

ChemiCloud Knowledge Base & Self-Support Center

Home > Email > Mail Client Setup > How to Setup an IMAP Email Account to Gmail on Android

How To Setup An IMAP Email Account To Gmail On Android

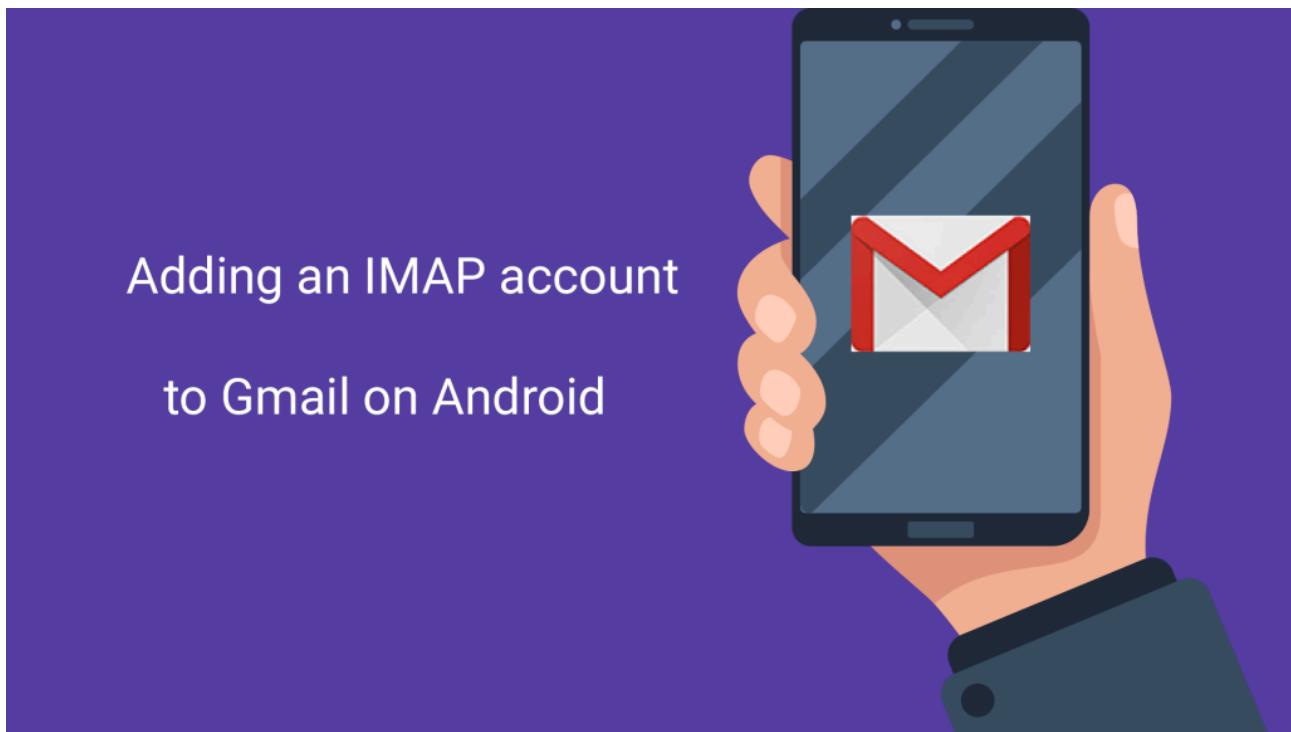
Table of Contents

[Adding your first account to Gmail on Android](#)

[Adding additional accounts to Gmail on Android](#)

Did you know the Gmail app on Android works with email accounts *other than Gmail*? That's right! And if you haven't used the Gmail app for some time, you may want to [check out](#) some of the really cool enhancements Google has made to it over the past few months.

By the end of this knowledgebase article, you will know how to add an account to Gmail on Android for the very first time, as well as how to add additional email accounts.

