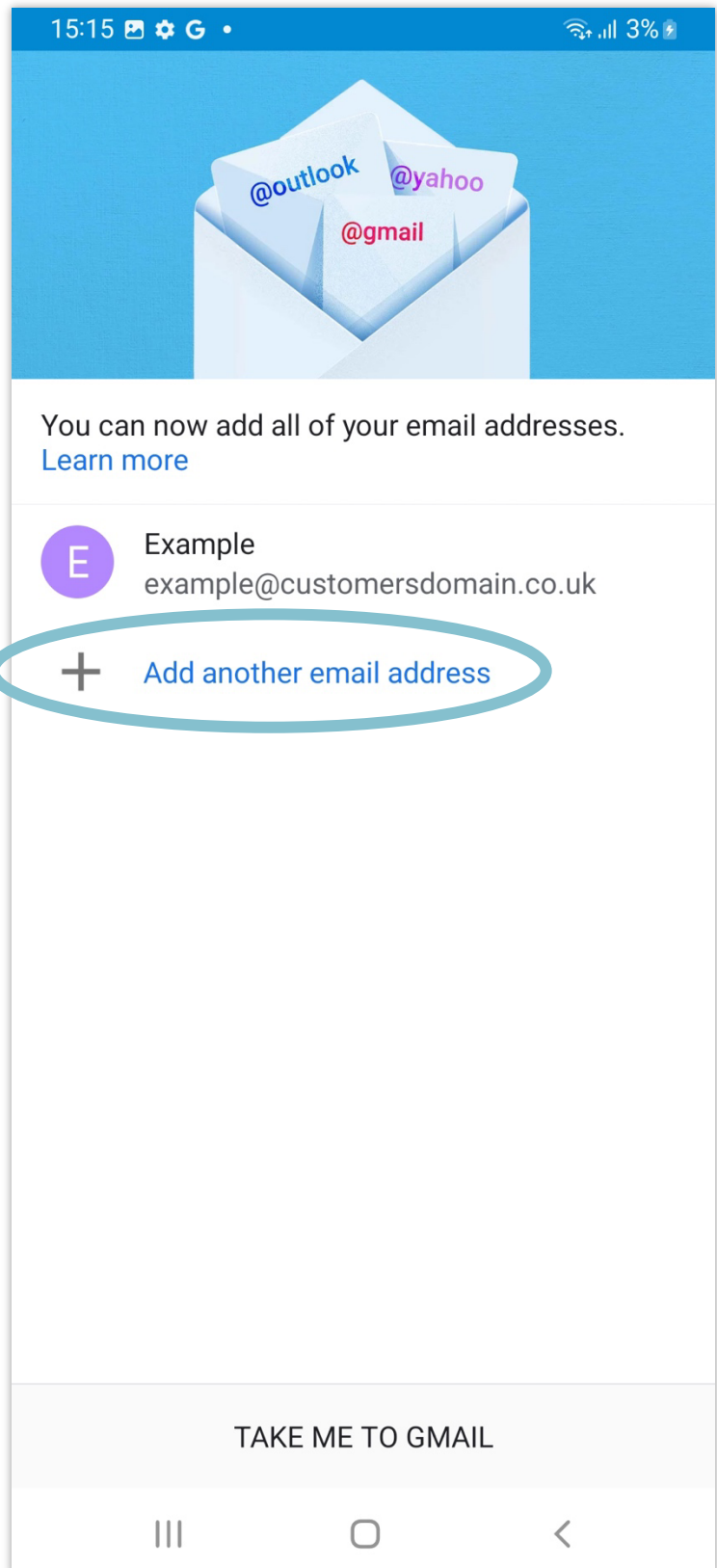
Email Settings Guide

(Android)

