

iPhone/iPad

1. From the Home screen, go to **“Settings”** > **“Passwords & Accounts”**, and then select **“Add Account”**

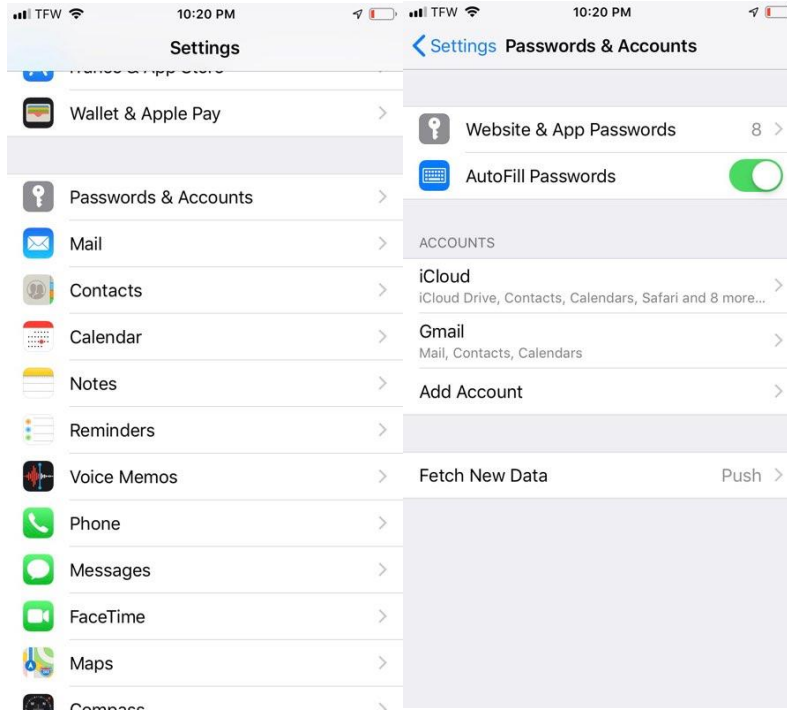


Fig. 4-1 to 4-2: Adding a New Account

2. Select **“Other”** and then tap **“Add Mail Account”**

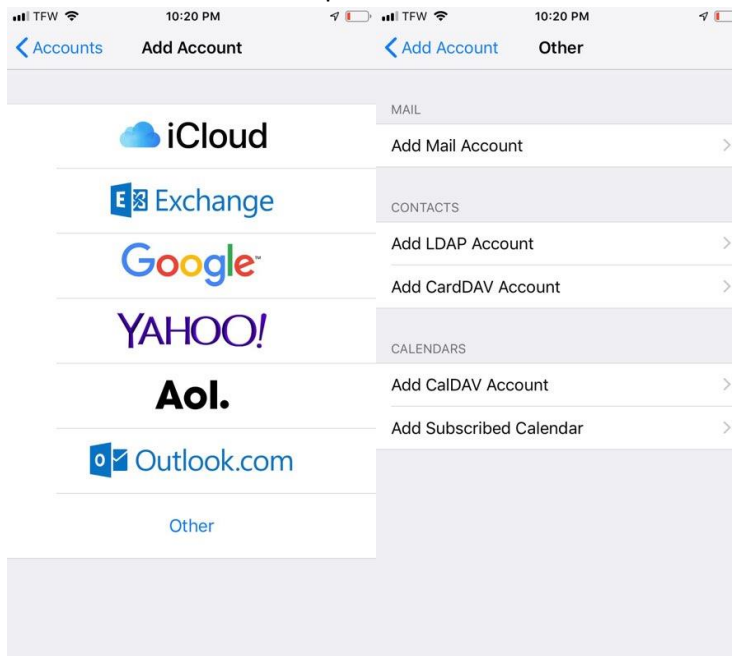


Fig. 4-3 to 4-4: Choosing Account Type

3. Fill in the account information on the New Account screen and then tap “Next”

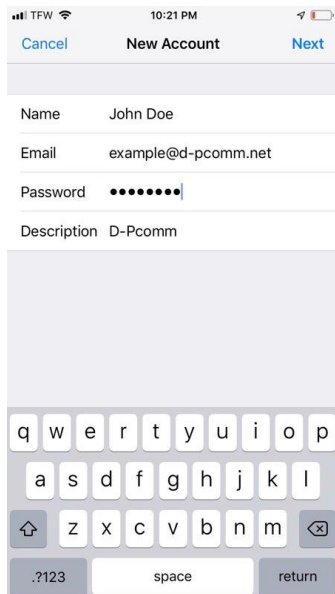


Fig. 4-5: Entering Account Information

4. Select “IMAP”
5. Fill in the information for “Incoming Mail Server” and “Outgoing Mail Server”
 - *Incoming and outgoing mail servers should both be “mail.(your e-mail’s domain)”
ex: an e-mail of “example@d-pcomm.net” would have a mail server of “mail.d-pcomm.net”
an e-mail of “example@cass.net” would have a mail server of “mail.cass.net”
an e-mail of “example@tc3net.com” would have a mail server of “mail.tc3net.com”
 - *User Name should be your full e-mail address

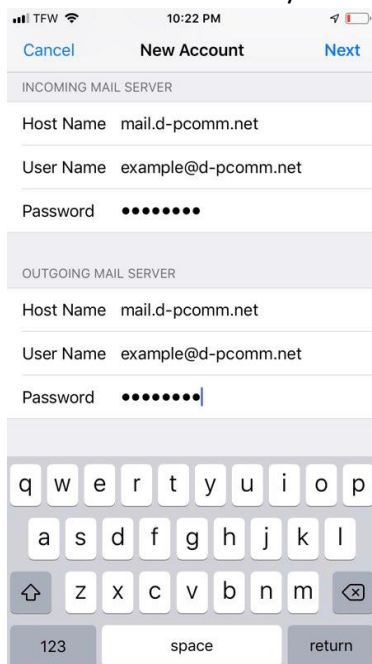


