

Basic Email Setup Instructions – for iPhone

1. Touch **settings** from the main menu.
2. Touch **Mail, Contacts, Calendars** from the Settings menu.
3. Under the Accounts Section of *Mail, Contacts, Calendars* touch **Add Account...**
4. Touch **Other**.
5. Touch **Add Mail Account**.
6. Type in your name into the **Name** section.
7. Type your email address into the **Address** section.
8. Type password in **Password**.
9. **Description** can be left as the address or updated to something more specific (e.g. Work Account).
10. Touch Save in upper right corner.
11. Touch POP tab from top right.
12. Fill out Incoming Mail Server settings and user name + password.
Note: Your incoming server will be `pop.yourdomainname.com`, where *yourdomainname* is replaced with the domain name you are using. Your user name will be the full email address.
13. Fill out Outgoing Mail Server settings and user name + password.
Note: Your outgoing will be `smtp.yourdomainname.com`, where *yourdomainname* is replaced with the domain name you are using. Your user name will be the full email address.
14. Touch save in upper right.
15. *If prompted, choose YES to try setting the account up without SSL*
16. Touch the account again from the account list to get to settings.
17. Touch the outgoing mail server (SMTP).
18. Touch the SMTP server you entered, it will be listed under primary.
19. Verify it is marked as ON. You should also verify use SSL is turned off, Authentication is set to Password, server port 25 is being used.
20. Test your email account.