How to set up Email in your Android device

1. Open the email application.

2. Enter your email address and password, then tap Manual Setup.

3. Select IMAP (We recommend using IMAP if possible because it’s the best way to make sure you can see all your mail at any time on all of your devices.)
4. **INCOMING SERVER SETTINGS**

Enter required information and Tap Next when complete

- Email address: *Your full address (e.g. aziz@upm.edu.my)*
- User name: *Your full address (e.g. aziz@upm.edu.my)* | Password: *User’s UPMID password*
- IMAP server: *imap.gmail.com*
- Security type: *SSL*
- Port: 993

5. **OUTGOING SERVER SETTINGS**

Enter required information and Tap Next when complete

- SMTP sever: *smtp.gmail.com*
- Security type: *SSL*
- Port: 465
- Require sign-in: Yes
- User name: *Your full address (e.g. aziz@upm.edu.my)* | Password: *User’s UPMID password*
6. **ACCOUNT OPTION**

Select the preferences you wish to use, then tap **Next**.

![Account Options](image)

7. **SETUP ACCOUNT INFO**

Enter the name you wish people to see when you send emails, then tap **Done** when complete.

![Setup Account Info](image)