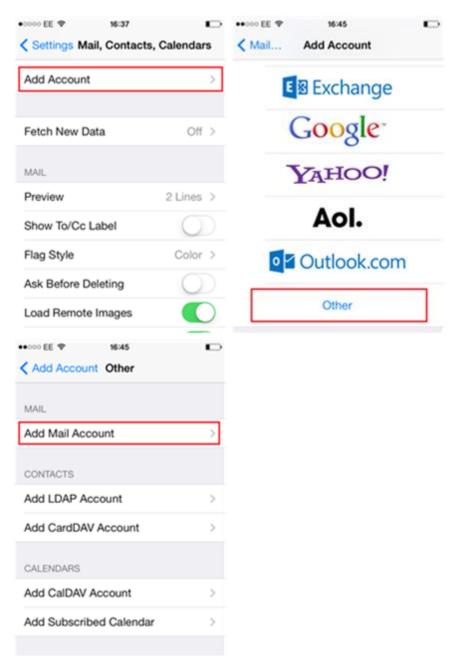
## **IPHONE EMAIL SETUP**

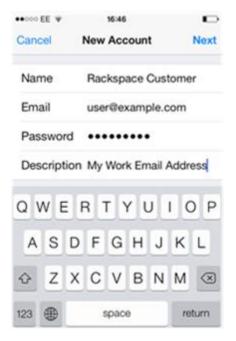
1. From the home screen on your device tap **Settings**, and then **Mail**, **Contacts**, **Calendars**.

2. You'll will now need to tap Add Account, Tap Other and then Add Mail Account.



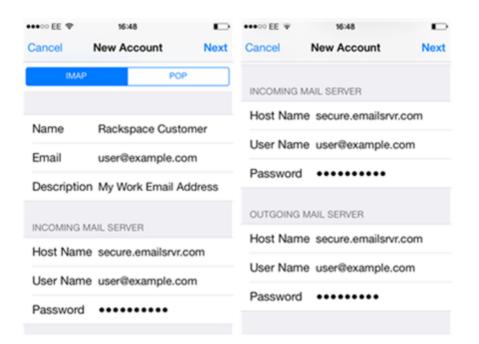
3. The "New Account" screen will appear and you'll then Enter in the following information in the fields provided, and then tap the **Save** button.

- Name Enter in your first and last name. This is the name that will appear in the **From** field of messages you send.
- Address Enter your entire email address (e.g., <u>user@example.com</u>).
- Password Enter the password for your email account.
- Description Enter a descriptive name for the account (e.g. My Work Email Address). This description will only be visible to you.



4. After your account has been looked up, you'll then select **IMAP** located at the top and then enter in both the **Incoming Mail Server** and **Outgoing Mail Server** fields with the following information:

- Host Name Enter in the secure server name: secure.emailsrvr.com
- User Name Enter in your entire email address (e.g., <u>user@example.com</u>).
- Password Enter in the password for your email account.



5. After you've entered in all the information, tap **Save** and the device will then verify your settings. After you've been verified, you'll then be taken to the **Mail** & **Notes** screen, finally Tap the **Save** button.