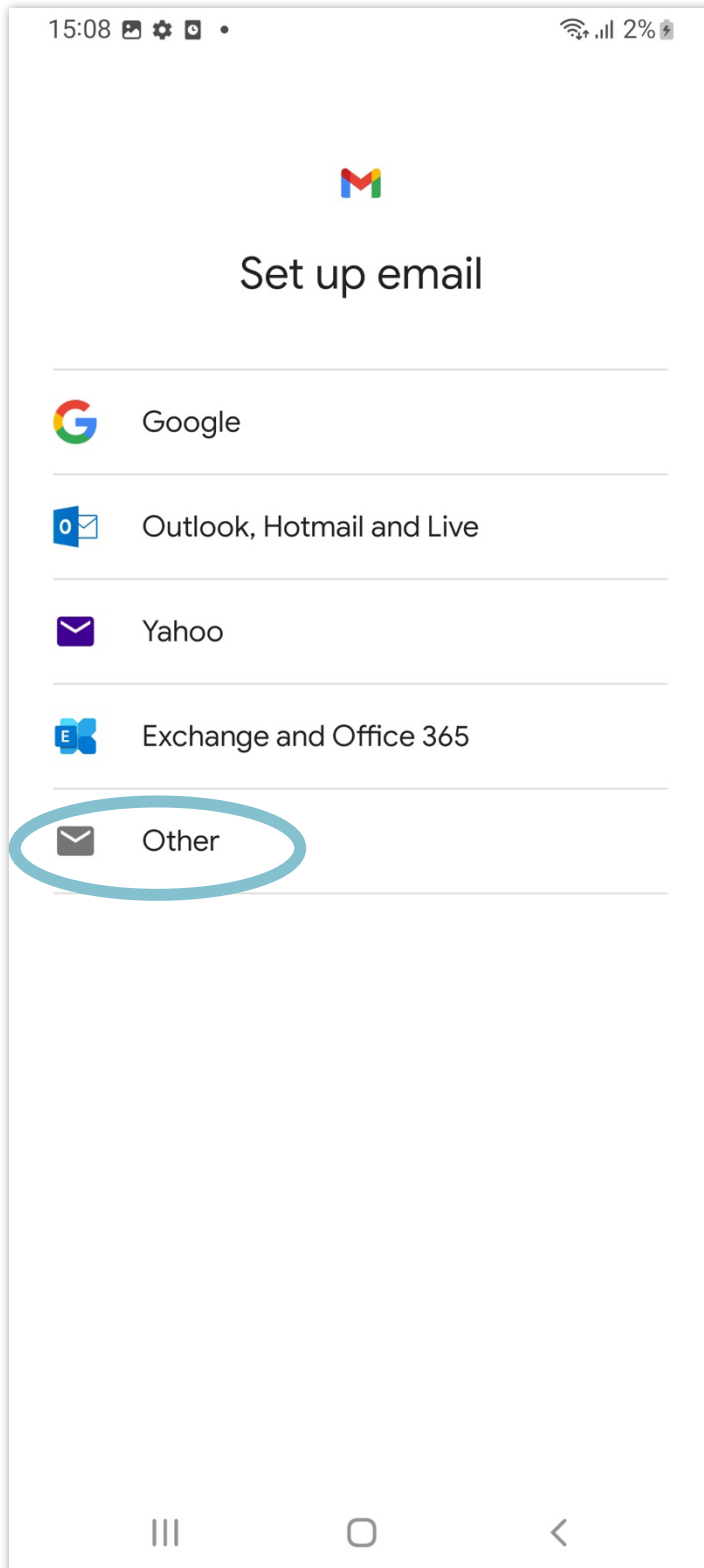
Step 1

Open your 'Gmail' app and click on '+ Add another email address' or '+ Add another account'.

If you have already signed into another account, you will need to tap your profile photo at the top right to see this screen



Step 2



Select '**Other**'
from the list of
options.

Step 3

Enter your company email address.

This will usually be info@ followed by your website domain.

E.g.

[info@mywebsite.com](#)

15:10 G [icons] 2%



Add your email address

Enter your email address

example@customersdomain.co.uk

Manual setup Next

< example@customersdomain.co.uk ...

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵

!#1 @ EN(UK) . .com Done

Step 4

15:11 G •

2%



example@customersdomain
.co.uk

What type of account is this?

