

Setting up IMAP in Outlook for Android

Download the Outlook for Android app from the Play Store [here](#)

1. Once it downloads, open it, and tap the blue **Get Started** button
2. Enter your email address
3. Tap **Continue**
4. Now, the app by default will choose Exchange. Tap on the white Question Mark icon on the top left
5. Then tap **Change account provider**
6. Select **IMAP**, at the bottom
7. Enable the **Advanced Settings** slider
8. Enter the following settings on the screen, as shown below:

Email: Your full council email address

Display Name: Your name (This is what will appear in the recipient's inbox)

Description: something to help you distinguish the account

IMAP Incoming Server: secure.emailsrvr.com

Username: Your full council email address

Password: Your mailbox password

SMTP Outgoing Server: secure.emailsrvr.com

Username: Your full council email address

Password: Your mailbox password

Once you're done, click the checkbox on the top right corner

9. Tap **Skip** to skip adding another account
10. You may go through the app tutorial by clicking on the arrow on the bottom right, or tap **Skip** to skip it
11. Once you see the mailbox screen, you are all set! It may take a few minutes to download mail depending on a variety of factors