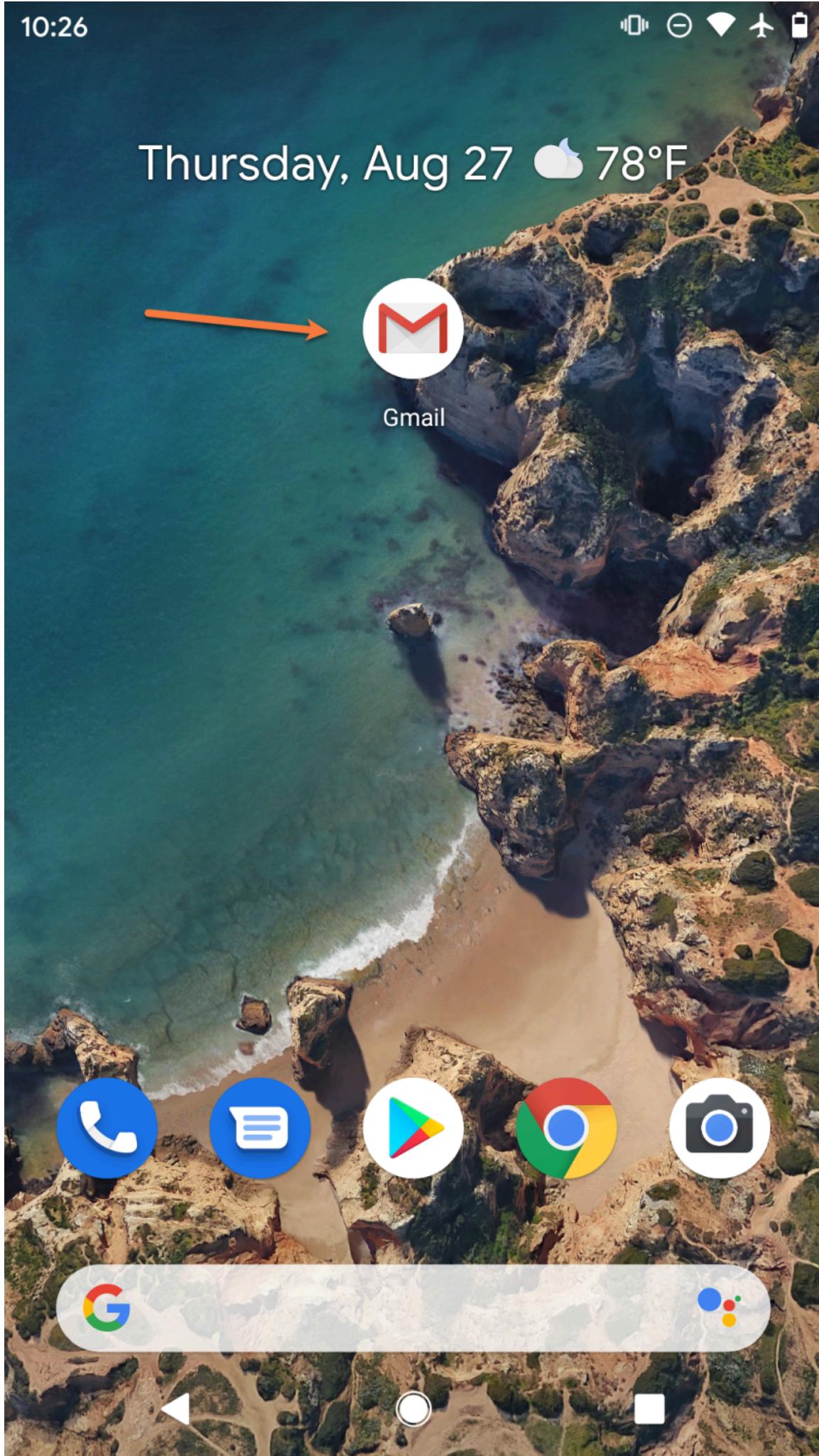


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Adding Your First Account To Gmail On Android

Gmail is preinstalled on most Android devices, however if you need to download it, you can [click here](#) to open the app on the Play Store and download + install the app.

