

# HELP GUIDES - EMAIL SETUP



# Gmail

This was set up using Gmail app on Mi Android One Mobile Phone.  
Example email used was: you@yourdomain.co.nz

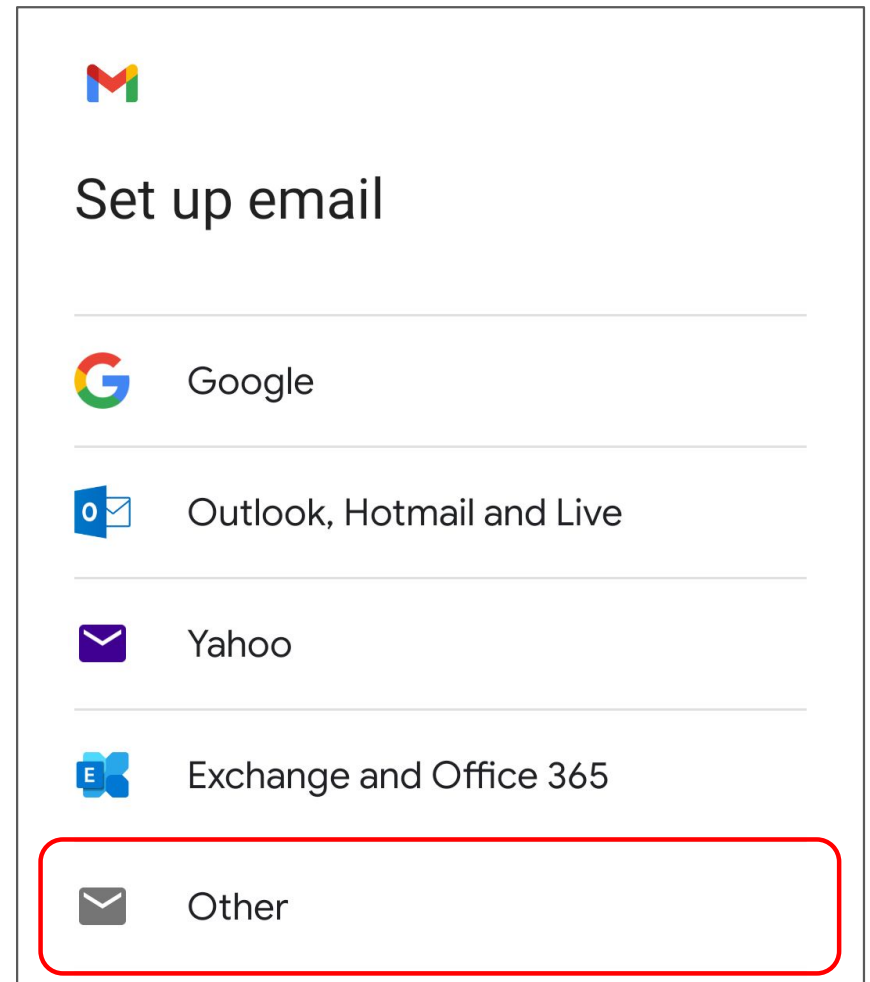
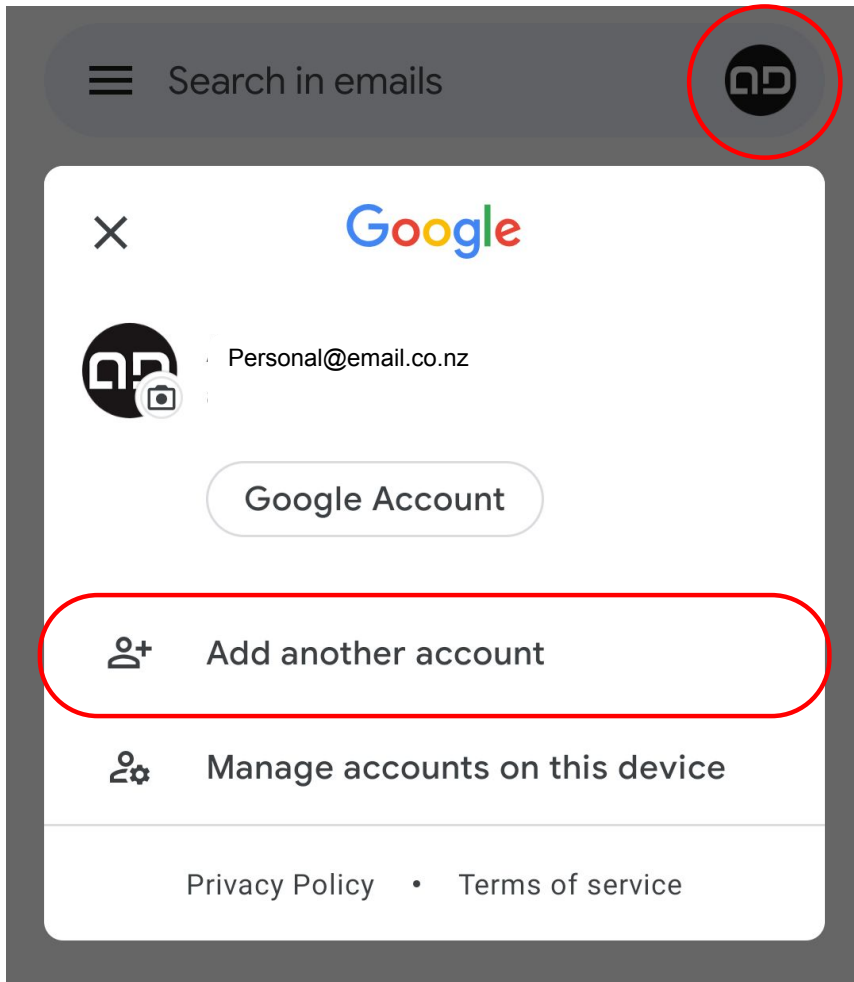


