

# Set up Email on your Android device

If you have not logged in to your email on a computer 1st, see [Logging into Gmail for the first time](#).

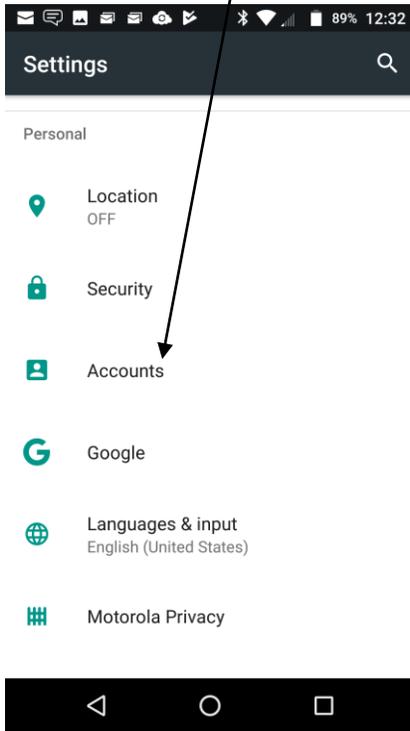
I am using a Droid for this example. Yours may look a little different.

First we need to remove the old exchange account. If you did not have the old email on your device, do step 1 and 2, then skip to step 6.

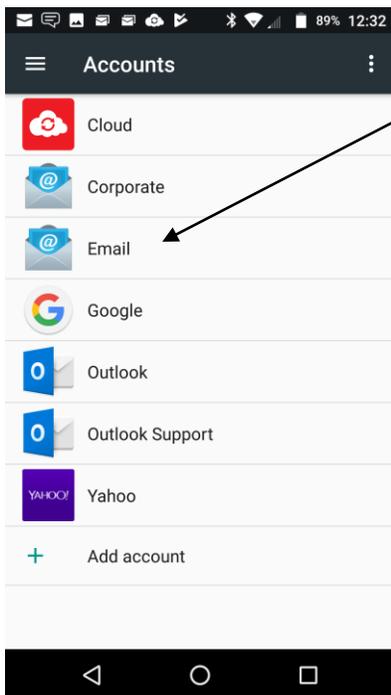
1. Tap Settings.



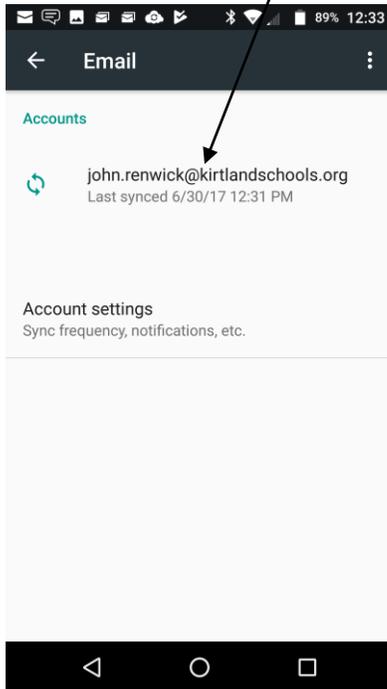
## 2. Tap Accounts



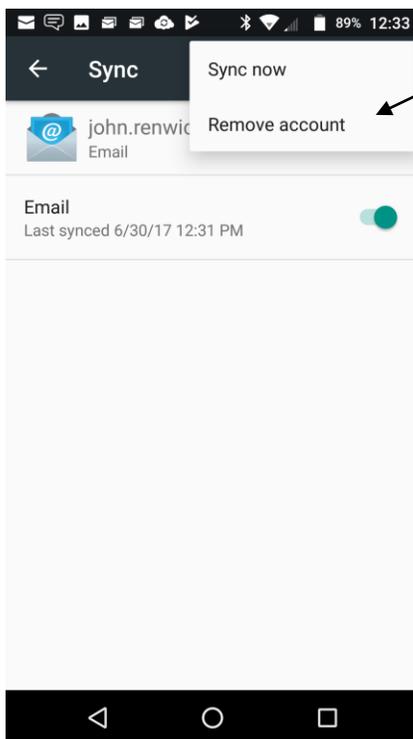
## 3. Bring up your existing email account. Mine is in Email.