Step 1: Open Gmail. On most Android devices, you can swipe up from the bottom of your screen to see the app drawer. Alternatively, your device may have a dedicated app drawer icon on the home screen. Or, Gmail may already be on your home screen.



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Step 2: The first time you open Gmail on Android, you'll see a screen like the one below. If you haven't used Gmail in a while, it might be a great idea to **tap the > icon** and review some of the new features.

If you're familiar with Gmail, feel free to **tap Skip** and move to **Step 3**.

10:26



Welcome to Gmail

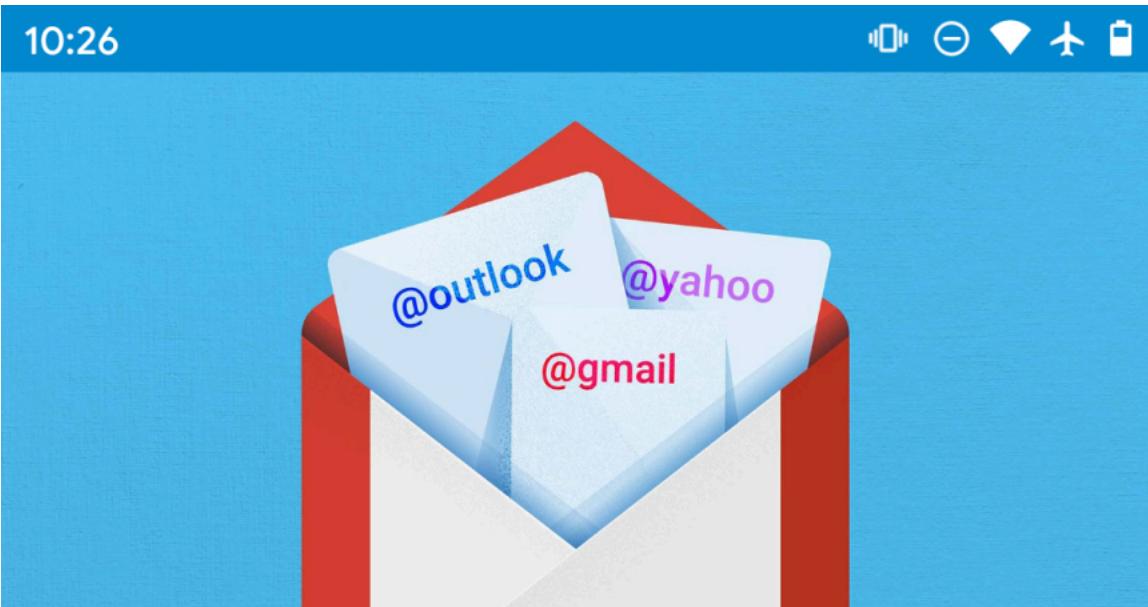
One app for all of your email

SKIP



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Step 3: Tap + Add an email address



You can now add all your email addresses.

[Learn more](#)



[Add an email address](#)



[TAKE ME TO GMAIL](#)



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Step 4: From the list of available account options, choose **Other**.

10:26



Set up email



Google



Outlook, Hotmail, and Live



Yahoo



Exchange and Office 365



Other



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Step 5: Enter the **full email address** for the account you are adding as **youraddress@yourdomain.tld**.

Then, tap **Manual Setup**.

