



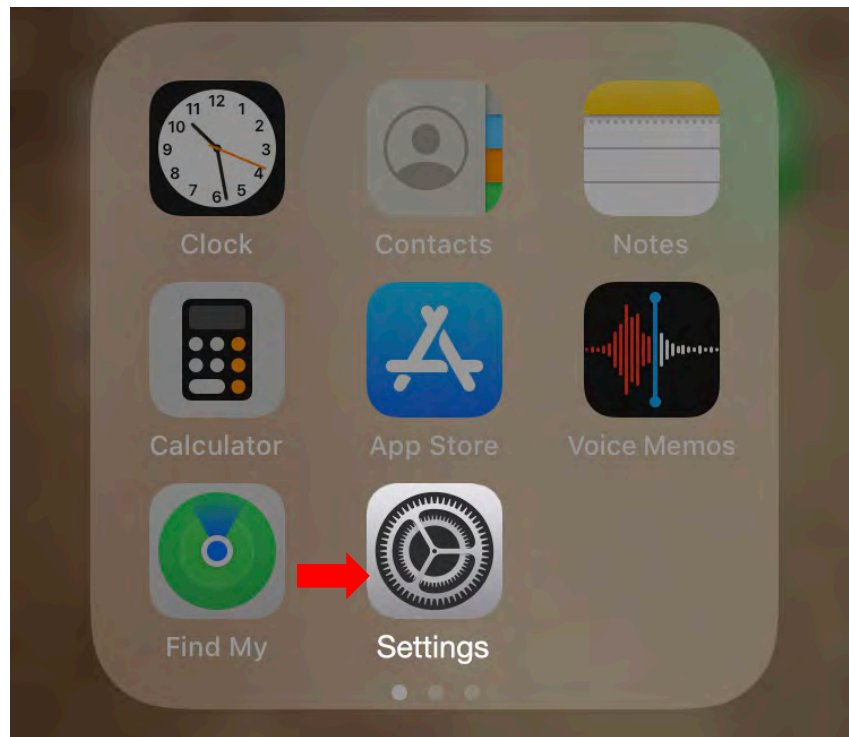
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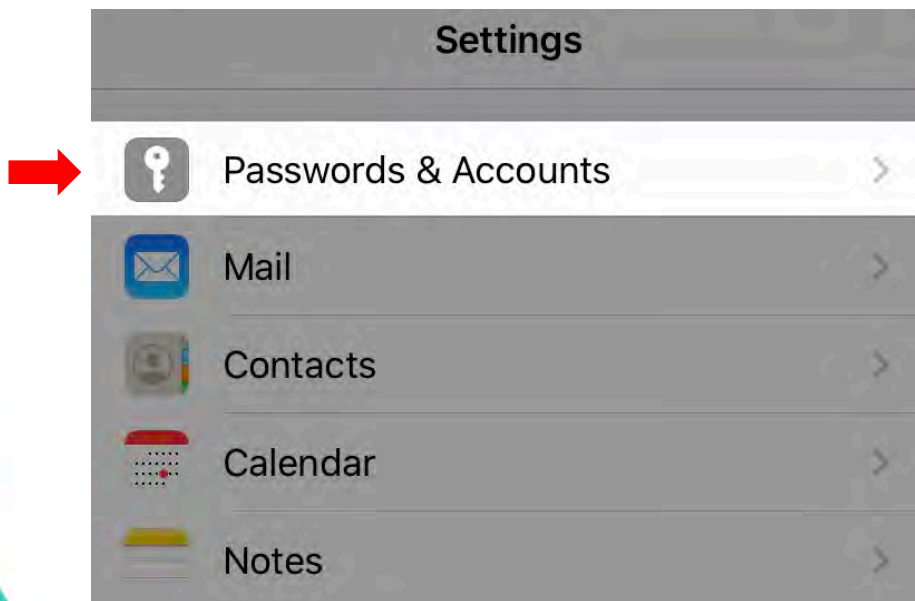
IPHONE EMAIL INSTRUCTIONS