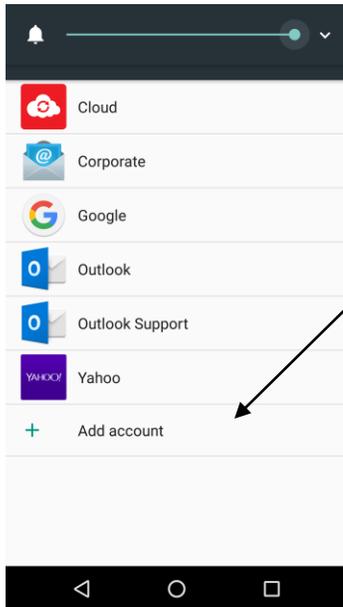
4. Tap on the account.



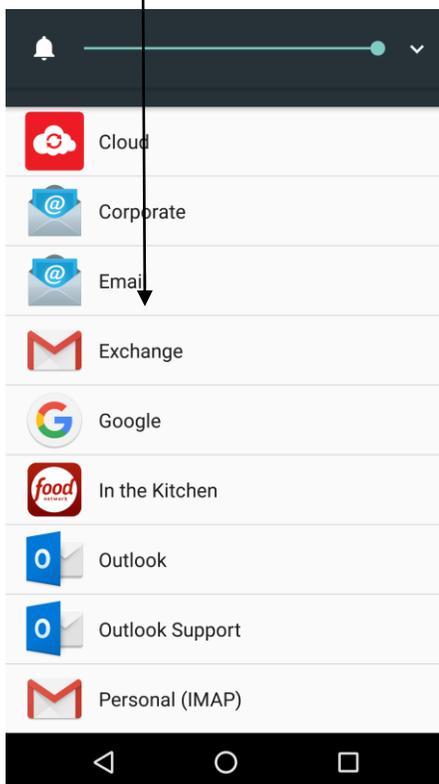
5. Tap the 3 dots in the upper right corner and tap Remove account.



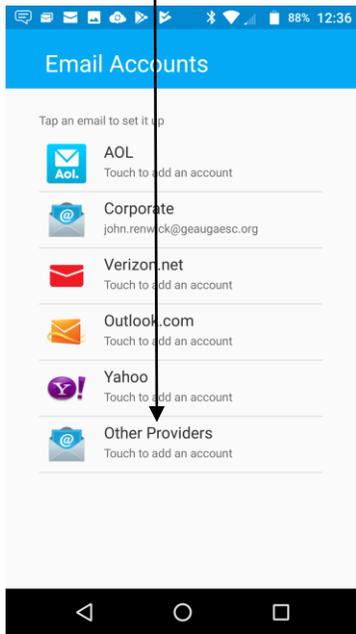
6. You should be on the main account page. Tap Add account.



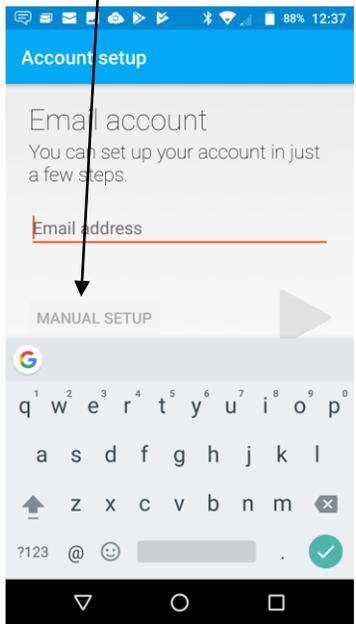
7. Tap email.



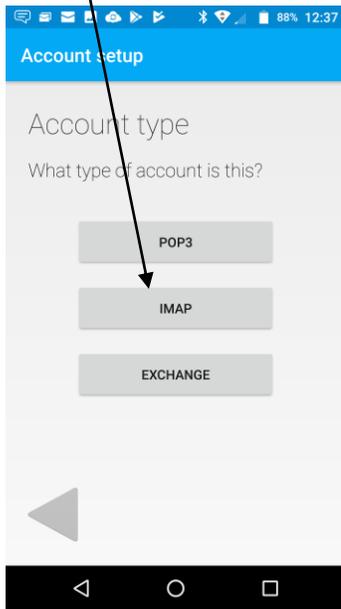
8. Tap Other Providers.



