How To:

Set Up Email on iPhone and iPad





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Introduction

This guide takes you step-by-step through the process of setting up a new email account on your Apple iPhone and/or iPad.

Note: This guide defaults to IMAP and No SSL.

Setting up Email for iPhone / iPad

1. Select the settings icon on your home screen.



2. Select Mail, contacts, calendars.



3. Select Add Account...





4. Select **Other** from the menu.

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5. Select Add Mail Account.

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6. Enter your Name, Email & Password > Next.

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Configuring Incoming and Outgoing Servers

- 1. Select IMAP.
- 2. Scroll down to **Incoming Mail Server** and enter all the relevant details, then do the same for **Outgoing Mail Server**, as shown in the screen below, then select **Next**.
 - Ensure that **User Name** is the full email address
 - User Name & Password are the same for both Incoming & Outgoing servers



3. You may receive a prompt asking you to verify the incoming and outgoing servers – you can click **Continue** for each.





4. Click Save.



5. Choose the **new account** that you've just created by clicking >.

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Settings Mail, C	ontacts, Ca	lendars
ACCOUNTS		
iCloud iCloud Drive, Mail, Co	ntacts, Calendar	s and 7 more
Example Mail		>
Add Account		>
Fetch New Data	1	Push >



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IMAP		
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- 6. Choose the SMTP server, and check the SMTP settings.
 - User Name is the full email address
 - Use SSL is off
 - Authentication is Password
 - Server Port is 587

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Congratulations! You have successfully set up your email on your iPhone / iPad.