1



Open 'Gmail' (If you don't have a shortcut you may need to open the app drawer using the dotted button in the middle)



Now select 'Add Account' (You may need to select the little arrow on the right to make the menu appear)



Open the menu using the highlighted button.

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4	M Set	up email
	G	Google
	0	Outlook, Hotmail and Live
		Yahoo
	E	Exchange and Office 365
		Other
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And then select 'Other'

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Enter your email address and select 'MANUAL SETUP'

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	example@controlmysales.co	
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	Password	
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You can now enter your password and select 'NEXT'

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6)	
	Μ
	example@controlmysales.co .uk What type of account is this?
	Personal (POP3)
	Personal (IMAP)
	Exchange

Now select 'Personal (IMAP)'

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8	Μ	
	Incoming server settings	
	Username example.controlmysales	
	Password	
	Server mail.s1w4u.co.uk	
	NEXT	>
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Fill in the 'Incoming Mail Server' with the details provided and then select next (pay particular attention to the username.)



You may see a certificate warning, if so select 'Advanced' (The certificate is valid, just Google don't recognise it)



Fill in the 'Incoming Mail Server' with the details provided and then select next (again pay particular attention to the username.)



After the certificate warning you'll be shown the certificate. You have to scroll to the bottom and chose 'PROCEED ANYWAY'



Again if you see a warning choose 'Advanced' and then 'PROCEED ANYWAY'



Change any of the account options to your preference then click 'NEXT'.

Μ	
Your account is set up and emails are on their way!	
Account name (optional)	
example@controlmysales.co.uk	
Your name	
Your <u>Name</u>	
Displayed on sent messages	
NEXT	
G Name Names Name's V	ン
G Name Names Name's $\mathbf{P}$ $\mathbf{q}^1 \mathbf{w}^2 \mathbf{e}^3 \mathbf{r}^4 \mathbf{t}^5 \mathbf{y}^6 \mathbf{u}^7 \mathbf{i}^8 \mathbf{o}^9 \mathbf{p}^0$	)
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G Name Names Name's ↓ $q^1 w^2 e^3 r^4 t^5 y^6 u^7 i^8 o^9 p^0$ a s d f g h j k l 2 x c v b n m  ∞ ?123 , $\bigcirc$	<b>ر</b>

Finally enter your name and click 'NEXT' to finish setting up your account.