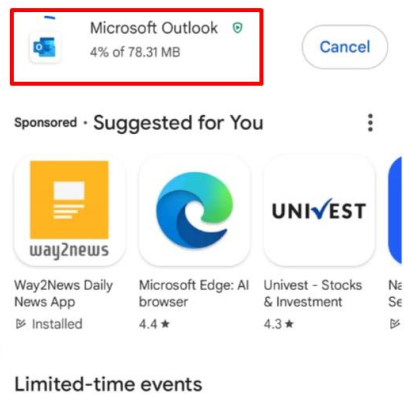


How to Set Up an Email Account on Android (Easy Guide)

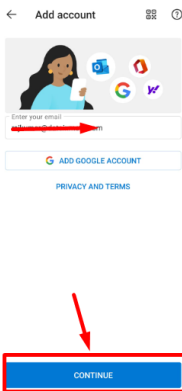
Step 1: Download the Outlook App

- If you don't have the Outlook app on your phone, go to Google Play Store.
- Search for Outlook and install the app.



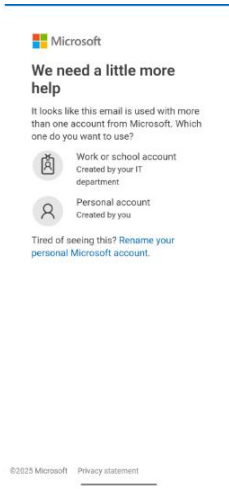
Step 2: Open the Outlook App

- After installation, open the app.
- Type your email address and tap on "Continue".



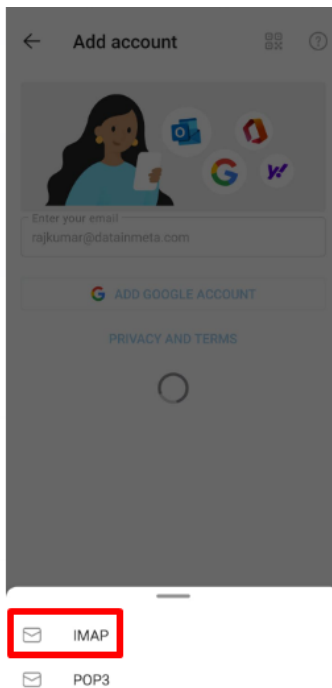
Step 3: Choose Account Type

- Select Work or School as per your need.



Step 4: Choose Email Type

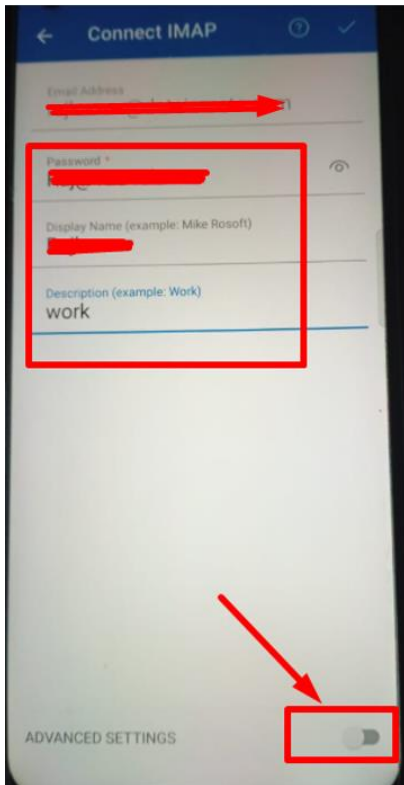
- IMAP (Recommended) – Sync emails on multiple devices.
- POP3 – Emails are stored only on one device.



Step 5: Enter Your Email Details

- Password: Type your email password.
- Display Name: Enter your email name.
- Description: Choose Work or School.

- Tap on Advanced Settings.



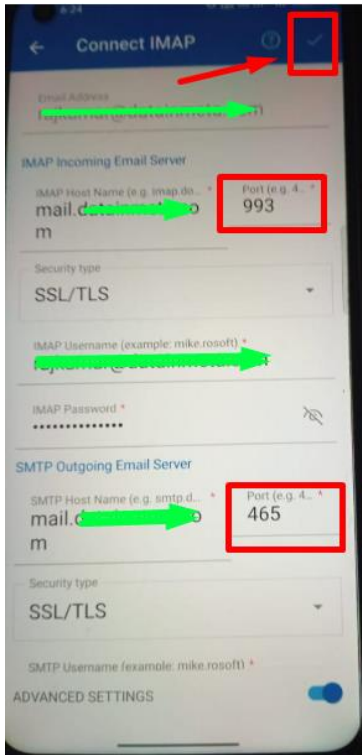
Step 6: Enter Mail Server Details

Incoming Mail (IMAP)

- IMAP Server: mail.yourdomain.com (Example: mail.abc.com)
- Port Number: 993 (With SSL) or 143 (Without SSL)
- IMAP Username: Your email address
- IMAP Password: Your email password

Outgoing Mail (SMTP)

- SMTP Server: mail.yourdomain.com (Example: mail.abc.com)
- Port Number: 465 or 587 (With SSL), 25 (Without SSL)
- SMTP Username: Your email address
- SMTP Password: Your email password



Step 7: Save & Finish

- Tap on the tick mark (✓) on the top-right corner.
- Your email setup is complete!

