

Objective

For business and home users who want to add IMAP or IPOP email to their iPhone or iPad and have access to their emails whilst away from the desk. Please see the equivalent instructions for adding an exchange email to iPhone or iPad

Summary

The process should take no more than fifteen minutes. No special skills are required. RJS will provide the necessary details.

Process

On the iPhone/iPad, to add an email address do the following:

Click: **“Settings”**

Click: **“Mail”**

Click: **“Add account”**

Click: **“Other”**

Click: **“Add Mail Account”**

With “New Account” displayed enter your details:

Name: **(Your name)**

Email: **(The name of the email address you wish to add)**

Password: **(The password for that email address)**

Click: **“Next”**

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

Check that IMAP or IPOP (as appropriate) is highlighted

Scroll down to **“Incoming Mail Server”**

Hostname: **(The name of your incoming email server)**

Username: **(Your email address as above)**

Password: **(Your password – this might be pre-filled in)**

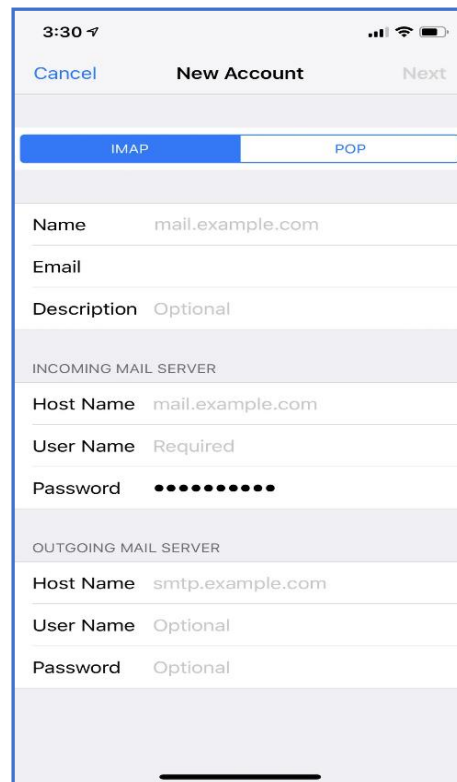
Click: **“Next”**

Outgoing mail

Server: **(The name of your outgoing email server)**

Username: **(Your email address)**

Password: **(Your password)**



Note – when the system mentions that some of this optional, it is only optional if you don't want to send email.

Click: **“Save”**

If you are asked to set up without using SSL Click: **“Yes”**

If “Cannot verify” is displayed: Click: **“Continue” or “Done”** until you see tick marks

Then you are finished.....