

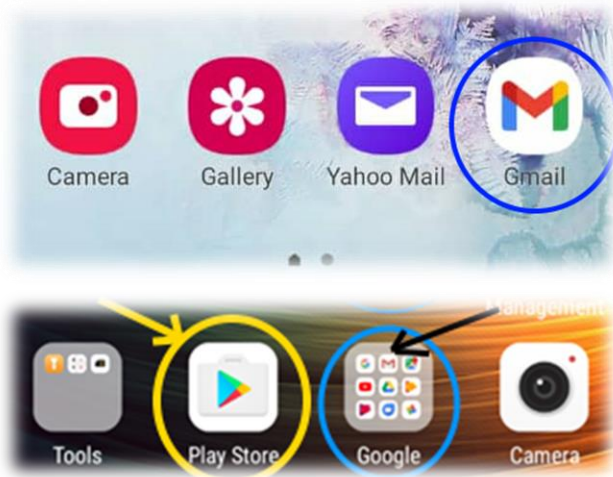
ANDROID GMAIL - ADD ANOTHER ACCOUNT SETUP GUIDE

BELxpress



Step 1

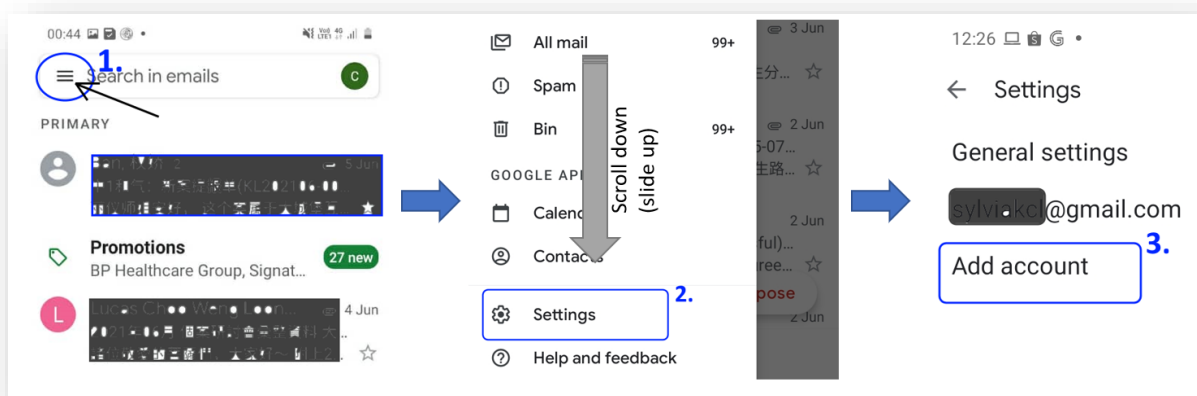
You may use your Gmail app to setup multiple email accounts (*Android 6.x and above only*). First of all, look for your **Gmail** app (see below) or download Gmail from **Play Store** if no Gmail app has been installed. Tap on (open up) your Gmail.



Note: It depends on phone manufacturers and models, there are several ways to access your Gmail app. Some are located inside the Google Apps group (see above). Note: Some phone may need you to slide up from the bottom of the phone to access your Apps group, then, search your Gmail app.

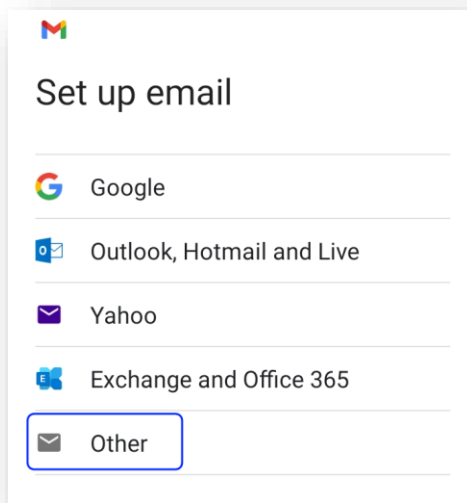
Step 2

If you're new to Gmail, you will be asked to add account on the "Account Setup" screen. If you already have @gmail on your smartphone (or tablets), you can easily add new email account by following the numbers as shown on below:



