

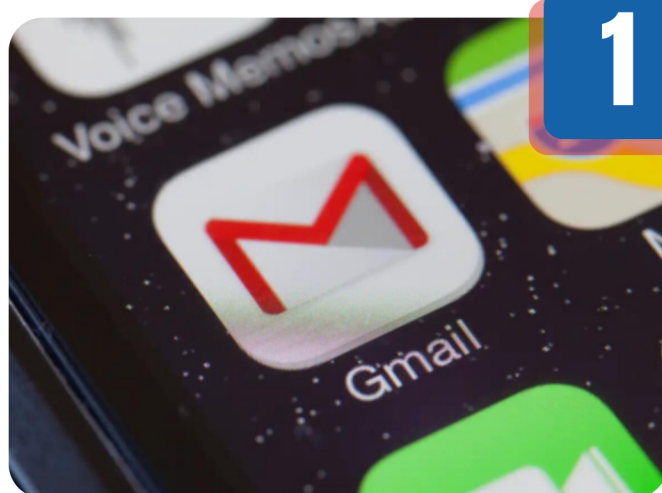
# 10 SETTING UP YOUR COMPANY EMAIL IN GMAIL APP

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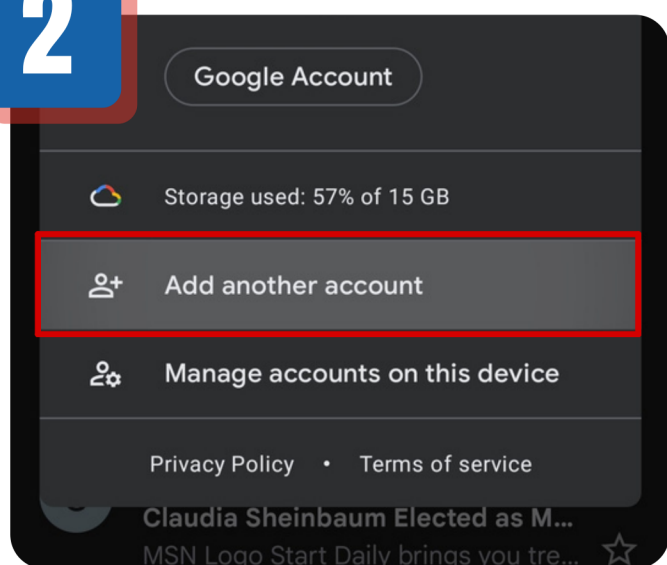


## LAUNCH GMAIL APP

**Already have the app:** Open Gmail.  
**Don't have:** You can download it from the Google Play Store (Android) or the App Store (iOS).



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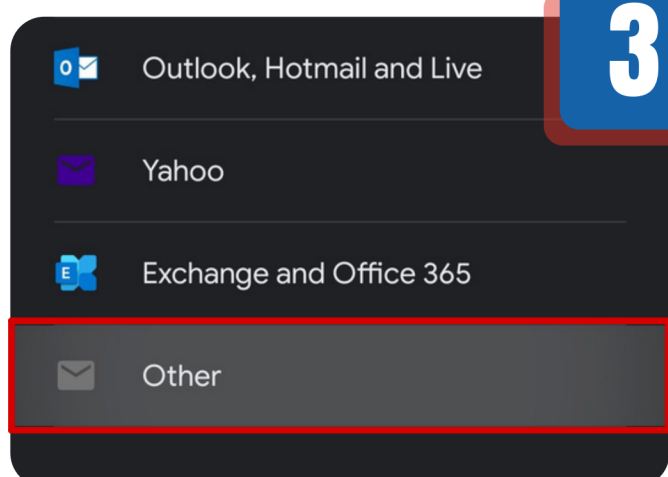