Troubleshooting

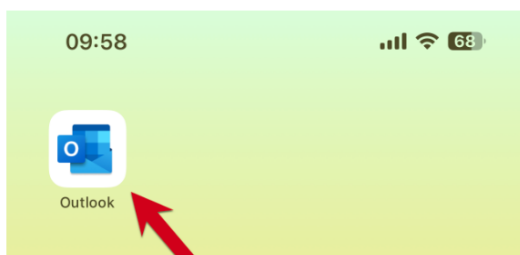
- If you face issues, try changing the port numbers as mentioned above.

Check if your email and password are correct.

Setting up mail on Outlook app for iPhone

Step 1 - Open the Outlook app

Open the **Outlook app** on your iPhone.

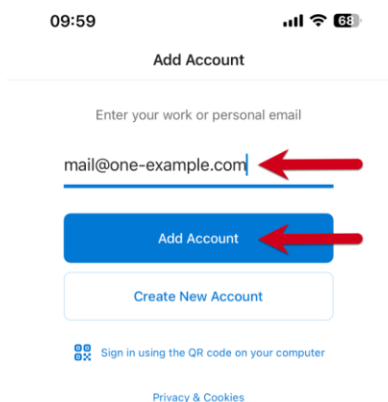


Note: If you already have an existing email account added to the Outlook app, follow the steps below:

1. Click your profile in the upper left corner.
2. Click the **settings icon** in the bottom left corner.
3. Click **Add Email Account**
4. Type in the **email address** and click **Add account**.
5. Type in the **email password** and click **Sign In**.

Step 2 - Enter your email address

Type in the **email address** you want to set up and click **Add account**.



Step 3 - Type in your credentials

1. Type in the **email password**.
2. Click the button **Use Advanced Settings**.
3. Click **Sign In**.

10:00 📶 68%

< Not IMAP ?

IMAP

Email Address
mail@one-example.com

IMAP Password

Display Name
Mary Jones

Description
Work

Use Advanced Settings

Sign In

Step 4 - Check your settings

1. Now, check your settings, and make sure they are correct and that you type in your email password under both the IMAP password and SMTP password.
2. Click **Sign In** if the settings are correct.

See the settings below:

- **IMAP Incoming Email Server settings:**
- **IMAP Hostname:** imap.one.com
- **IMAP Port:** 993
- **IMAP Username:** the email address you're adding.
- **IMAP Password:** the password for the email address, same as you use when logging in to Webmail.
- **Port Security:** SSL

- **SMTP Outgoing Email Server settings:**
- **SMTP Hostname:** send.one.com
- **SMTP Port:** 465
- **SMTP Username:** the email address you're adding.
- **SMTP Password:** the password for the email address, same as you use when logging in to Webmail.
- **Port Security:** SSL

10:00

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Not IMAP ?

IMAP Incoming Email Server

IMAP Hostname
imap.one.com

IMAP Port
993

Port Security SSL >

IMAP Username
mail@one-example.com

IMAP Password



SMTP Outgoing Email Server

SMTP Hostname
send.one.com

SMTP Port
465

SMTP Outgoing Email Server

SMTP Hostname
send.one.com

SMTP Port
465

Port Security SSL >

SMTP Username
mail@one-example.com

SMTP Password

Use Advanced Settings



Sign In



Step 5 - Go through privacy settings

Lastly, click through the privacy settings steps to complete the setup.

10:00



Your Data, Your Way

We've updated Outlook's privacy settings to let you know what data we collect and how we use it. When you entrust your data to Office, you remain the sole owner of that data.

We collect required diagnostic data to keep your apps secure, up-to-date, and performing as expected on the device it's installed on.