Step 3

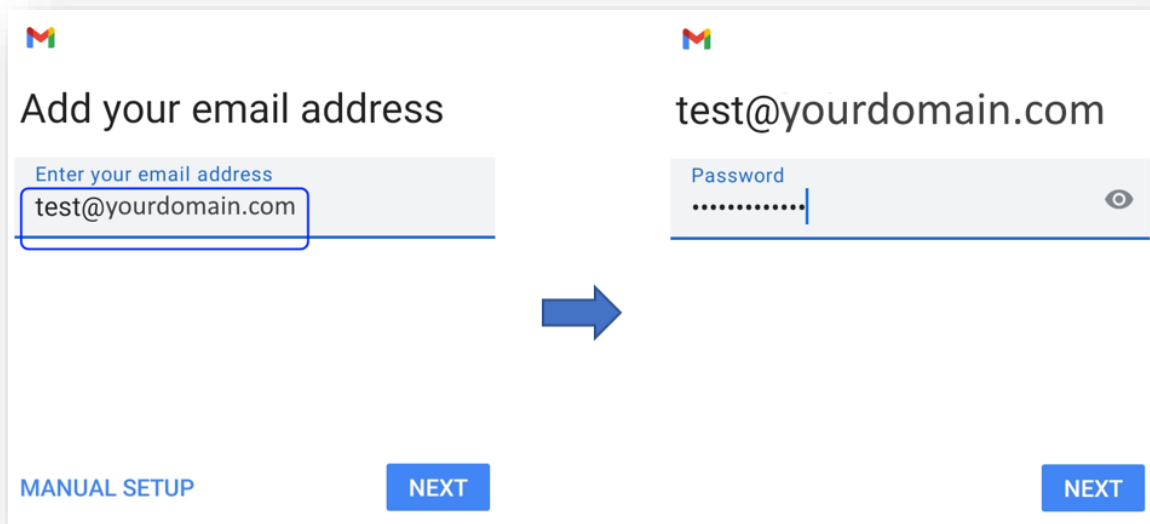
Choose “Other”



Step 4

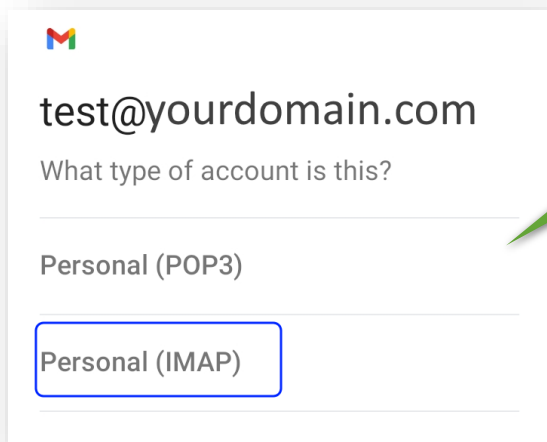
Specify your email address and tap on “Next”, then enter your password. *Caution: It’s prone to typo-error on smartphone, please ensure you’re typing the correct password. Press “Next” once done.*

Tips: tap on the ‘eye’ to see your password



Step 5

Choose an account type, kindly choose “**Personal (IMAP)**”



M

test@yourdomain.com

What type of account is this?

