



1. Turn on your Kindle Fire. Make sure you have an active WiFi Internet Connection.
2. From the home screen, tap **Apps > Email**.
3. If you have not 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**. It is also possible that you may need to tap the **menu icon > Account > menu icon > Add Account > Other**.
4. On the **Sign-In** page, in **Username**, type your full e-mail address. In **Password**, type your password. Select **Show Password** to make sure you typed in correctly. Tap **Next**.
5. Tap **IMAP**
6. Under **Incoming server settings**, you'll notice that the settings are already filled in for you. You'll need to change some of those settings.
  - a. In **IMAP server**, type *webmail.wesley.edu*.
  - b. In **Security type**, select **SSL (always)**.
  - c. In **Authentication type**, make sure **PLAIN** is selected.
  - d. In **Port**, make sure it is set to 993.
  - e. In **IMAP path prefix**, leave the settings 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 need to change some of those settings.
  - a. In **SMTP server**, type *webmail.wesley.edu*.
  - b. In **Security type**, select **TLS (always)**.
  - c. In **Authentication type**, make sure **Automatic** is selected.
  - d. In **Port**, make sure it is set to 587.
8. Under **Inbox settings**, in **Folder poll frequency**, select how often you want the mail app on your kindle fire to send and receive email. \*Note – **Manual** setting will not automatically send and receive email at specific intervals, you will need to do it when you enter the mail app each time. Any of the settings are OK to use.
9. On the **Finish** page, type a display name and account name. Keep the **Send mail from this account by default** selected if you want to send e-mail from this account by default. Tap **View your inbox** to access your e-mail.