EMAIL SETUP

ANDROID PHONE

Works with: Android 14 and later: Google Pixel, Samsung Galaxy, Motorola, OnePlus and others.

Android phones ship with the Gmail app, and Samsung phones often have Samsung Email too. Either one works. Pick the app you already use.

YOUR SETTINGS	Have these ready. Swap **yourdomain.com** for your own website address.
USERNAME	Your **full** email address, e.g. `you@yourdomain.com`
PASSWORD	The email password we sent you. Copy and paste it to avoid typos.
ACCOUNT TYPE	**IMAP** (keeps every device in sync)
INCOMING SERVER	`mail.yourdomain.com` · Port `993` · Security `SSL/TLS`
OUTGOING SERVER	`mail.yourdomain.com` · Port `465` · Security `SSL/TLS` If 465 is refused, use port `587` with `STARTTLS`. The outgoing server needs the same username and password.

Option 1: the Gmail app (any Android phone)

1. Open **Gmail** and tap your profile picture at the top right.
2. Tap **Add another account**, then **Other**.
3. Type your full email address and tap **Next**.
4. Choose **Personal (IMAP)**.
5. Enter your password and tap **Next**.
6. **Incoming server settings.** Username is your full email address. Change **Server** to `mail.yourdomain.com`. If you see Port and Security type, use `993` and `SSL/TLS`. Tap **Next**.
7. **Outgoing server settings.** Leave **Require sign-in** on. Set **SMTP server** to `mail.yourdomain.com`, with port `465` and `SSL/TLS` if asked. Tap **Next**.
8. **Account options.** Set **Sync frequency** to **Every 15 minutes**. Keep **Notify me when email arrives** and **Sync email for this account** ticked. Tap **Next**.
9. Give the account a label, enter your name as recipients should see it, and tap **Next**.

> To switch inboxes later, tap your profile picture in Gmail and pick the account.

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Option 2: Samsung Email (Galaxy phones)

1. Open **Email**. First time: tap **Other**. Already using it: tap the menu ≡, the gear icon, then **Add account** and **Other**.
2. Enter your email address and password, then tap **Manual setup**.
3. Choose **IMAP account**.
4. **Incoming server:** `mail.yourdomain.com`, Security type `SSL`, Port `993`.
5. **Outgoing server:** `mail.yourdomain.com`, Security type `SSL`, Port `465`. Turn on **Require authentication to send emails** and enter your username and password again.
6. Tap **Sign in** or **Next**. Set the sync schedule to 15 minutes, name the account, and tap **Done**.

> **Choose SSL/TLS, not "None".** Our older instructions used an unencrypted connection on port 143. If your phone is still set up that way, open the account's server settings and change it to the ports above.

Stuck? Email **hello@formulamarketingsd.com** or call **(619) 995-8333** and tell us which step you are on.

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