Personal (POP3)

Personal (IMAP)

IMAP vs POP3

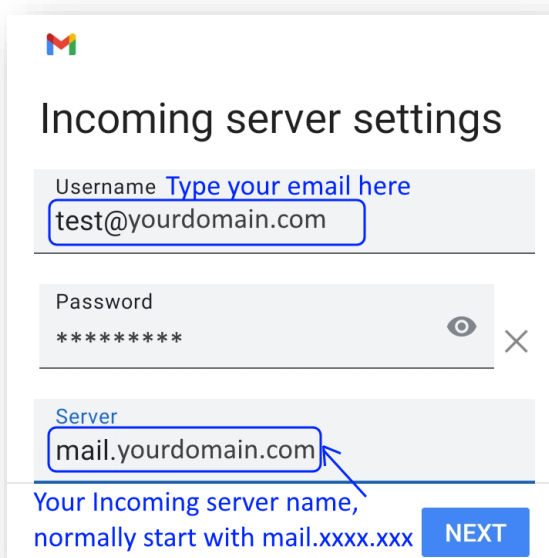
See the comparison on last page

If you are choosing POP3 as the access protocol, you can only set up your email in **ONE** computer or device. If you want to sync your email across multiple computers or devices (smartphone, tablet), you **MUST** use IMAP access protocol.

CAUTION

Step 6

Incoming server settings. Specify your incoming server name (scroll down to see more options on your device if necessary or any), tap on “Next” upon completion.



M

Incoming server settings

Username [Type your email here](#)

test@yourdomain.com

Password

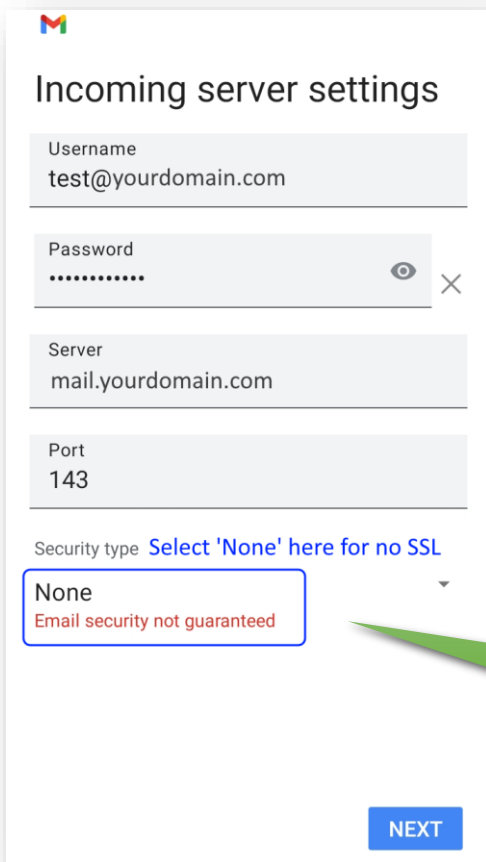
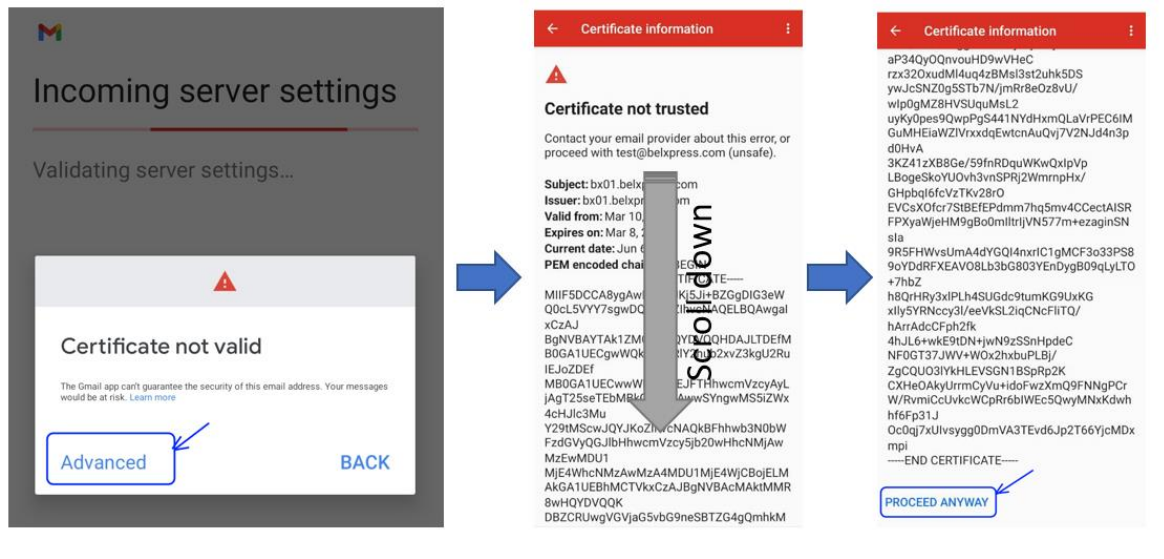
Server

