

This easy guide will help you set up your iPhone or iPad to receive and send email using your proper account settings.

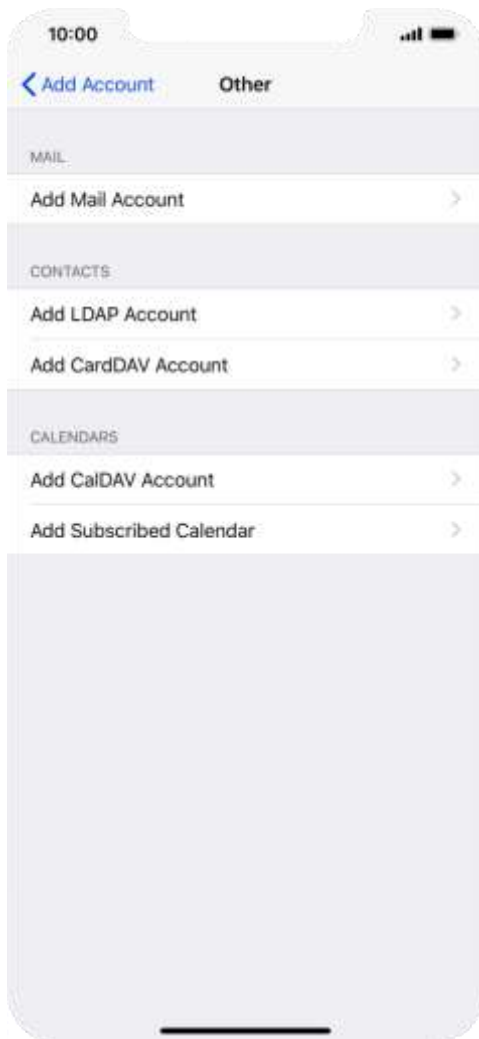
Step 1. Locate your email settings:

- On your iPhone or iPad, open **Settings** (typically on your homescreen)
- Tap **Passwords & Accounts**



Step 2. In the **Accounts & Passwords** section:

- Tap **Add Account**
- Tap **Other**
- Tap **Add Mail Account**



Step 3. Enter

- Your name
- Full email address (ex: myemail@spruceknob.net)
- Password
- Account description

Cancel New Account Next

Name John Appleseed

Email user@example.com

Password Required

Description My Email Account

Step 4. Enter Mail Server Information

- Update your **INCOMING MAIL SERVER** settings:
 - Edit the **Host Name** field to: mail.spruceknob.net
 - Ensure the **User Name** is your *full* email address
 - **IMPORTANT: Ensure that the Email username is your *full* email address (ex: myemail@spruceknob.net) and that your Password is correct**
- Update your **OUTGOING MAIL SERVER** settings:
 - In the **Host Name** field enter: **smtp.spruceknob.net**
 - In the **User Name** field enter: Your *full* email address
 - In the **Password** field enter: Your email password
 - Tap **Next**
 - Tap **Save**

Cancel **New Account** Next

IMAP POP

Name John Doe

Email johndoe@domain.ext

Description Doe Email

INCOMING MAIL SERVER

Host Name mail.example.com

User Name Required

Password ●●●●●●●●

OUTGOING MAIL SERVER

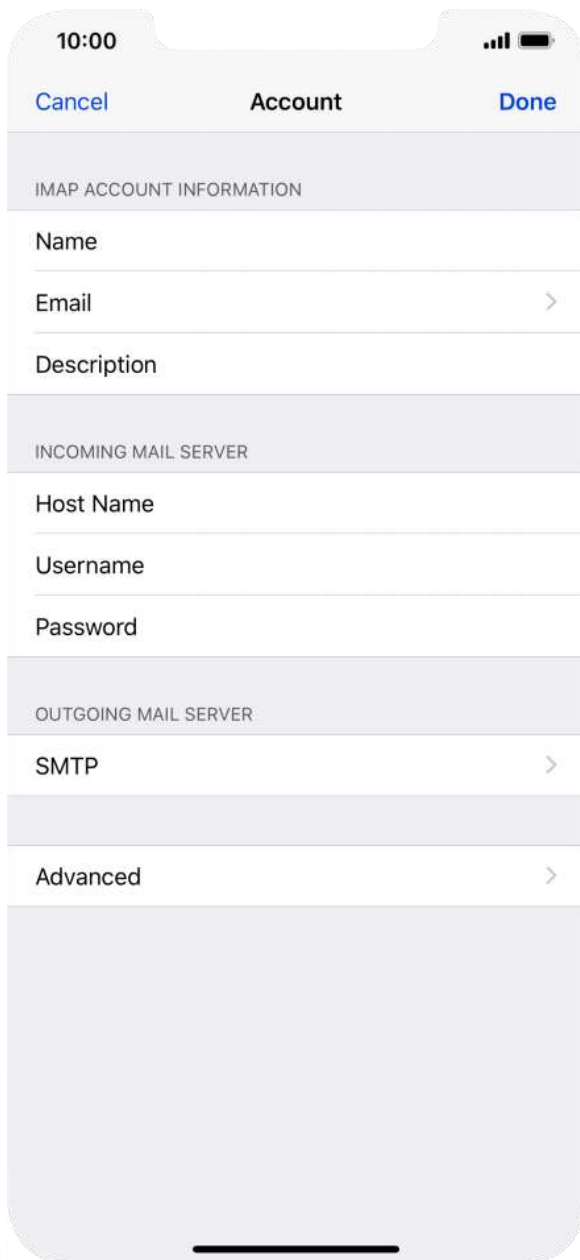
Host Name smtp.example.com

User Name Optional

Password Optional

Step 5. Finalizing Server Settings

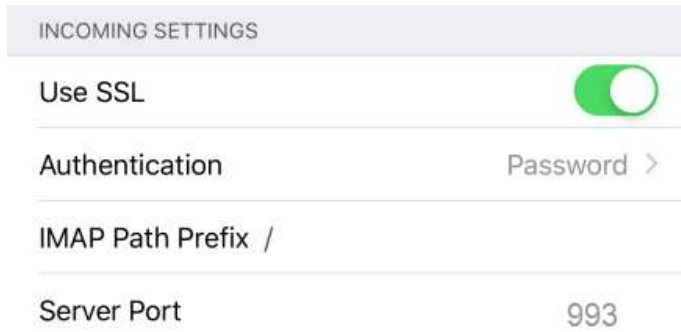
- Tap the name of the email account you just set up
- Tap **Account**
- Tap **SMTP**



- Tap the field below **PRIMARY SERVER**, Ensure:
 - **Use SSL** is turned on
 - **Authentication** is set to Password
 - **Server Port** is set to 465

Use SSL	<input checked="" type="checkbox"/>
Authentication	Password >
Server Port	<input type="text" value="465"/>

- Tap **Done**
- Go back a page and tap **Advanced**, Ensure:
 - **Use SSL** is turned on
 - **Authentication** is set to Password
 - **Server Port** is set to 993



- Go back a page and tap **Done**

Congratulations, your email is now configured!