Initial Set Up

1. Tap your Settings app:



2. Scroll down and select Passwords & Accounts:

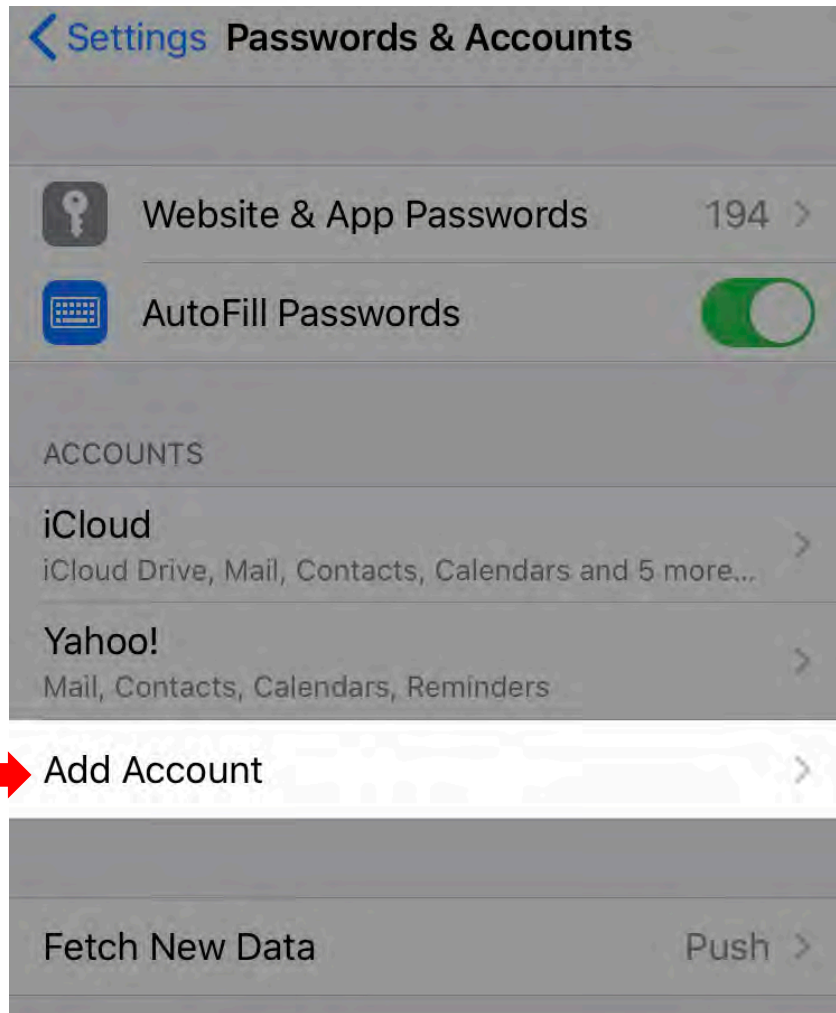




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3. Scroll down again and click Add Account:

