 Shropshire Council

# Office 365 – How To…

# Set up email on an Amazon Kindle Fire
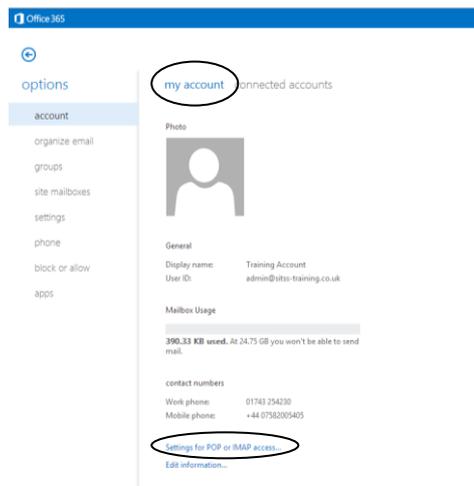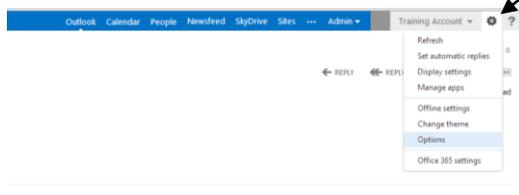
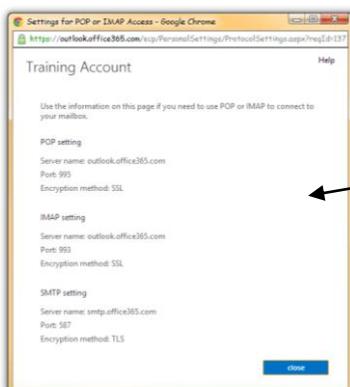**Level of difficulty:** ★☆☆☆☆
**Access Needed: Read**

You can set up email on your Amazon Kindle Fire using the Kindle Email app. When you use the Kindle Fire Email app, it uses POP or IMAP to connect to your account. POP or IMAP lets you use basic email features such as the ability to send and receive email.

## Finding my POP/IMAP server name

1. Sign in to your account using Outlook Web App.

2. In Outlook Web App, on the toolbar, click **Settings** ⚙ > **Options** > **Account** > **My account** > **Settings for POP and IMAP access**.





3. The POP3, IMAP4, and SMTP server name and other settings you may need to enter are listed on the **Settings for POP and IMAP access** page under **POP setting** or **IMAP setting**, and **SMTP setting**.

**NOTE:** If you don't want to write the settings down, keep the **Settings for POP and IMAP access** dialog box open on your computer while you set up your Kindle fire.

Set up POP or IMAP email on a Kindle Fire

1. Turn on your Kindle Fire. Make sure you have an active Wi-Fi connection.

2. From the home screen, tap **Apps** > **Email**.

3. If you haven't created an email account on your Kindle Fire before, tap **Start**. Then, on the **Select E-Mail Provider** screen, tap **Other**. However, if you already have one or more email accounts on your Kindle Fire, you may need to tap the **menu icon** < **Add Account** < **Other**. You may also need to tap the menu icon <**Account** < **menu icon** < **Add Account** < **Other**.

4. On the Sign-In page, in **Username**, type your full email address. In **Password**, type your password. Select **Show Password** to make sure you typed your password correctly. Tap **Next**.

5. Tap **POP 3** or **IMAP**. We recommend IMAP because IMAP supports more features.

6. Under **Incoming server settings**, you'll notice that the settings are already filled in for you. You'll have to change some of those settings using the settings you looked up in the previous section.

    a. In **Security type**, select **SSL (always)** if the server setting you looked up showed Encryption method: SSL.

    b. In **IMAP Server** or **POP Server**, type the server name you looked up in the previous section.

    c. In **Authentication type**, make sure **PLAIN** is selected.

    d. In **Port**, make sure it is set to **993** if you're using IMAP. Make sure it's set to **995** if you're using POP. Tap **Next**.

    e. If you're using IMAP, in **IMAP path prefix value**, leave the setting to the default value of (**Automatic using NAMESPACE if available**). Tap **Next**.

7. Under **Outgoing server settings**, you'll notice that the settings are already filled in for you. You'll have to change some of those settings using the settings you looked up in the previous section.

    a. In **SMTP server**, type the SMTP server name that you looked up in the previous section.

    b. In **Security type**, select **TLS (always)** if the server setting you looked up showed Encryption method: TLS.

    c. In **Authentication type**, make sure **Automatic** is selected.

    d. In **Port**, make sure **587** is selected. Under **Port**, make sure **Require sign in** is selected, and then tap **Next**.

8. On the **Finish** page, type a display name and account name, and then tap **View your inbox** to access your email.