How To:

Set Up Email on
iPhone and iPad

Vox®

Contents

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.
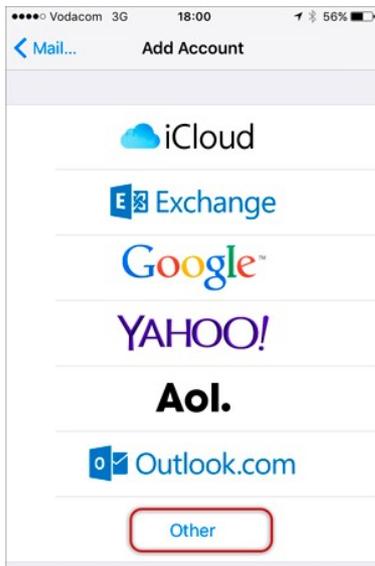
5. Select **Add Mail Account.**

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

   Forgotten passwords can be reset in konsoleH.
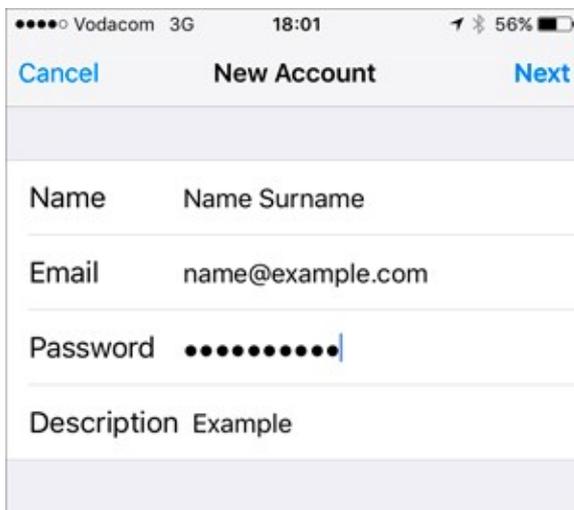
Configuring Incoming and Outgoing Servers

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.
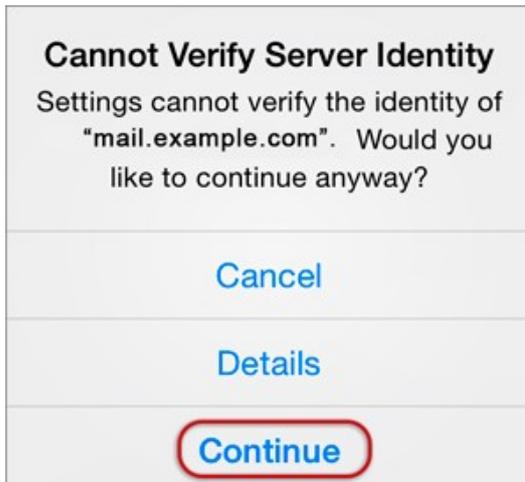
4. Click Save.

5. Choose the **new account** that you've just created by clicking >.
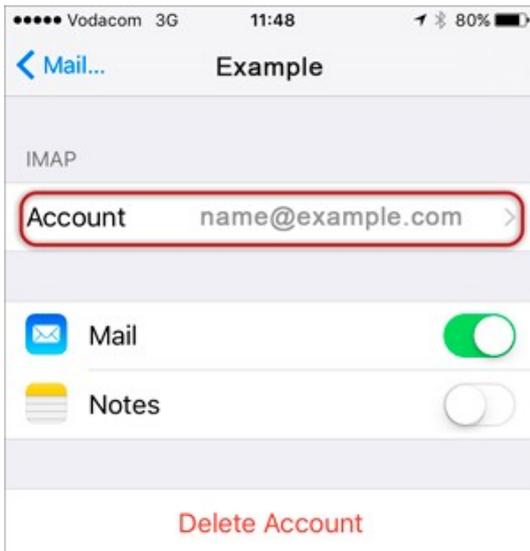
6. Choose the SMTP server, and check the SMTP settings.

- **User Name** is the full email address
- Use SSL is off
- Authentication is Password
- Server Port is 587
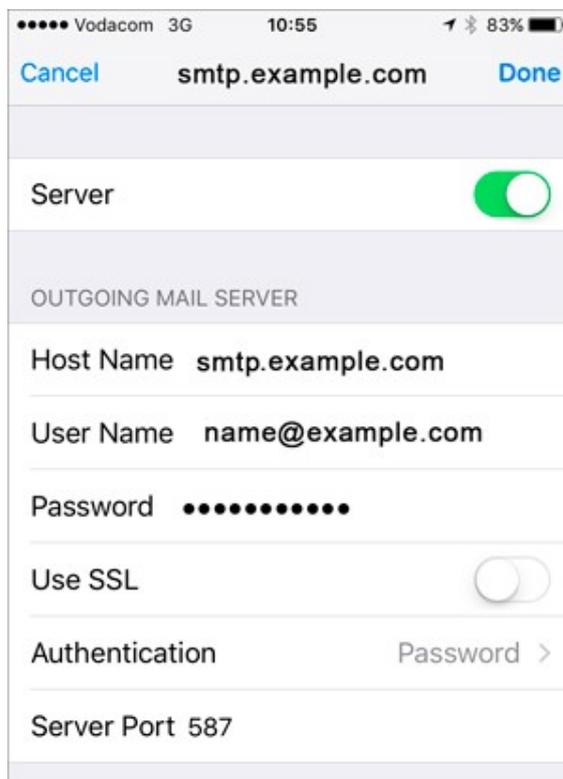
Congratulations! You have successfully set up your email on your iPhone / iPad.