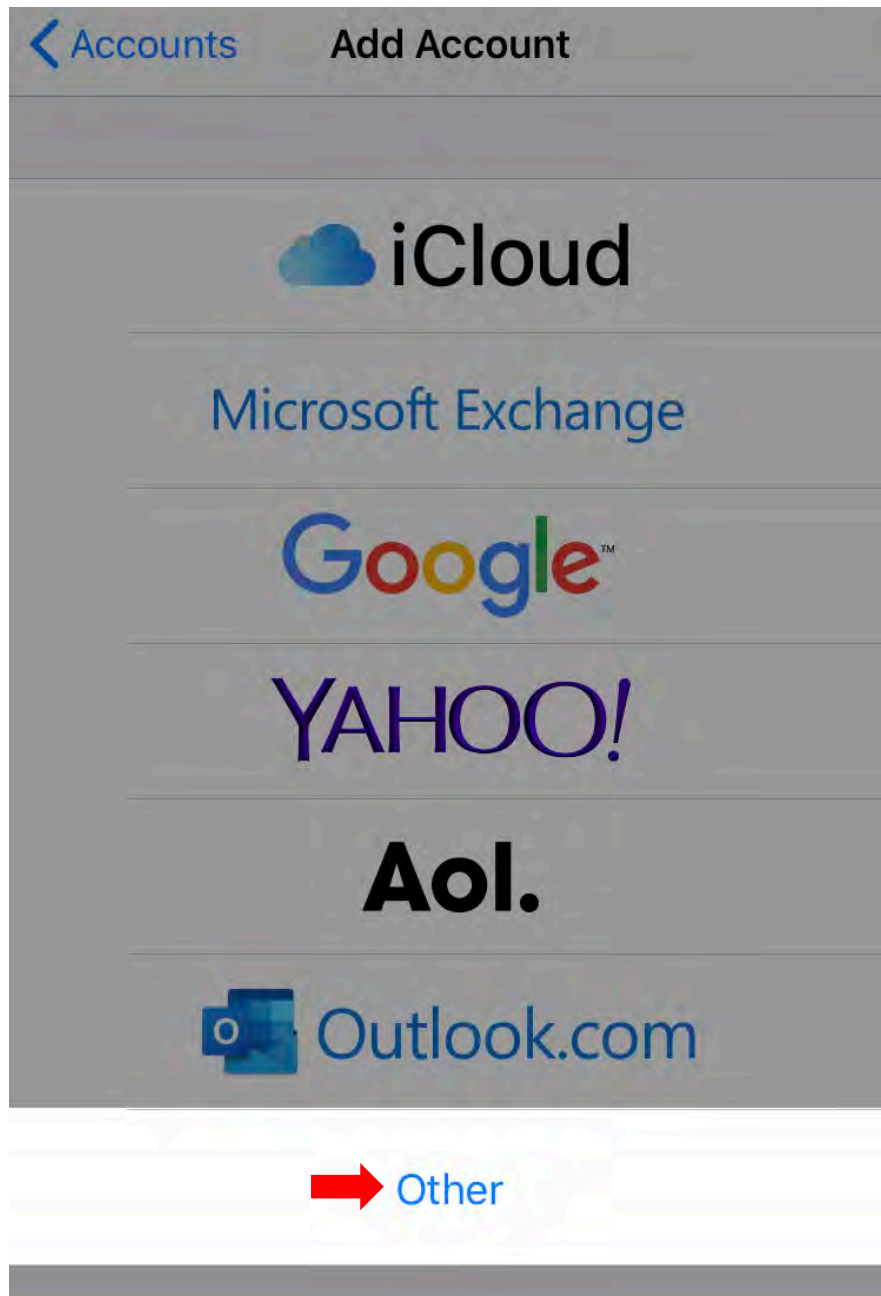




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4. On the Add Account screen, choose Other at the bottom:

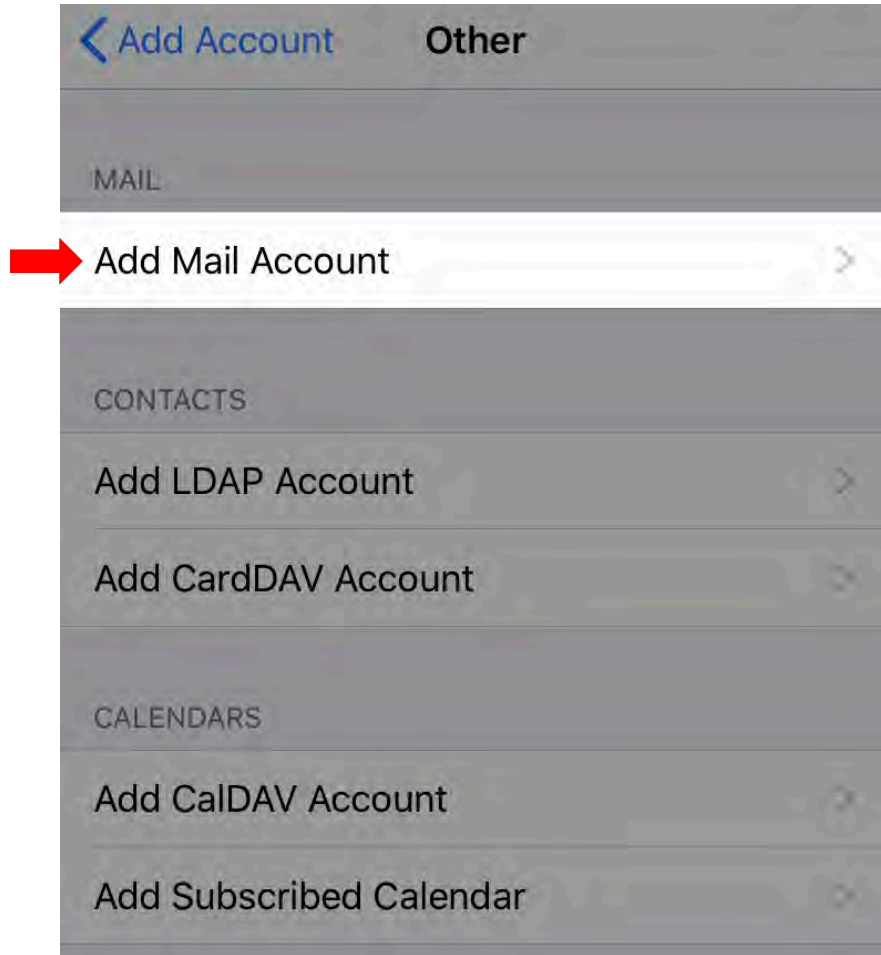




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5. In the Mail section, select Add Mail Account:





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6. The next screen should display the form below:

Cancel	New Account	Next
Name	John Appleseed	
Email	user@example.com	
Password	Required	
Description	My Email Account	

- Fill out the first three spaces (Name, Email, Password)
- The description field will populate with your email address.
- If you do not know or did not receive your email account password, please give us a call at (915) 351-8440 to request that information.

Once all boxes are entered with the correct information tap Next in the upper right corner



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7. Confirm IMAP is selected and enter the information in red below. Once the required fields are entered, click Next.

Cancel **New Account** Next

IMAP POP

Name Enter your name

Email Enter your email address

Description This will autofill

INCOMING MAIL SERVER

Host Name mail.yourdomain.com

User Name Enter your username

Password Enter your password

OUTGOING MAIL SERVER

Host Name mail.yourdomain.com

User Name Optional

Note: Set up your email account on your computer as an 'IMAP' account as well.



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8. The information entered will be verified:

→ Verifying

Name Your name

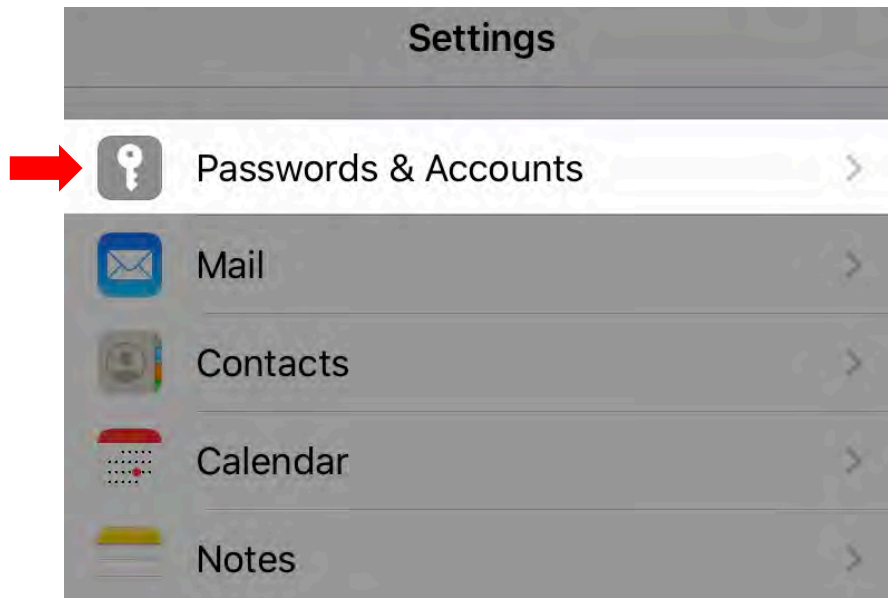
Email Your email address

Description Your email address

Settings Confirmation

Your settings should be saved, but you will need to confirm and configure a few more items.