mail.yourdomain.com

Your Incoming server name, normally start with mail.xxxx.xxx

NEXT

If you have **no SSL**, Gmail app will show “Certificate not valid”, tap on “Advanced” to continue, then scroll down to the bottom, and tap on “Proceed Anyway” (see below). Then, select “None” on the “Security type”. Tap on “Next” to proceed.



You're still secured,
no worries! 😊

TIPS: What is **SSL** certificate?

“The primary reason why **SSL** is used to keep sensitive information sent across the Internet encrypted so that only the intended recipient can access it. *This is **important** because the information you send on the Internet is passed from computer to computer to get to the destination server.*”

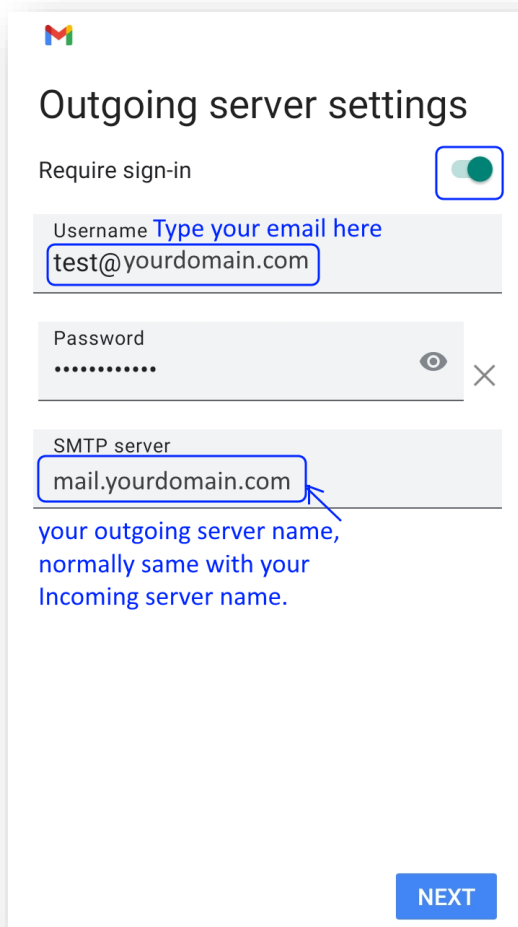
NOTE: Some Email Apps such as Gmail or Outlook require SSL certificate on iOS (iPhone) in order to set up an email account on a smart phone or tablet, it's strongly recommended getting the SSL certificate for your domain today.

Please do not hesitate to contact us (support@belxpress.com) for 'SSL for your domain'. Get your SSL today!

Step 7

Set up your Outgoing settings, follow the settings as shown on below. Please review your settings before press on “Next”.

Tips: If any error, you can start all over again anytime by exit from the Email app.