10:27



Add your email address

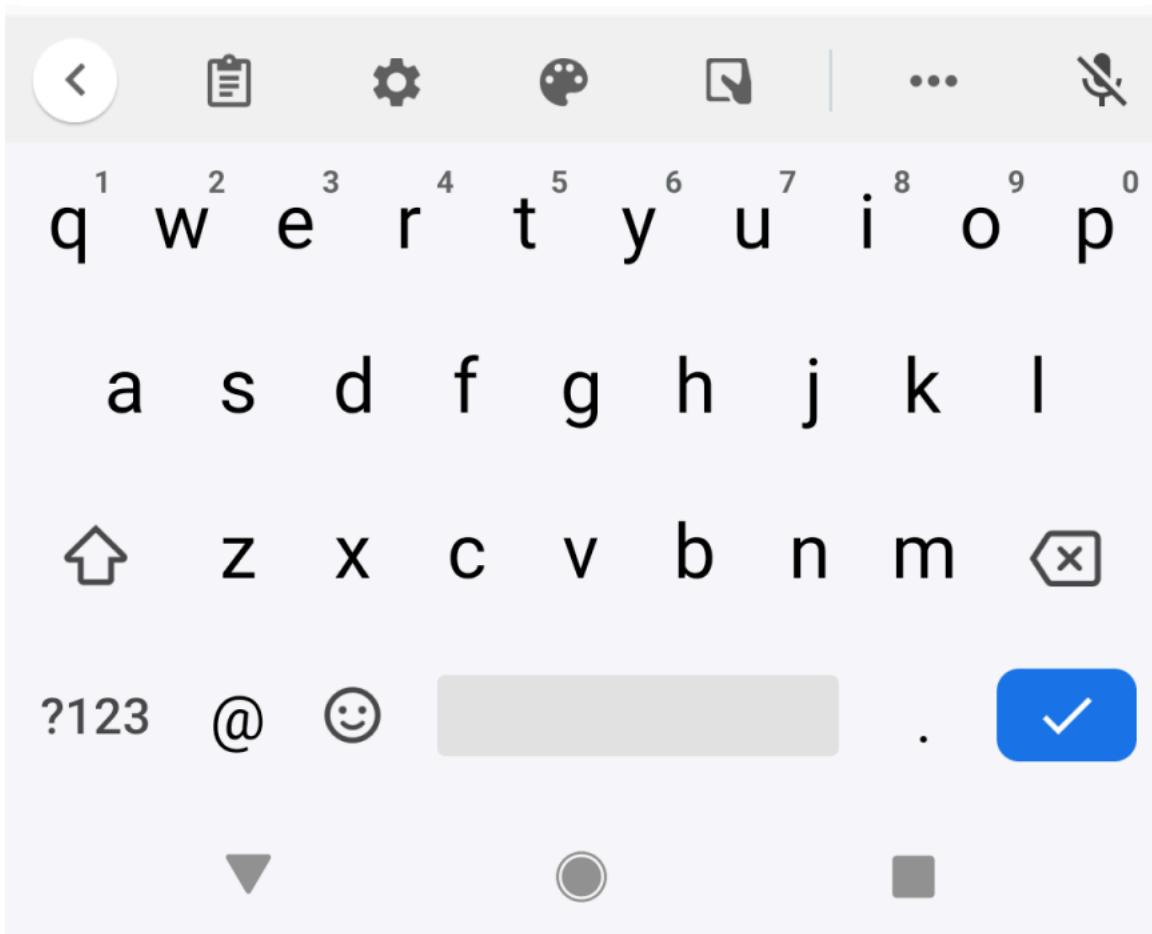
Enter your email

myemailaccount@lcars.ch



MANUAL SETUP

NEXT



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Step 6: Select **IMAP** from the list of options.

10:29



myemailaccount@lcars.ch

What type of account is this?

Personal (POP3)

Personal (IMAP) 



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Step 7: Enter the **password** for the account you are adding. Then, tap **Next**.

10:29



myemailaccount@lcars.ch

Password



NEXT

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o l)

a s d f g h j k

↑ z x c v b n m ⌂

?123

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Step 8: On the next screen, ensure your **Username** and **Password** are filled in correctly.

In the **Server** section, enter your server information as **mail.yourdomain.tld**.

Then, tap **Next**.

10:29



Incoming server settings

Username

myemailaccount@lcars.ch



Password

.....



Server

mail.lcars.ch



NEXT



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Step 9: On the next screen, ensure the **Require signin** toggle is slid to the right. Also, check that your **Username** and **Password** are filled in correctly.