[Learn more](#)

Next



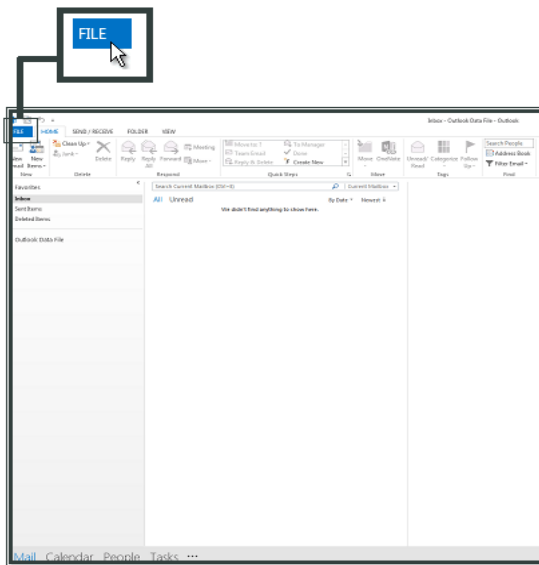
Step 6 - Done!

Congratulations. You've now added the email account to the Outlook app for iPhone.

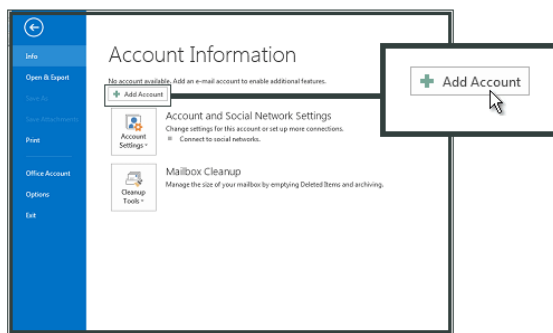
Note: It can take a few minutes for your emails to download and appear in your inbox.

Outlook Configuration Setup:

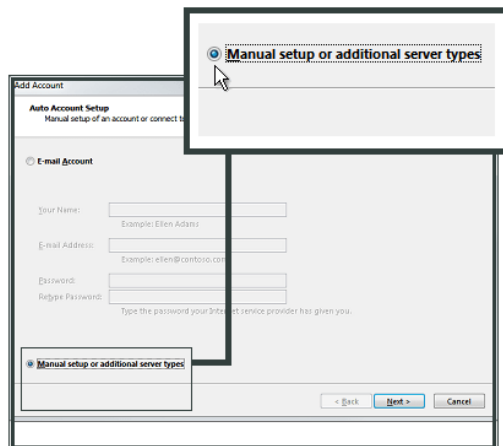
1. Open Outlook and select **File**.



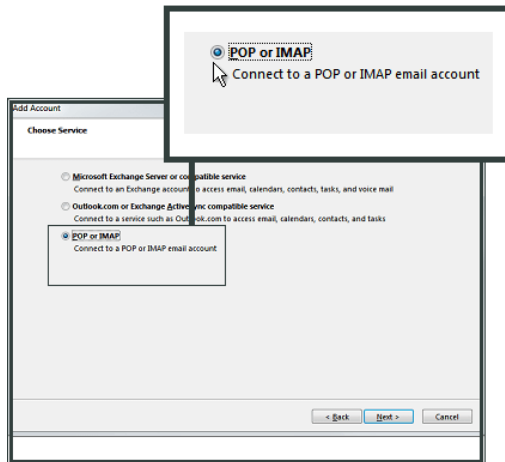
2. Click **Add Account**.



3. Check **Manual setup or additional server types** and click **Next**.



4. Select **POP or IMAP** and click **Next**.



5. Enter **Your Name** and **E-mail Address**.

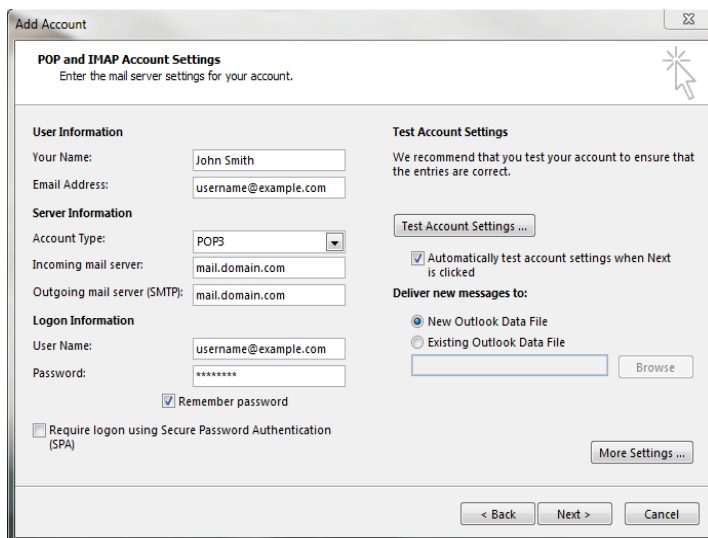
6. Select **POP3** as your account type.