# KEYWORDS AND PHRASES

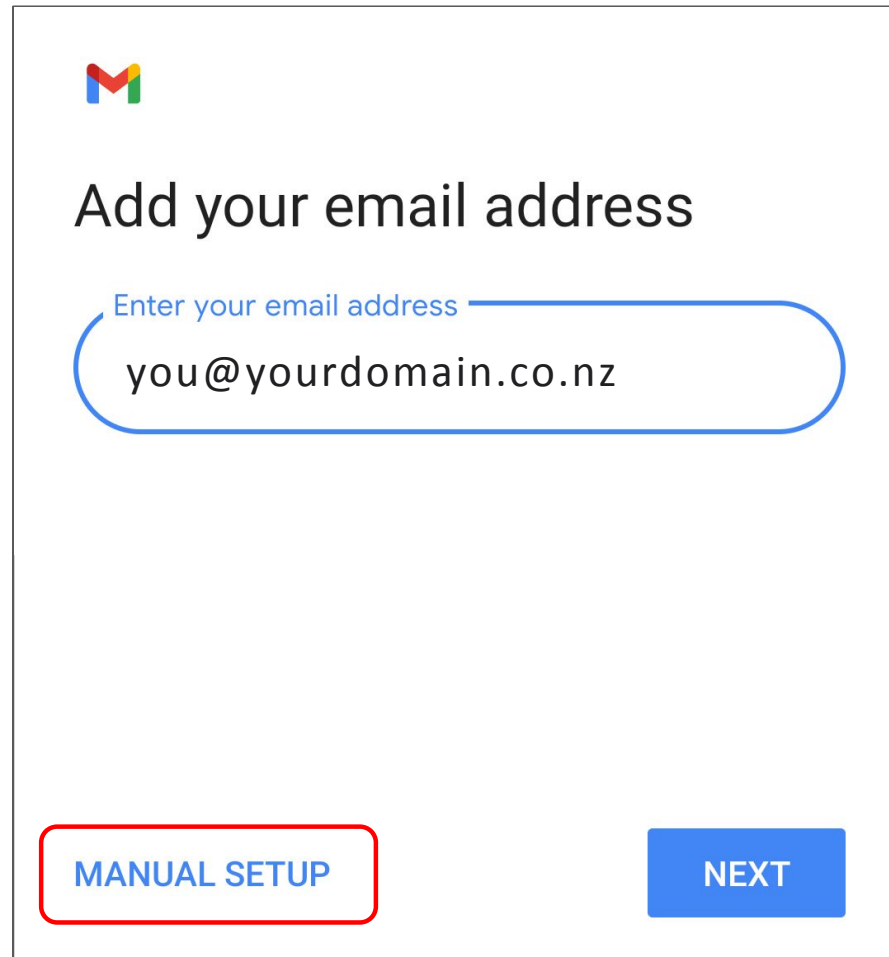
- **Browser:** This is the software used to access the internet and view web pages, such as Chrome, Firefox, or Safari.
- **Accounts:** This refers to the email accounts you have connected to your Gmail account.
- **Check mail from other accounts:** This is a feature that allows you to receive emails from other email accounts within your Gmail inbox.
- **POP3:** The method used to retrieve emails from your email account.
- **IMAP:** This is another way to get your emails from your email account, and it works better if you want to use multiple devices to check your mail. IMAP will sync your inboxes.
- **SMTP:** This is a protocol used to send emails from your email client to a mail server.
- **Port:** This is a number used to identify different types of internet traffic (such as email or web browsing).
- **SSL/TLS:** Security protocols used to protect your email from being read by unauthorized users.
- **Verification code:** This is a unique code that you need to enter to confirm that you have access to the email account you are trying to connect.
- **Username:** Your email address.
- **Password:** The secret code that allows you to access your email account.
- **Email address:** The unique address that identifies your email account, such as [you@yourdomain.co.nz](#)
- **Incoming Mail Server:** The place where your email is received.
- **Outgoing Mail Server:** The place where your email is sent from.