In the **SMTP Server** field, ensure the **SMTP Server** is set to **mail.yourdomain.tld**

Then, tap **Next**

10:29



Outgoing server settings

Require signin



Username

myemailaccount@lcars.ch



Password

.....



SMTP server

mail.lcars.ch



NEXT



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Step 10: You'll briefly see a screen saying **Verifying Account Information** and then, if the information you entered was correct, you'll see a screen like the one below:

10:30



Account options

Sync frequency:

Every 15 minutes ▾

- Notify me when email arrives
- Sync email for this account
- Automatically download attachments when connected to Wi-Fi



NEXT



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Feel free to change any of these settings, but leave **Sync email for this account** checked if you wish to be able to send/receive email on this device.

Tap **Next** when ready.

Step 11: On this screen, you can **give the account a name**, which is super useful if you have multiple email accounts setup in the Gmail App.

Under **Your Name**, ensure the name you want others to see when you send email on this device using the Gmail App is set appropriately.

Tap **Next** when ready.

10:30



Your account is set up and email
is on its way!

Account name (optional)

myemailaccount@lcars.ch



Your name

ChemiCloud



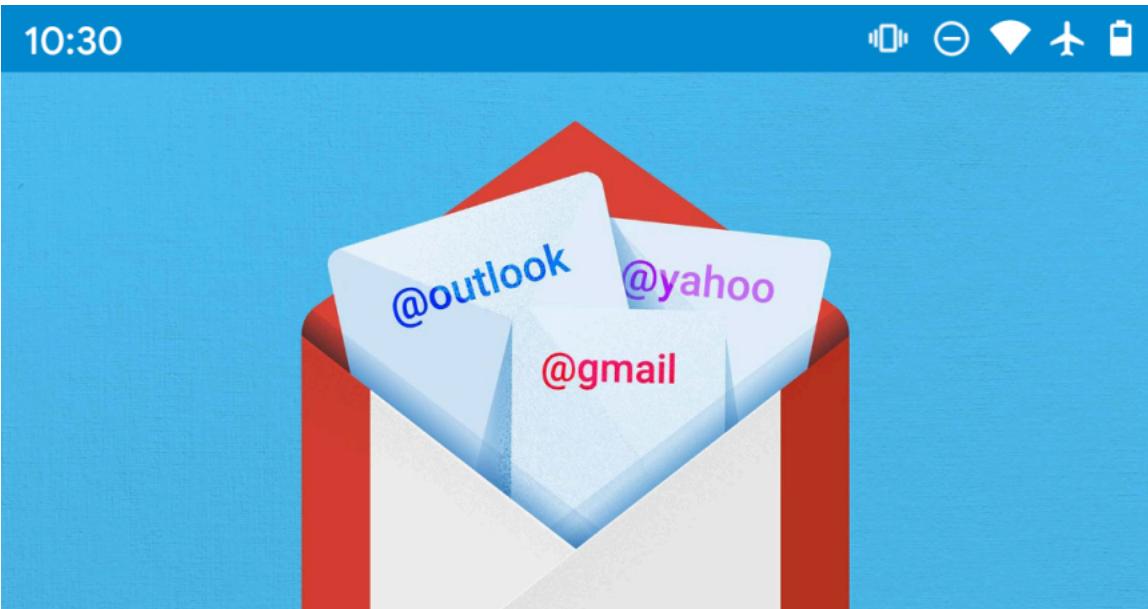
Displayed on sent messages

NEXT



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Step 12: That's it! *Not so bad right?* If you want to add another email account, you can tap **Add another email address** or you can tap **Take me to Gmail** to finish.



You can now add all your email addresses.

[Learn more](#)



ChemiCloud

myemailaccount@lcars.ch



[Add another email address](#)



TAKE ME TO GMAIL



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Struggling with the Gmail mail client setup? ChemiCloud is the hosting solution designed to save you money and time! 😊 Check out our [email hosting](#) plans!

