Setting Up iPhone™ Email

Setting Up an IMAP Email Account

1. Select Settings / Mail, Contacts, Calendars / Add Account.

2. Click Other, located at the bottom of the list.

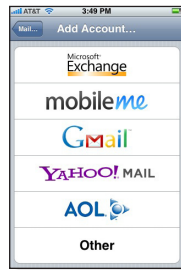3. Enter the following information in the spaces provided:

   - Name — Enter your full first and last name, as you want it to be displayed in the emails you send.

   - Address — Enter your full email address (e.g., *myname@ mydomain.com*).

   - Description — Enter a descriptive name for your account (e.g., *My Work Account*). This description will be visible only to you.

4. Click the Save button.

5. On the next screen, in both the Incoming Mail Server and Outgoing Mail Server sections, enter the following information:

   - Host Name — Enter the name of the secure email server: *secure.emailsrvr.com*

   - User Name — Enter your full email address (e.g., *myname@mydomain.com*).

   - Password — Enter the password associated with your email account.
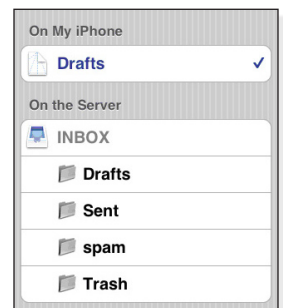
6. Click the Save button.

7. You will be returned to the Mail, Contacts, Calendars screen. Click the name of the account you just created.

8. Scroll to the bottom of the screen, and click the Advanced button.

9. In the Mailbox Behaviors section, you can "map" your iPhone email mailboxes to the associated folders stored on the email server. For each of the following mailboxes, click the arrow next to the folder name. A new window will appear, where you can select the associated "On the Server" folder:

   - Drafts Mailbox — Select "Drafts"

   - Sent Mailbox — Select "Sent"

   - Deleted Mailbox — Select "Trash"

10. After completing these steps, you should be able to send and receive email successfully.