## ADD A NEW ACCOUNT

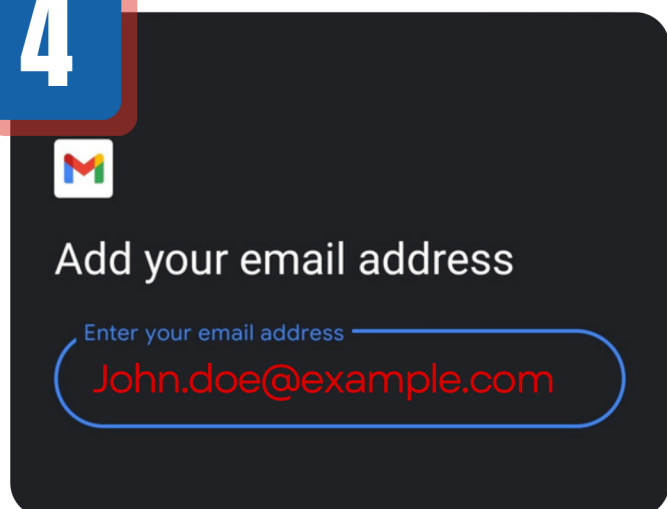
1. Tap on the profile picture or menu icon (three horizontal lines) in the top-right corner.
2. Scroll down and select "Add another account".

## CHOOSE ACCOUNT TYPE

Select "Other" from the list of account types.



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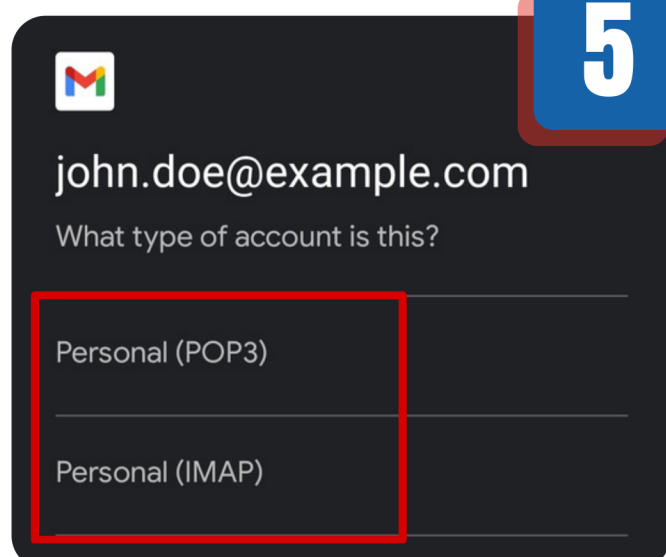
## ENTER YOUR EMAIL ADDRESS

Enter your company email address (e.g., john.doe@example.com).

[Note: For this example, we'll use "John Doe" as the sample name].

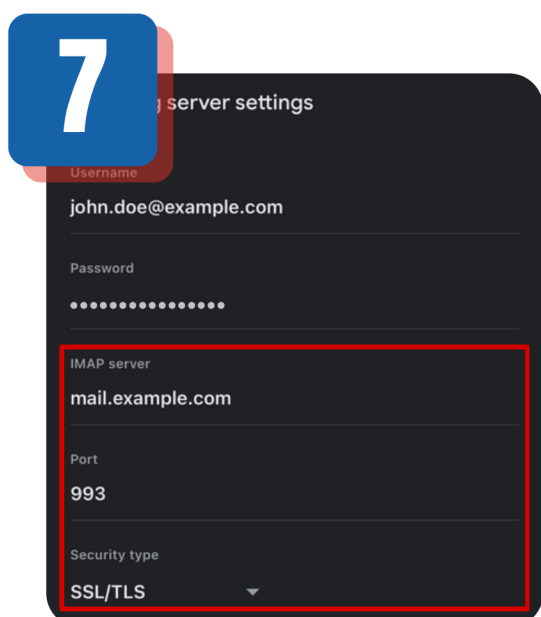
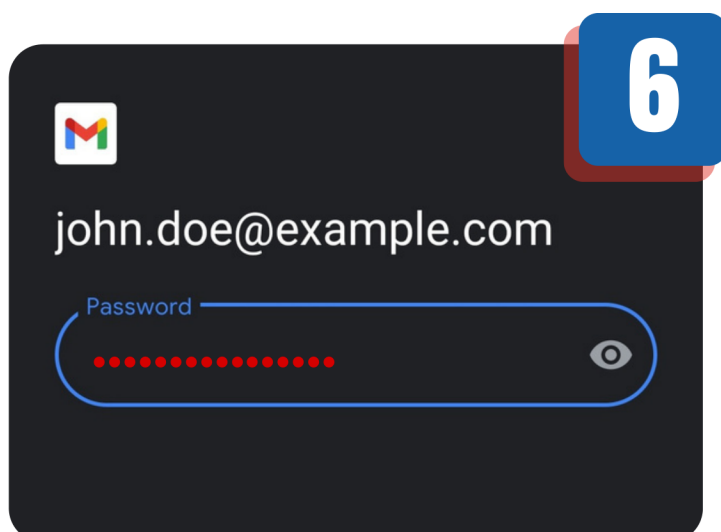
## CHOOSE ACCOUNT TYPE (IMAP/POP)