- 1 Open the Gmail app and select 'Add another account' - then choose 'Other' from the list.



- 2 Enter your **Full Email Address** (including what comes after the @ symbol) and tap **'Manual Setup.'**



The screenshot shows an email setup interface. At the top left is a colorful 'M' logo. Below it is the heading 'Add your email address'. A text input field contains the placeholder 'Enter your email address' and the text 'you@yourdomain.co.nz'. At the bottom, there are two buttons: 'MANUAL SETUP' (highlighted with a red border) and 'NEXT' (a solid blue button).



**3** Enter the following **Incoming Mail Server Settings**:


- **User name:** Your full email address (including what comes after the @ symbol).
- **Password:** The password for the email address you entered in step 2.
- **Server:** this is your incoming mail server host name please check your login details sent to you by our support team at ActiveHost.

*If you don't have these details, contact ActiveHost support to reset them for you.*

**support@activehost.co.nz**

## Incoming server settings

Username

Password  

Server

**NEXT**



**4** Enter the following **Outgoing Mail Server Settings**:

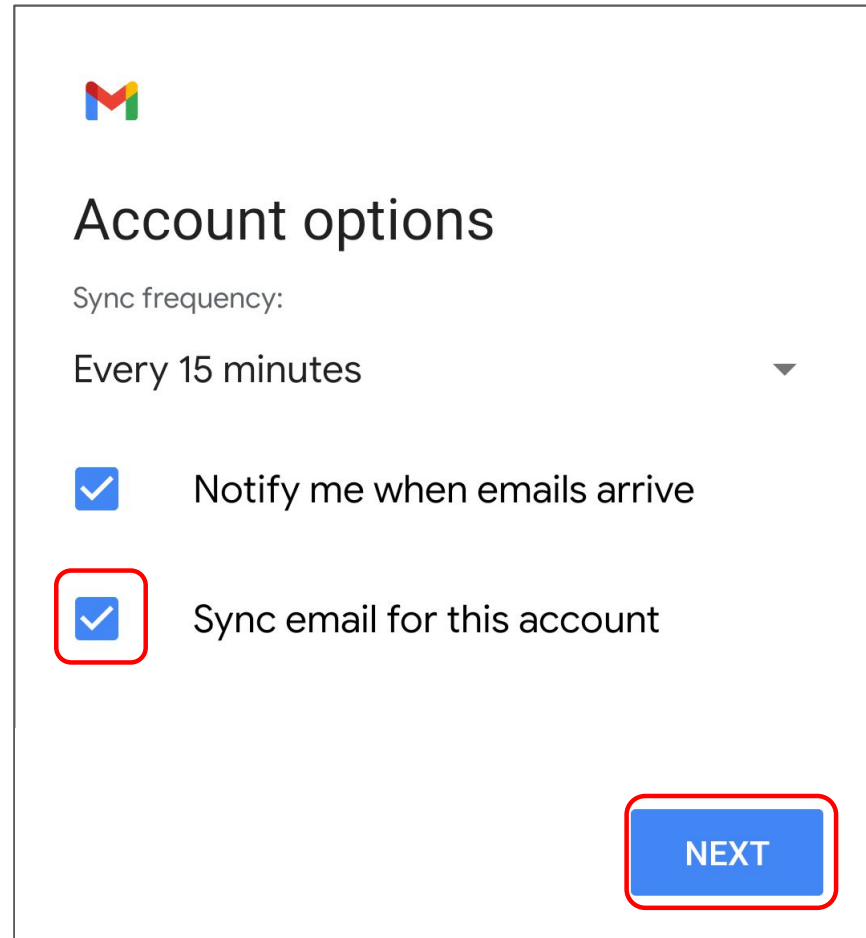
- **User name:** Your full email address (including what comes after the @ symbol).
- **Password:** The password for the email address you entered in step 2.
- **SMTP Server:** This is your outgoing mail server host name please check your login details sent to you by our support team at ActiveHost.