Adding Additional Accounts To Gmail On Android

As you can see from the final screenshot in the section above, you have the option to add additional accounts to Gmail back-to-back. However, let's say you have already tapped the **Take me to Gmail** button, it's been a couple weeks, and you need to add a new account. This section will cover how to add those additional accounts.

Step 1: Open Gmail and tap the **≡ icon** (hamburger menu) in the top left to open the **Settings** panel.

10:31



≡ Search in mail

INBOX



me Aug 21

Microsoft Outlook Test Message

This is an email message sent automatically...



me Aug 21

Microsoft Outlook Test Message

This is an email message sent automatically...



me Aug 21

Microsoft Outlook Test Message

This is an email message sent automatically...



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Step 2: Scroll down, if needed, and tap **Settings**.

10:32



-  Unread
-  Drafts
-  Outbox Aug 21
call... 
-  Outbox Aug 21
call... 
-  Sent Aug 21
call... 
-  Trash Aug 21
-  Archive Aug 21
call... 
-  Mailspring

GOOGLE APPS



Calendar



Contacts

Settings 

Help & feedback

Compose



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Step 3: Tap Add account

10:32



← Settings



General settings

myemailaccount@lcars.ch

Add account



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Step 4: Under the list of account types, select **Other**.

10:32



Set up email



Google



Outlook, Hotmail, and Live



Yahoo



Exchange and Office 365



Other



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Step 5: Enter the **full email address** you are adding as **yourusername@yourdomain.tld**

Then tap **Manual setup**

10:32



Add your email address

Enter your email

mysecondeemailaccount@lcars.ch



MANUAL SETUP



NEXT



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Step 6: Select IMAP

10:32



mysecondeemailaccount@lcars.ch

What type of account is this?

Personal (POP3)

Personal (IMAP) 



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Step 7: Enter the **password** for the account you are adding.

Then, tap **Next**

10:33



mysecondeemailaccount@lcars.ch

Password

.....|



NEXT

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↶ z x c v b n m ⌂

?123

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Step 8: On the next screen, ensure your **Username** and **Password** are filled in correctly.

In the **Server** section, enter your server information as **mail.yourdomain.tld**.

Then, tap **Next**.

10:35



Incoming server settings

Username

mysecondeemailaccount@lcars.ch



Password

.....



Server

mail.lcars.ch



NEXT



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Step 9: On the next screen, ensure the **Require signin** toggle is slid to the right. Also, check that your **Username** and **Password** are filled in correctly.

In the **SMTP Server** field, ensure the **SMTP Server** is set to **mail.yourdomain.tld**

Then, tap **Next**

10:35



Outgoing server settings

Require signin



Username

mysecondeemailaccount@lcars.ch



Password

.....



SMTP server

mail.lcars.ch



NEXT



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Step 10: You'll briefly see a screen saying **Verifying Account Information** and then, if the information you entered was correct, you'll see a screen like the one below:

10:30



Account options

Sync frequency:

Every 15 minutes ▾

- Notify me when email arrives
- Sync email for this account
- Automatically download attachments when connected to Wi-Fi



NEXT



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Feel free to change any of these settings, but leave **Sync email for this account** checked if you wish to be able to send/receive email on this device.

Tap **Next** when ready.

Step 11: On this screen, you can **give the account a name**, which is super useful if you have multiple email accounts setup in the Gmail App.

Under **Your Name**, ensure the name you want others to see when you send email on this device using the Gmail App is set appropriately.

Tap **Next** when ready.

10:36



Your account is set up and email
is on its way!

Account name (optional)

mysecondeemailaccount@lcars.ch



Your name

ChemiCloud



Displayed on sent messages



NEXT



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Step 12: That's it! You'll be returned to the **Accounts List** page where you can add another account if you want.

10:36



← Settings



General settings

myemailaccount@lcars.ch

mysecondeemailaccount@lcars.ch

Add account



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We hope this was helpful! If you have any questions, feel free to leave a comment, open a ticket from your [Client Area](#), or hit us up on Live Chat 24x7.

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 [SAVE NOW](#)

Comments



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1 year ago

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