- IMAP (*Recommended*): Access & sync emails from multiple devices and keep emails on the server.
- POP3: Download emails to a single device and manage emails locally.



## ENTER YOUR PASSWORD

Enter the password for your company email account.

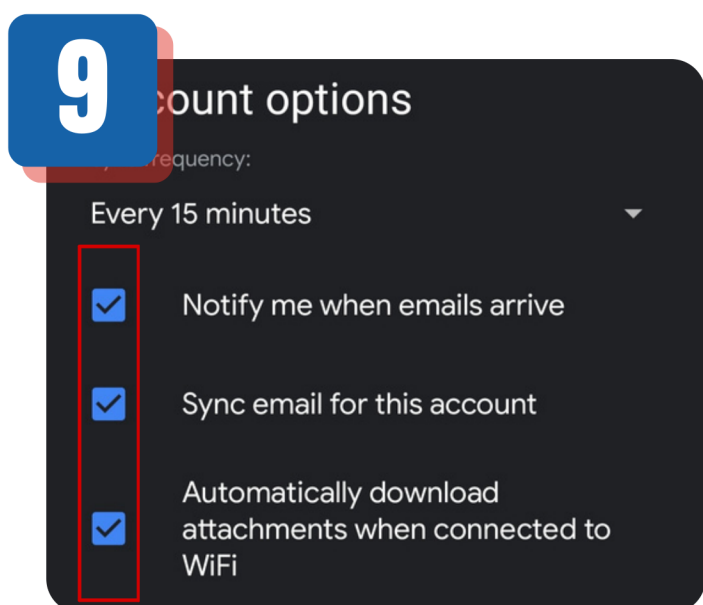
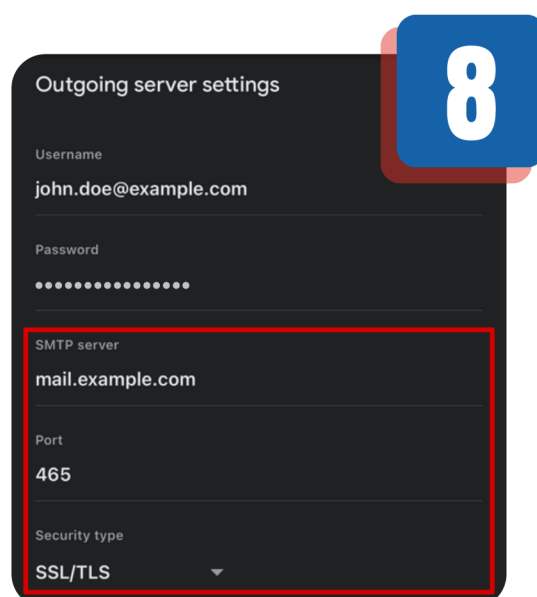


## INCOMING SERVER SETTINGS

- Server: The IMAP/POP3 server address provided by your email host (e.g., mail.yourdomain.com).
- Port: Usually 993 (IMAP) or 995 (POP)
- Security Type: SSL/TLS.

## OUTGOING SERVER SETTINGS

- SMTP Server: The SMTP server address provided by your email host (e.g., mail.yourdomain.com).
- Port: Usually 465 or 587.
- Security Type: SSL/TLS.



## ACCOUNT OPTIONS

1. Choose your sync frequency (e.g., every 15 minutes).
2. Select additional options such as "Notify me when email arrives" if desired.

## SET UP YOUR ACCOUNT

Enter your name as you want it to appear in sent emails.

Tap "Next."



## FINISH!

The Gmail app will verify your settings and, if everything is correct, will complete the setup.

You should now see your company email account in the Gmail app and be able to send and receive emails.