You can also tap the switch for **'require sign in'** then tap **'next.'**


The screenshot shows a configuration screen for an email account. At the top right, there is a toggle switch labeled "Require sign-in" which is currently turned on. Below this are three input fields: "Username" containing "you@yourdomain.co.nz", "Password" containing a series of dots and a toggle icon, and "SMTP server" containing "mail.yourdomain.co.nz". A blue highlight is around the SMTP server field. At the bottom right, there is a blue button labeled "NEXT" with a red border.



5 Account options are up to you. However we recommend ticking the box beside sync email for this account:



The screenshot shows the Gmail 'Account options' interface. At the top is the Gmail logo. Below it is the title 'Account options'. Underneath is the 'Sync frequency' section, which is currently set to 'Every 15 minutes'. There are two checked checkboxes: 'Notify me when emails arrive' and 'Sync email for this account'. The 'Sync email for this account' checkbox is highlighted with a red square. At the bottom right, there is a blue 'NEXT' button, also highlighted with a red rounded rectangle.



## Account options

Sync frequency:

Every 15 minutes ▼

Notify me when emails arrive

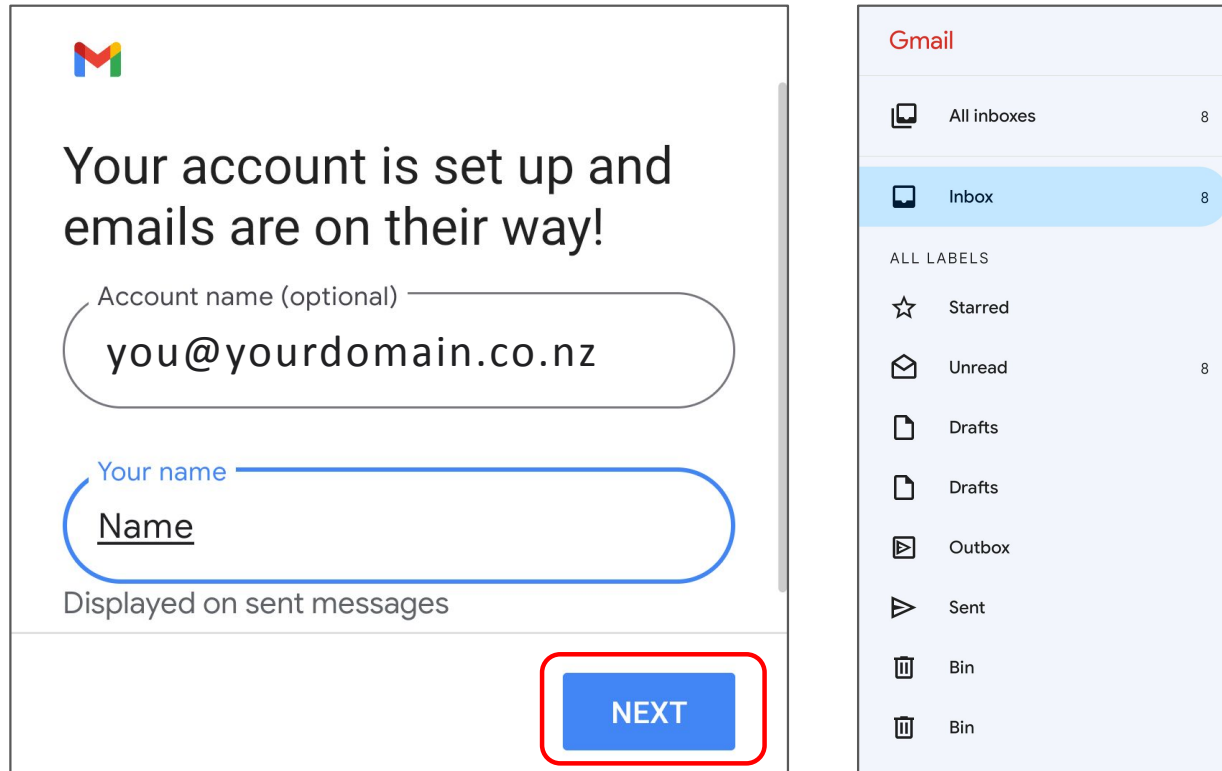
Sync email for this account

[NEXT](#)



**6** The account name is your email address.

Enter your name as you want it to appear in your emails (such as your actual name or “admin”) and tap **Next.**



Your account will now be added to your Gmail app.





ActiveHost is the dedicated website hosting subsidiary of Activate.



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