1. Return to main Settings screen and select Passwords and Accounts:

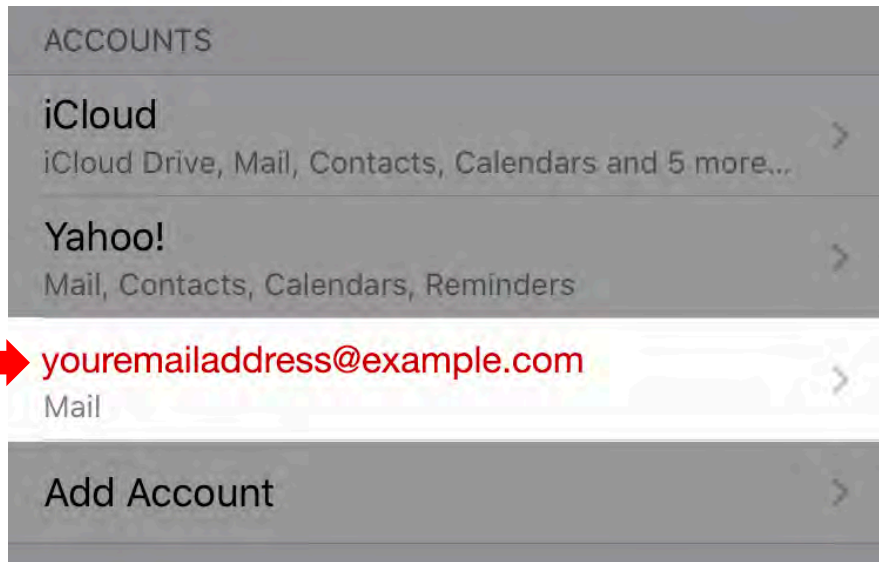




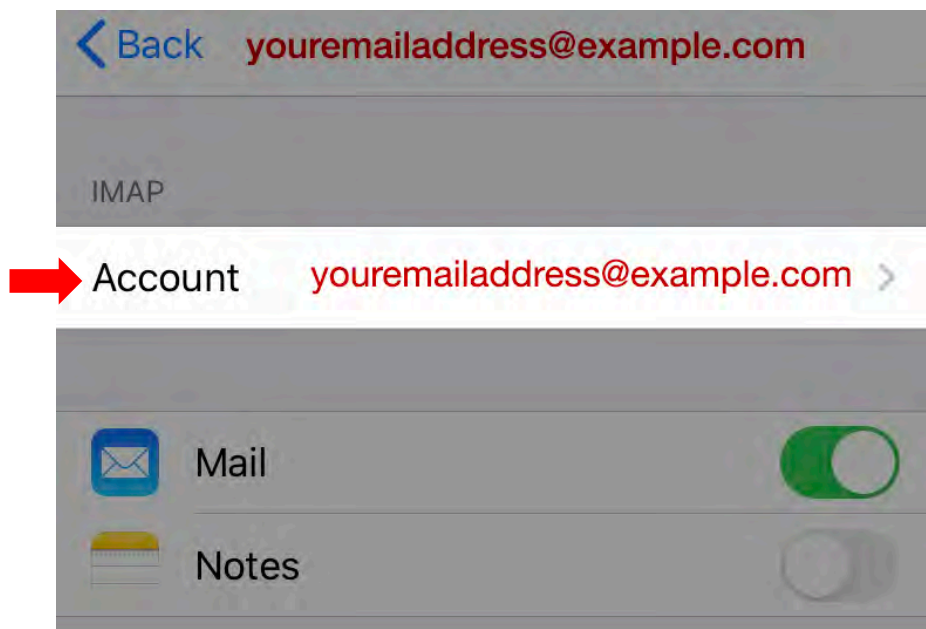
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2. Select the email account that was just added:

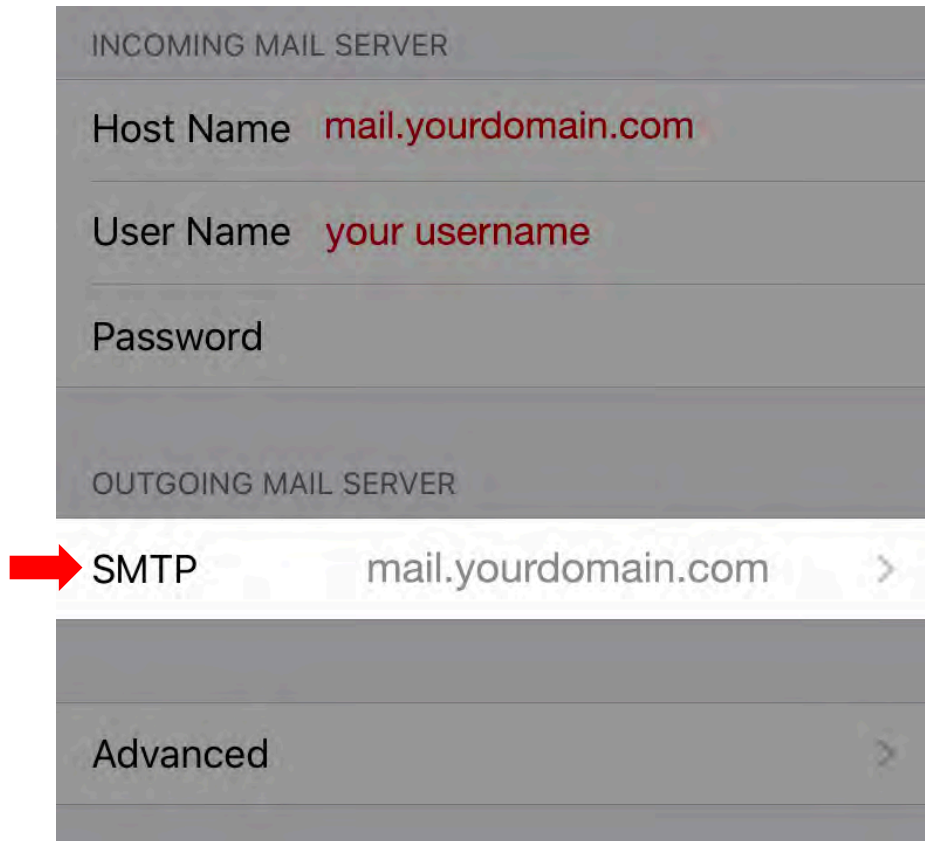


Then select it again:

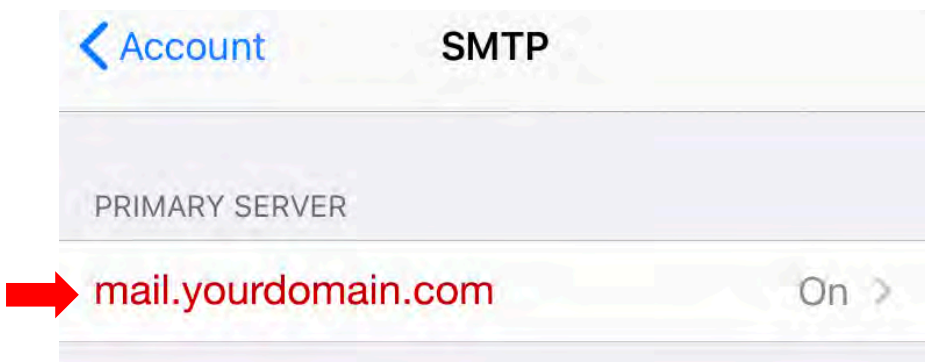




3. Scroll down to the Outgoing Mail Server and click the button:



Then select it again:





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9. Toggle the SSL off:

Cancel mail.yourdomain.com Done

Server

OUTGOING MAIL SERVER

Host Name mail.yourdomain.com

User Name Optional

Password Optional

Use SSL

Authentication >

Server Port 366



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10. Click on Authentication

The screenshot shows an email configuration interface. At the top, there are 'Cancel' and 'Done' buttons. The domain 'mail.yourdomain.com' is displayed. A 'Server' toggle is turned on. Below this is the section 'OUTGOING MAIL SERVER'. The 'Host Name' is set to 'mail.yourdomain.com'. 'User Name' and 'Password' are both marked as 'Optional'. The 'Use SSL' toggle is turned off. A red arrow points to the 'Authentication' section, which is currently selected. Below this section, the 'Server Port' is set to '366'.