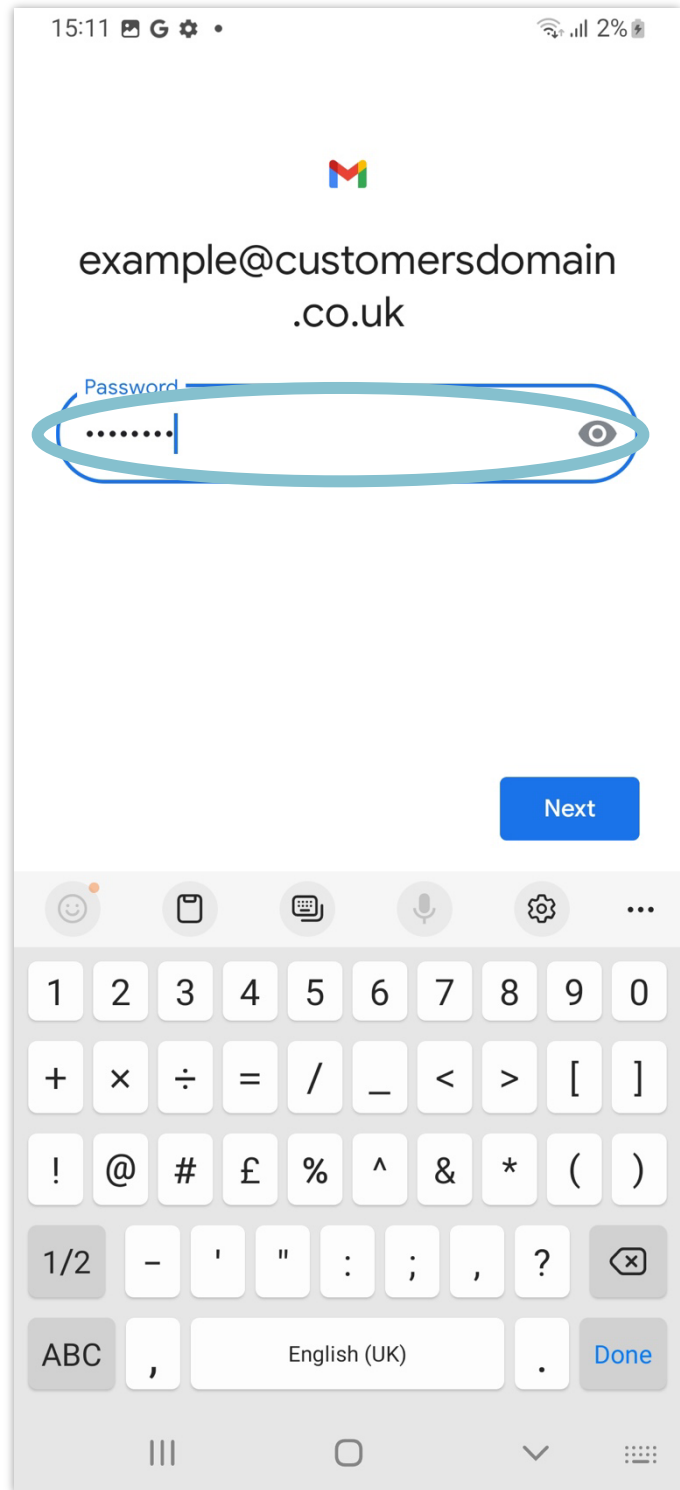
Personal (POP3)

Personal (IMAP)

Select the 'Personal (IMAP)' option.

Step 5

Enter the password provided to you in your welcome pack.



A mobile application interface for a login step. At the top, the status bar shows the time 15:11, signal strength, and 2% battery. The app header features the Google 'M' logo. Below the logo, the email address 'example@customersdomain.co.uk' is displayed. A password input field is shown with a blue oval highlight around it; the field contains seven dots and a toggle icon on the right. A blue 'Next' button is positioned to the right of the password field. At the bottom, a standard iOS-style keyboard is visible, including a numeric keypad, symbols, and a 'Done' button.

Step 6

15:13 3%

M

Incoming server settings

Username
example@customersdomain.co.uk

Password
ain973!!

Server
imap.stackmail.com

Next

In the '**Username**' field, enter your company email address. This will usually be info@ followed by your website domain. E.g. info@mywebsite.com

In the '**Password**' field, enter the password provided to you in your welcome pack.

In the '**Server**' field, enter:
imap.stackmail.com

(the details of your email address, password and website domain will have been sent to your personal email address in your welcome pack when you signed up)

Step 7

In the '**Username**' field, enter your company email address. This will usually be info@ followed by your website domain. E.g. info@mywebsite.com

In the '**Password**' field, enter the password provided to you in your welcome pack.

