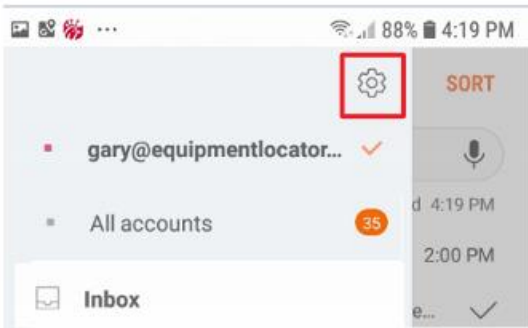# IMAP Mailbox

Setup Instructions for:

Android

(in default Mail app)
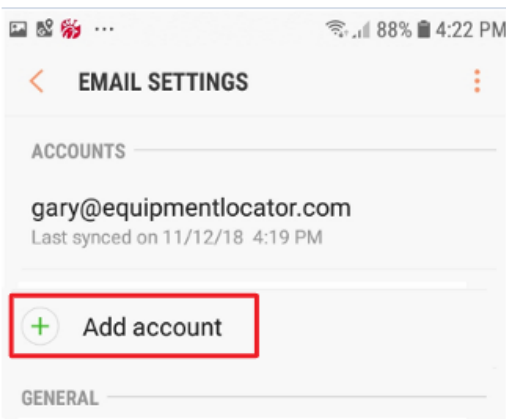
Android IMAP Setup (in default Mail app):

To add an IMAP mailbox on an Android phone using the default mail app, first open the mail app:
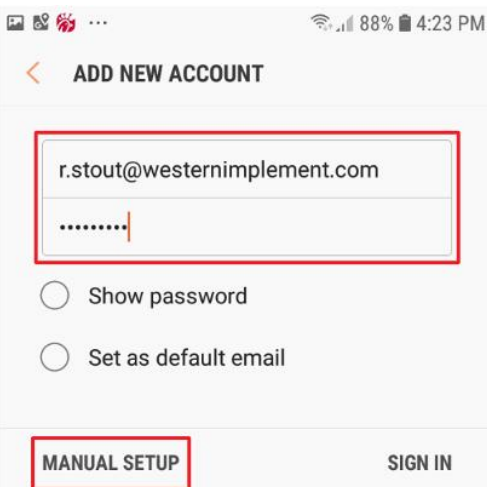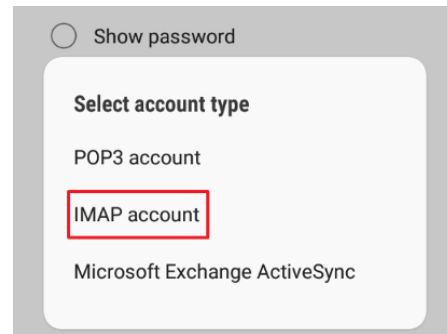

Click the gear icon in the top right corner:

Click "Add account":

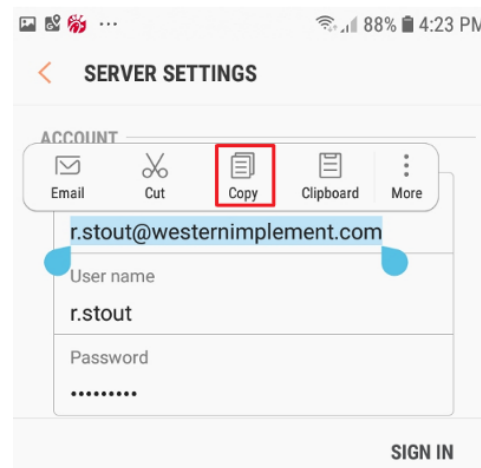**Type in the email address and password, then click "MANUAL SETUP":**
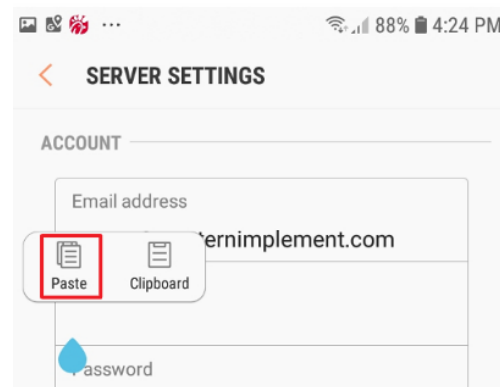

Click on "IMAP account":

NOTE: All instances of email address and user name fields MUST contain the full email address.

The easiest way to populate the email address and user name fields is to copy and paste the email address.

Push and hold down on the email address and then after the email address has been fully selected, press "Copy":
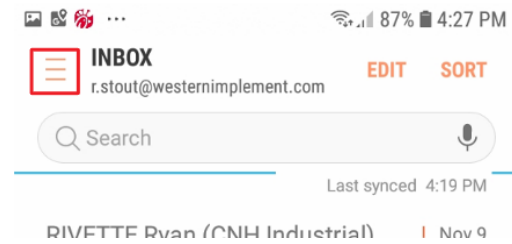

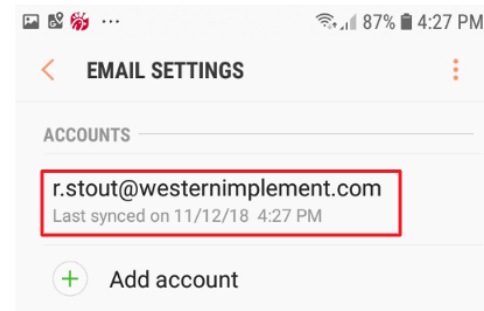**Push and hold down on the User name field, then press "Paste":**

Populate the fields as shown then press "SIGN IN":
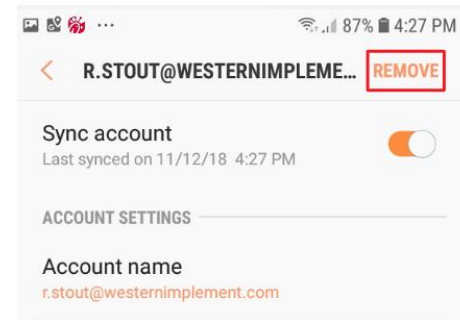
Removal Instructions:

To remove the mailbox from the default Android mail app open the mail app, then press the hamburger menu in the top left corner:

Click the account that you want to remove:

Click "REMOVE":

Click "REMOVE":