Fig. 4-6: Entering Incoming and Outgoing Server Settings

6. After submitting this info, hit **“Save”** and then tap the account again to go back into the profile
7. Under **“Outgoing Mail Server”**, select **“SMTP mail.(your e-mail domain)”**



Fig. 4-7: Locating the SMTP settings

8. Tap on the **“Primary Server”** and make sure that **“Use SSL”** is off, **“Authentication”** is set to Password, and **“Server Port”** is 587
9. Tap **“Done”** and the settings will be verified

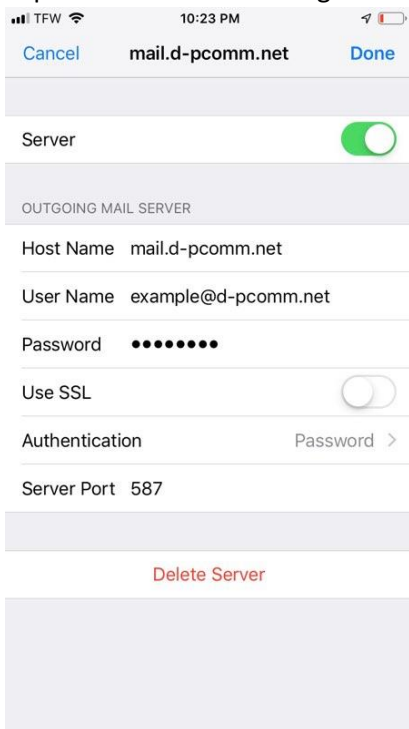


Fig. 4-8: Disabling Outgoing Server SSL

10. Navigate back to the “**IMAP Account Information**” screen and under the outgoing mail server settings, tap “**Advanced**”
11. Scroll down and ensure SSL is turned off here, as well.



Fig. 4-9: Disabling Incoming Server SSL

12. When done, tap “**Accounts**” to go back to the main account window. The settings will automatically be verified again. If issues are found, correct them and continue.
13. Tap “**Done**” and the account should now be active



Fig. 4-10: Finalizing Account Setup