In the '**Server**' field, enter:
imap.stackmail.com

15:14 [status icons] 3%



Outgoing server settings

Require sign-in ☒

Username

Password 

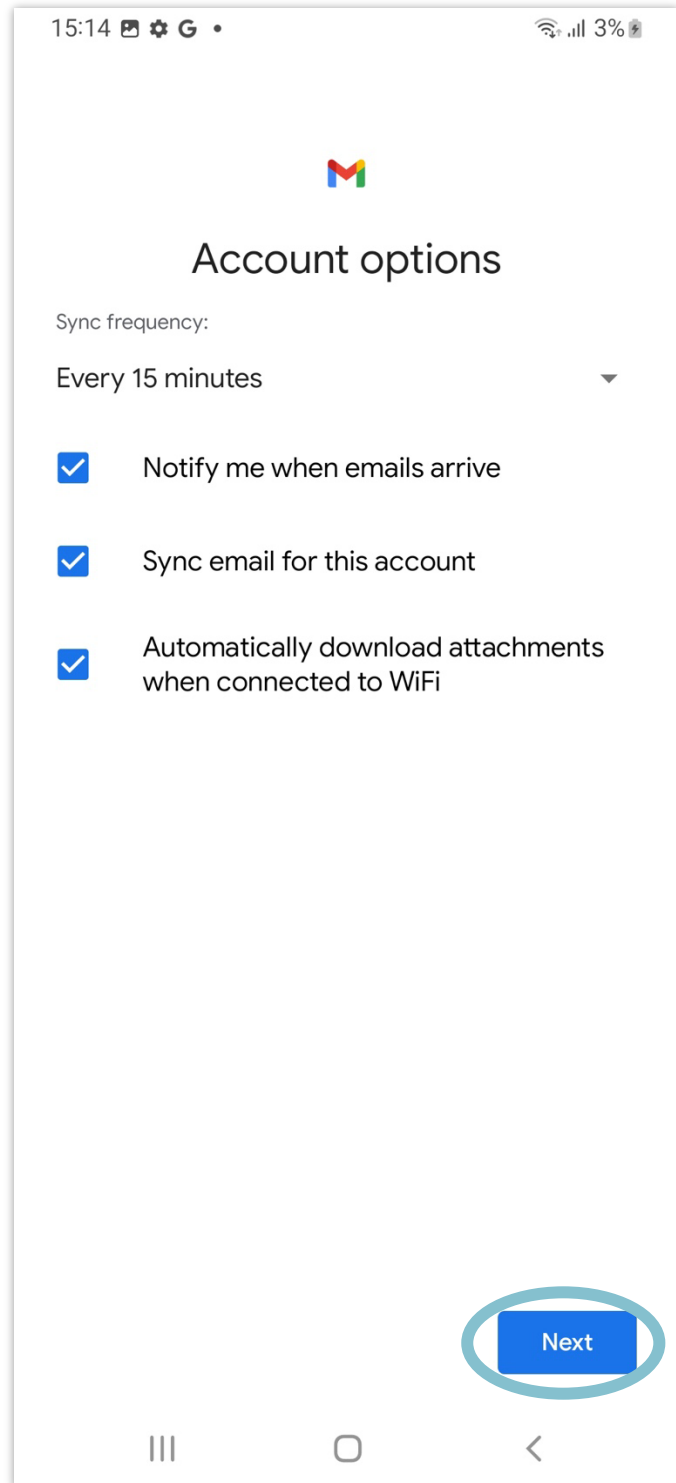
SMTP server

[Next](#)

(the details of your email address, password and website domain will have been sent to your personal email address in your welcome pack when you signed up)

Step 8

Tap 'Next' at the bottom right.



Step 9

15:14 [icons] 3%



Your account is set up and emails are on their way!

Account name (optional)

example@customersdomain.co.uk

Your name

Displayed on sent messages

Next

Enter a name for your account.

You may wish to call this '**Work**' or your '**Company Name**'.

Enter the name you'd like to appear in your sent messages.

This could either be your own name or your company name.