Outgoing server settings

Require sign-in

Username *Type your email here*
test@yourdomain.com

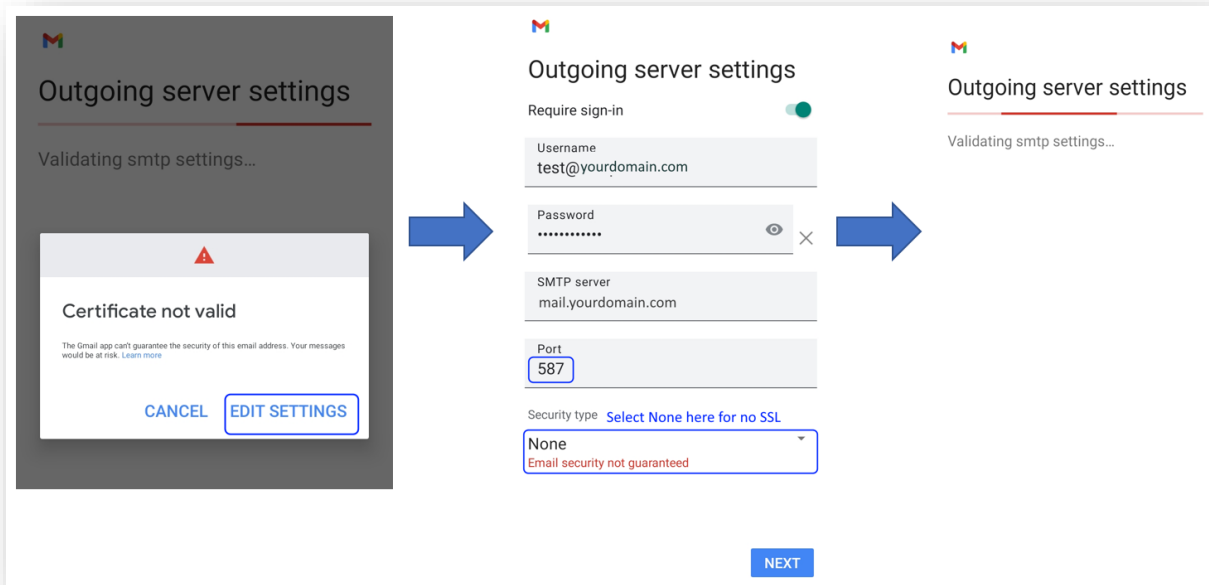
Password
..... X

SMTP server
mail.yourdomain.com

*your outgoing server name,
normally same with your
Incoming server name.*

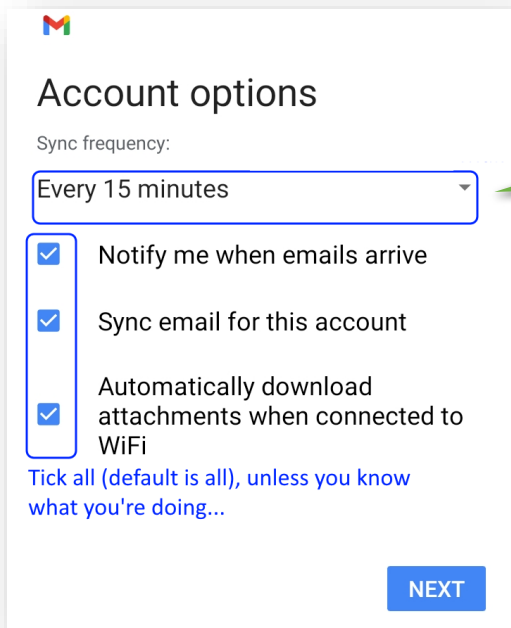
NEXT

If you have **no** SSL, Gmail app will show “Certificate not valid”. Tap on “Edit Settings”, then select “None” on the “Security type”. Then, tap on “Next” to proceed.