Confirm that Password is checked:

This screenshot shows the 'Authentication' settings screen. It has a 'Back' button on the left. The 'Password' checkbox is checked, indicated by a blue checkmark.



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11. Once confirmed, press the Back arrow and your account will verify.
Continue to exit until you've returned to the account view and select Advanced:

Cancel Account Done

IMAP ACCOUNT INFORMATION

Name Your Name

Email youremailaddress@example.com >

Description youremailaddress@example.com

INCOMING MAIL SERVER

Host Name mail.yourdomain.com

User Name your username

Password

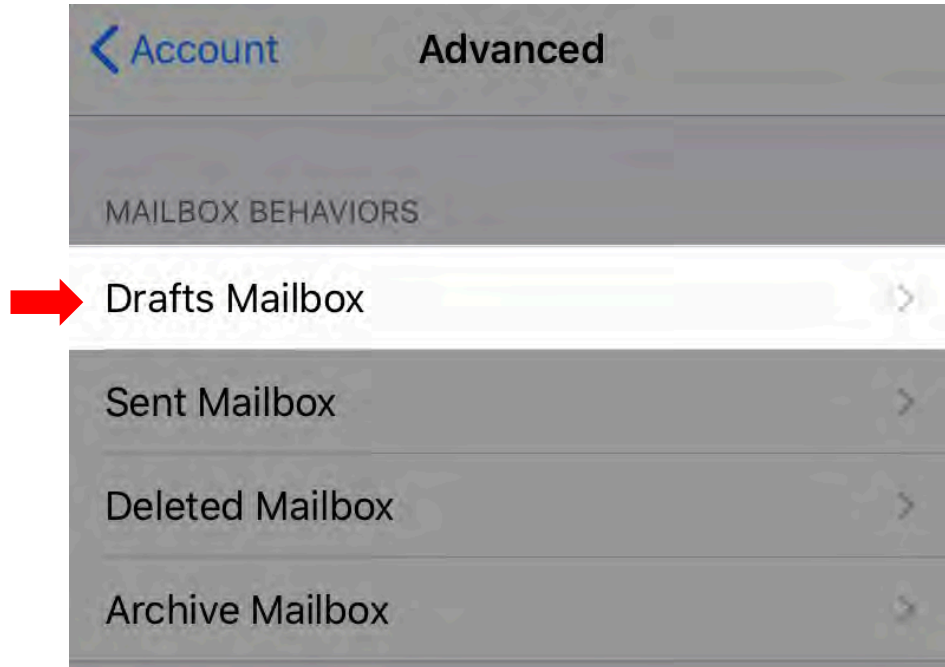
OUTGOING MAIL SERVER

SMTP mail.yourdomain.com >

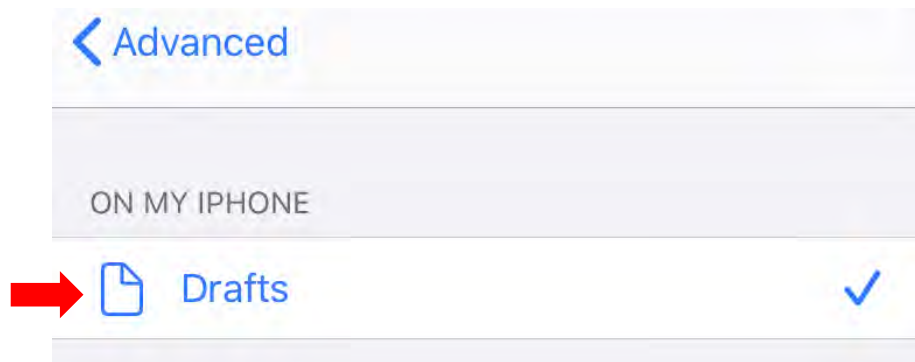
Advanced >



12. Here you will review the mailbox settings. Click on the Drafts Mailbox:



Confirm Drafts is checked:



