Set up email in Android email app

Applies To: Outlook 2016 Office 2016 Office for business Office 365 Small Business **More...**

Android mail apps may look different across different devices, and these directions may not exactly match the options you see. Use these steps as a guide or consult the manufacturer's help for your particular device.
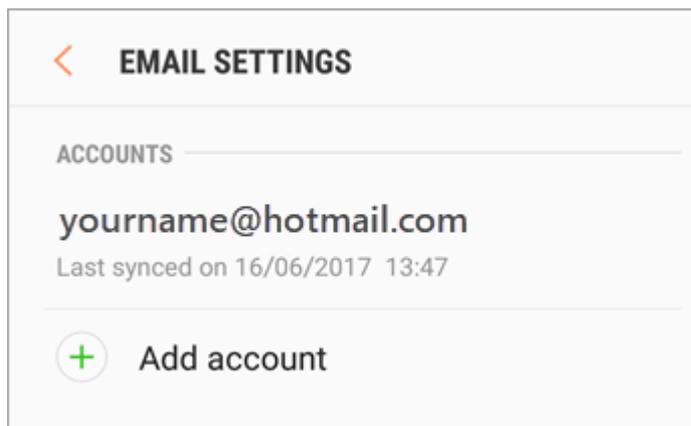
For easy email and calendar management, we recommend you **set up email in the Outlook for Android** mobile app.

Choose your built-in Android email app:

Gmail app **Samsung Email app**

Open the Samsung Email app and tap **Add Account** if it's your first time.

Or, go to **Settings** in the app **> Add account**.

Enter your email address and password. Tap **Sign in**.

Note: If the email app detects your provider, you may be redirected to a different sign in screen.

Tap **Yes** to sync your calendar and contacts with your email account.

Syncing email, calendar, contacts, and tasks may take a few minutes.

If you've turned on [two-step verification](#), you'll verify your identity with your chosen method.

If you see an email that says "**Action Required to Sync**," open it and tap **Use another Mail app instead**. If you don't see this message, skip this step.
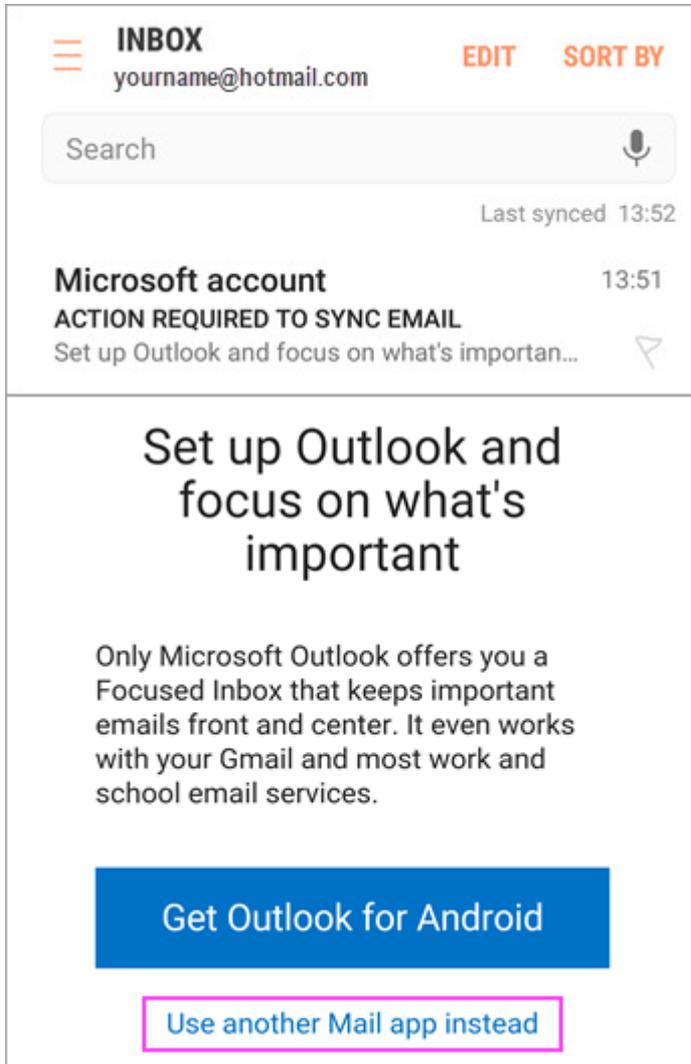
You are now ready to use your email account!

If you're still unable to set up your email, try the **Manual Setup for Samsung Email** app steps below:

Manual setup in the Samsung Email app

IMAP or POP setup in Samsung Email app

You can set up your email account manually using IMAP instead of Exchange ActiveSync. This means that only your email will sync to your phone, not calendar or contacts. What are POP and IMAP?

1. Open the Samsung Email app.
2. Go to **Settings > Add Account**.
3. Enter your full email address and password. Tap **Manual Setup**.
4. Choose **IMAP account** or **POP3 account** to sync only your email.
5. If you're prompted to enter settings, use these for the options available:

   Incoming Server Settings

   - **Domain\Username**
     Make sure your full email address appears. For example, *yourname@outlook.com*.
   - **Password**
     Use the password that you use to access your email.
   - **Server**
     - Use **imap-mail.outlook.com** for Outlook.com IMAP accounts.
     - Use **pop-mail.outlook.com** for Outlook.com POP accounts.
     - Use **outlook.office365.com** for any work or school accounts on Office 365 for business.
     - For Exchange email accounts, contact your email provider or system administrator.
   - **Port**
     - Use **993** for IMAP.
     - Use **995** for POP.
   - **Security type**
     Select **SSL/TLS** or make sure the **Use secure connection (SSL)** checkbox is checked, then tap **Next**.

   Outgoing SMTP Server Settings

   - **SMTP Server**
     - Use **smtp-mail.outlook.com** if you're using an Outlook.com account.
     - Use **smtp.office365.com** if you have an Office 365 for business account.

- For Exchange email accounts, contact your email provider or system administrator.
  - o **Security Type**
    Choose **TLS**.
  - o **Port Number**
    Enter **587**. Tap **Next**.
6. Follow any prompts you may get, including security permissions and setting a display name.
7. You're now ready to use your email in the Samsung Email app!

Having trouble? We've got your back.

This article was **last updated on June 19, 2017** because of your feedback. If you still need help setting up email on your Android device, tell us about your question in detail using the comment box below so we can address it in the future.

- Contact Microsoft support regarding your Office 365 or Outlook.com email setup.
- If you have a work or school account that uses Office 365 for business or Exchange-based accounts, talk to your Office 365 admin for support. Office 365 admins can contact Office 365 for business support.

See Also

Sync calendar and contacts with my phone or tablet

Troubleshoot email setup on mobile

Set up Office apps and email on Android