7. For **Incoming mail server**, enter **mail.domainname.com** (exactly as shown here).

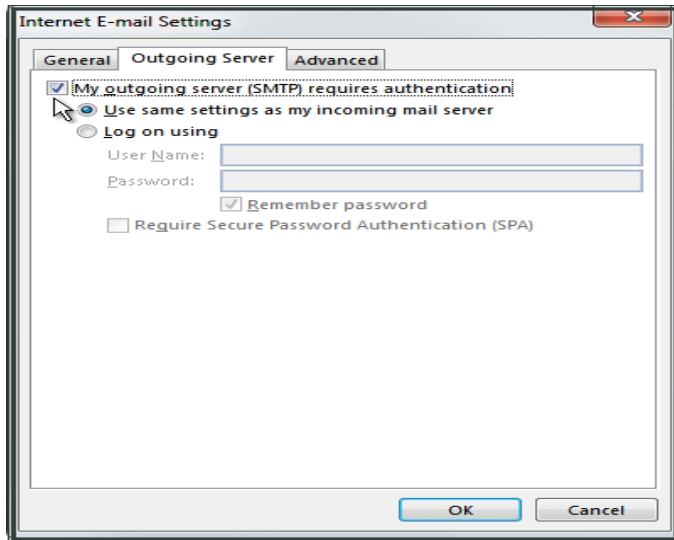
8. For **Outgoing mail server (SMTP)**, enter **mail.domainname.com** (exactly as shown here).

9. In **Logon Information** enter the **e-mail address** and **password** that we created in the control panel.

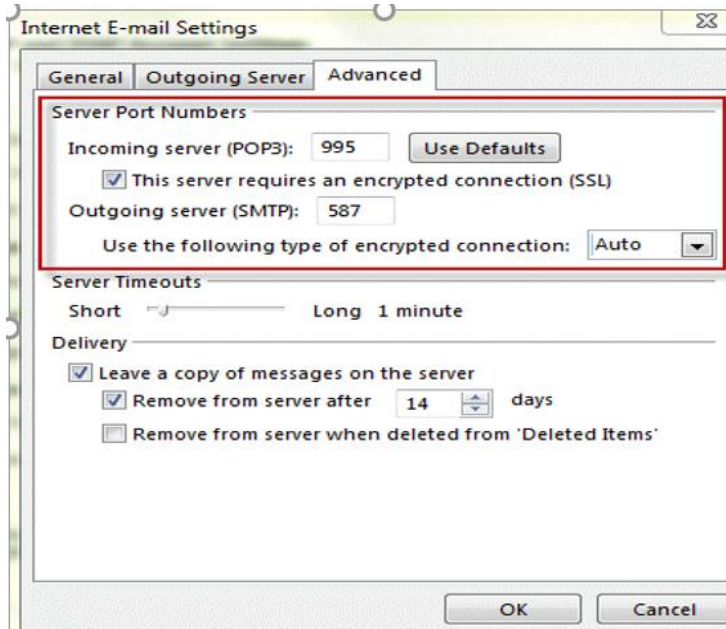
10. Click **More Settings**.



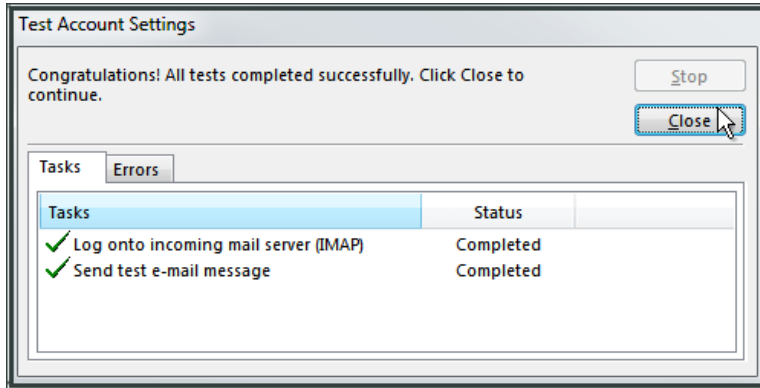
11. Select **Outgoing Server** and check **My outgoing server (SMTP) requires authentication**.



12. Select **Advanced**.
13. For **Incoming server (POP3)** enter **995** and select **SSL**.
14. For **Outgoing server (SMTP)** enter **465 or 587** and select **SSL**.
15. Under **Delivery**, check **Leave a copy of messages on the server** and **Remove from server after 14 days** (it is recommended to not set that higher than 14 days.)
16. Click **OK** and then **Next**.



17. Click **Close**.



18. You have now set up your account in Microsoft Outlook. Click **Finish**.

