




Moto G4 – Email Setup

How to Send and Receive email, Set up and manage email accounts.

Find it: apps > Gmail




- Add **Gmail** accounts: the first time you turned on your phone, you probably set up or logged in to your Google™ account – that sets up the Gmail app for one account.

To add more Google accounts, tap Apps  > Settings > Accounts, then tap Add account > Google.

Tip: in Gmail, tap , then scroll down and tap Settings > Add account.

- Add email accounts: the Gmail app manages all of your email accounts. To add personal email accounts, follow the prompts when you first open the Gmail app, or tap Apps > Settings > Accounts, then tap + Add account > Email.

For Microsoft® Exchange server work email accounts, tap + Add account > Exchange, and enter details from your IT administrator.

- Change account settings: to change Gmail™ account settings, tap Apps  > Settings > Accounts > Google.
- Delete accounts: to delete a Gmail or email account, tap Apps  > Settings > Accounts, then tap the account name, and tap Menu > Remove account.
- Switch accounts: to quickly switch between your email accounts, in Gmail , and tap your other account at the top.