Step 8

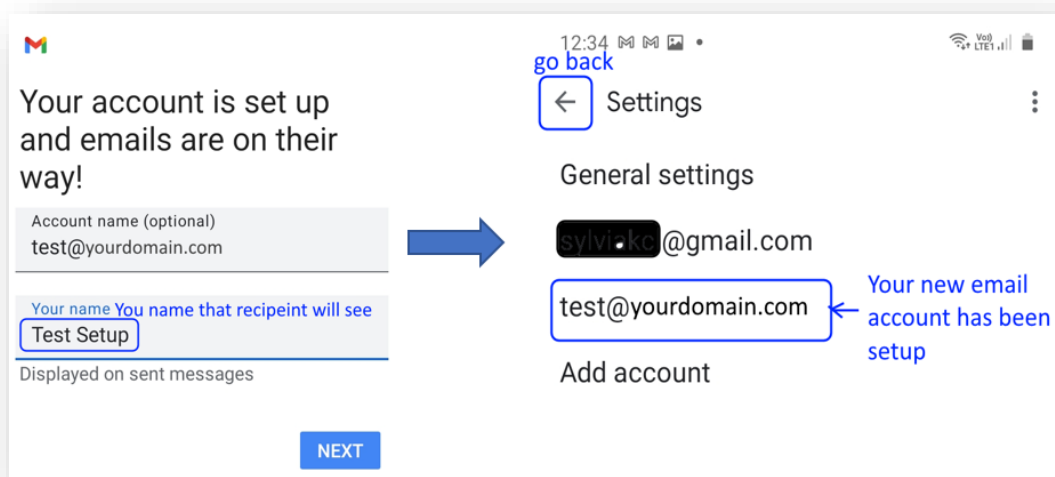
For better optimization on smartphone, kindly follow the setup as shown on “Account options”. Tap on “Next” to finish the setup.



TIPS: To save battery, choose longer frequency. For efficiency, choose shorter interval.

Step 9

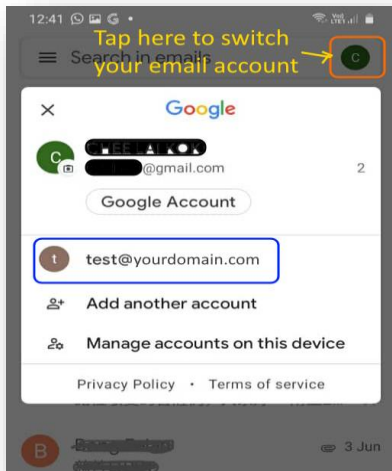
Last but not least, give your account a name and type your name to be displayed on your recipient’s inbox. Tap on “Next” once done. You will be back to the settings menu, tap on the arrow on the top-left to go back to the inbox.



Step 10

You're done, congratulation! You can start using your email via Gmail app.

Tips: You may combine all accounts for incoming mails to ease reading or switch account for specific purposes (as shown below).



IMAP vs POP3

Both POP (Post Office Protocol) and IMAP (Internet Message Access Protocol) allow people to get access to their email from a remote server; however, that is where most similarities end.

POP3	IMAP
<ul style="list-style-type: none"> Consumed less bandwidth (faster if your Internet is slow) Once retrieved, NO backup in the server (<i>unless special settings supported on mail client</i>). Save server storage if server storage is your concern. Your mails will be stored in the local computer ONLY (<i>unless special settings supported on mail client</i>) Your mail will NOT SYNC if access with different computers or devices (NOT recommended for multiple devices). 	<ul style="list-style-type: none"> Consumed more bandwidth (slower if you've got low bandwidth) Your mails (sent/received) will be stored in local computer/device and remote server (backup) You can use multiple computers and devices (phone, tablet) to check/send your email (mail sync) If you lost your computer/device, you can always sync back your mails from remote server (<i>provided that your mails are not deleted from your computer/device</i>)

WARNING: **DO NOT mix** POP3 and IMAP for your multiple computers' setup in a single email account. If either one of your computers or devices has been set up as POP3 access protocol, email-sync will **NOT** be working correctly. Bear in mind, **POP3 is only for ONE computer or device.**