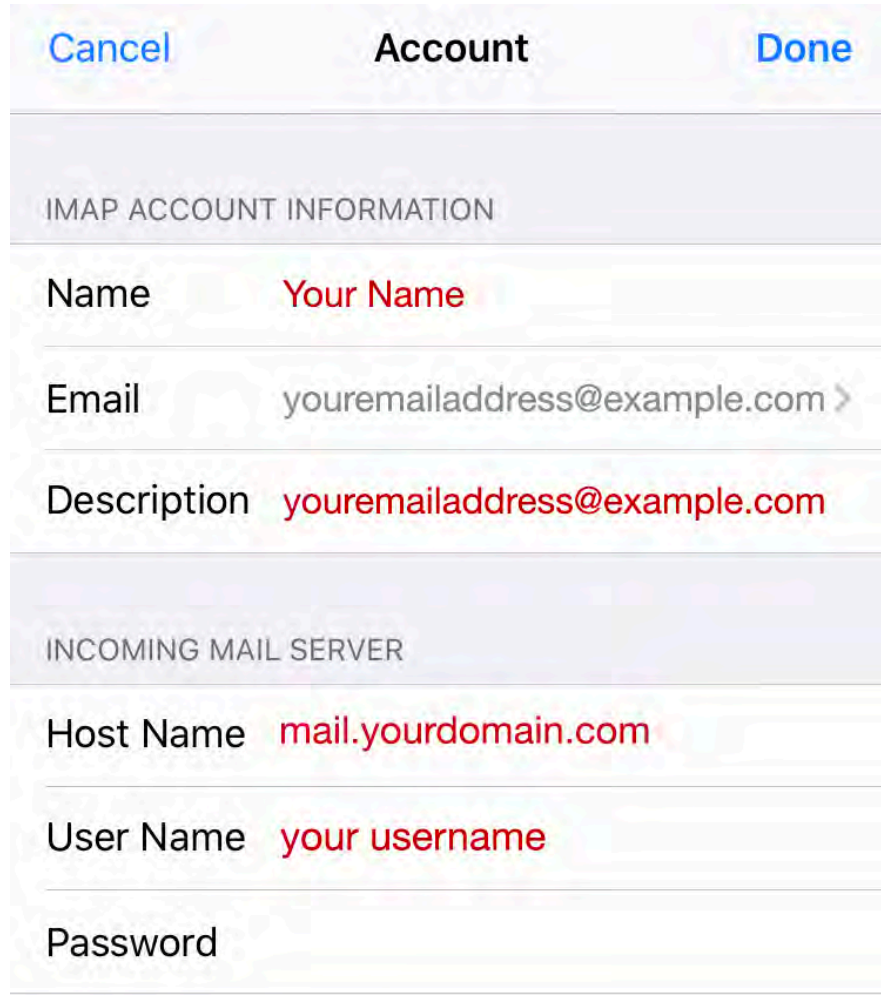
Repeat this confirmation for the 'Sent Mailbox' and 'Deleted Mailbox' as well.



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13. Return to the account view and scroll to the Incoming Settings. Confirm all of your information is correct.



The screenshot shows the 'Account' settings page for an email account. At the top, there are three buttons: 'Cancel', 'Account', and 'Done'. Below this is a section titled 'IMAP ACCOUNT INFORMATION' with the following fields: 'Name' (Your Name), 'Email' (youremailaddress@example.com), and 'Description' (youremailaddress@example.com). Below that is a section titled 'INCOMING MAIL SERVER' with the following fields: 'Host Name' (mail.yourdomain.com), 'User Name' (your username), and 'Password'.

14. Exit from Settings. You can now access your email via the Mail app on your iPhone:



Congratulations! You have successfully updated your email information. Now you're ready to send a test email from your email account.

Please contact us at (915) 351-8440 if you have any questions.