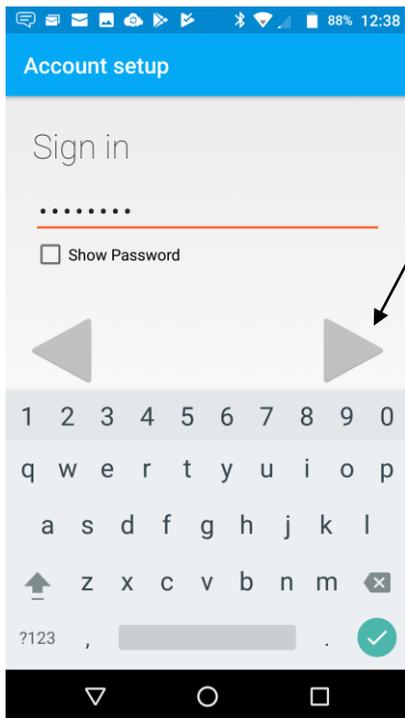
9. Type in your email address, then tap Manual setup.



10. Tap IMAP

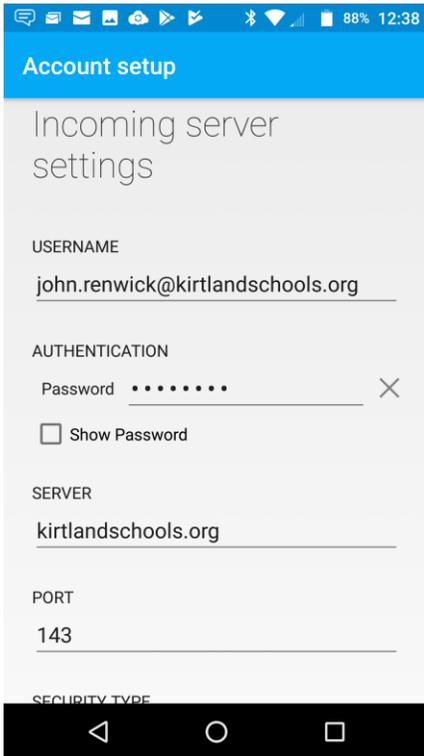


11. Type in your password, and then tap the right arrow.

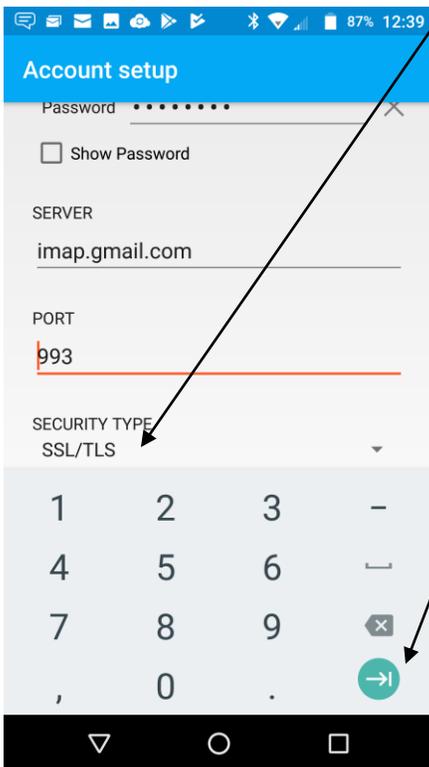


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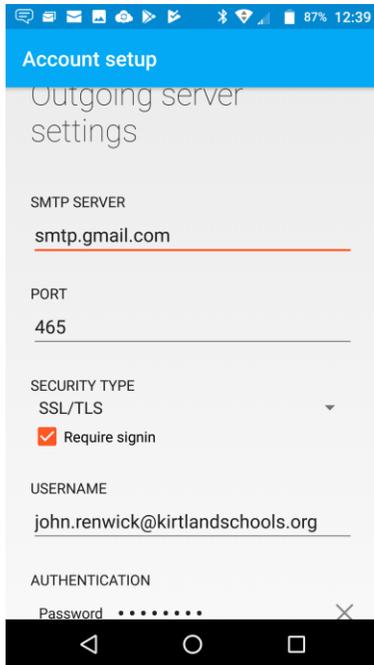
12. Change the server to imap.gmail.com and change the port to 993



13. Change the security type to SSL/TLS and then tap enter or scroll down and tap the right arrow..



14. Set the outgoing mail server to smtp.gmail.com and set the port to 465. Set the security type to SSL/TLS and check the “Require signin” check box. Make sure that your email address and password are correct and then tap the right arrow.



Set your preferences for synching. I chose the default settings.

If you are wondering why we did it this way instead of just adding a Google account it is because if you added it by using a Google account it would try to sync your personal account that is already on your phone with your work account.