

- If the mail account is already set up on your iPhone but giving errors – then rather try our [Troubleshooting guide](#).
- This guide uses [IMAP](#) and No SSL by default.

## Add Mail Account

1. Select the settings icon on your home screen



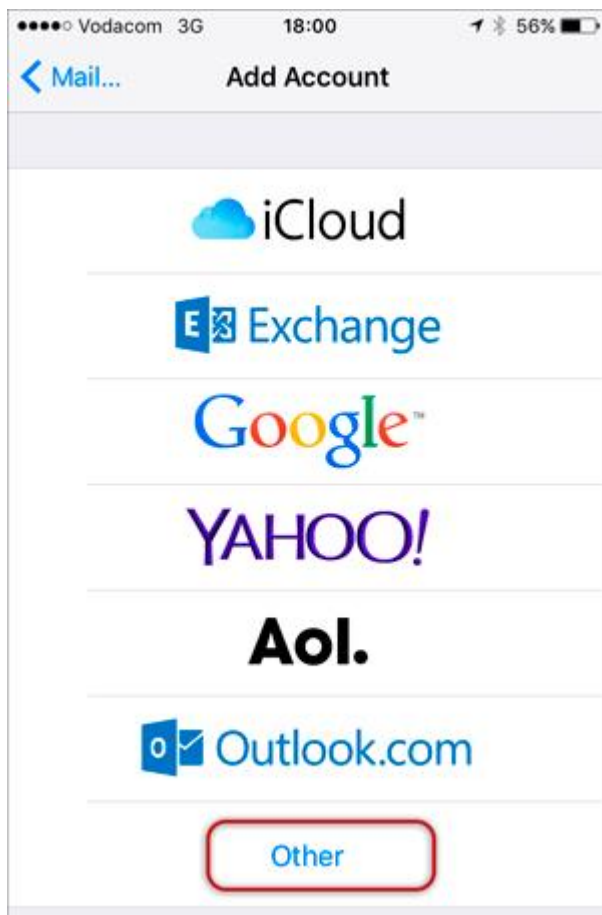
2. Select **Mail, Contacts, Calendars**



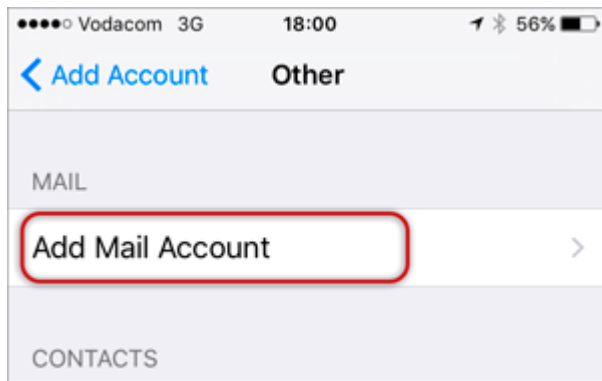
3. Select **Add Account...**



4. Select **Other** from the menu:



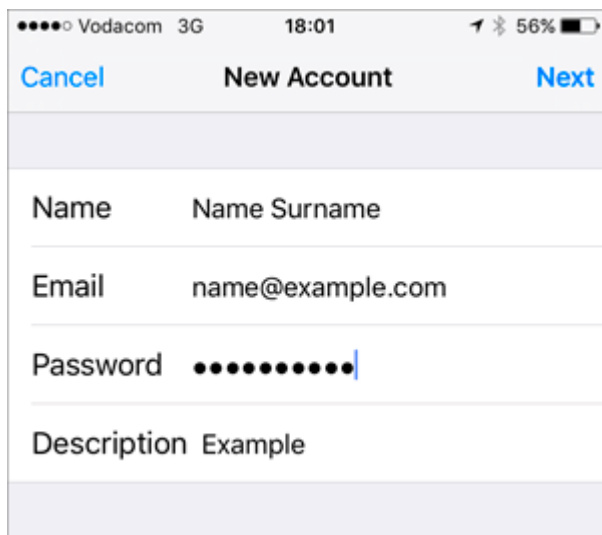
5. Select **Add Mail Account**



## Enter your account information

6. Enter your Name, Email & Password > **Next**

- *Forgotten passwords can be [reset by our support team at Easy2Access.](#)*



## Configure Incoming and Outgoing Servers

7. Select **IMAP**

8. Scroll down to **Incoming Mail Server** and enter all the relevant details, then do the same for **Outgoing Mail Server**, as in the screen below and then select **Next**.

- Ensure that **User Name** is the full email address
- User Name & Password are the same for both Incoming & Outgoing servers

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Cancel New Account Next

IMAP POP

Name Name Surname

Email name@example.com

Description Example

INCOMING MAIL SERVER

Host Name mail.example.com

User Name name@example.com

Password ●●●●●●●●

OUTGOING MAIL SERVER

Host Name smtp.example.com

User Name name@example.com

Password ●●●●●●●●

### Verify Server Identity

9. You may receive a prompt asking you to verify the incoming and outgoing servers – you can click **Continue** for each.



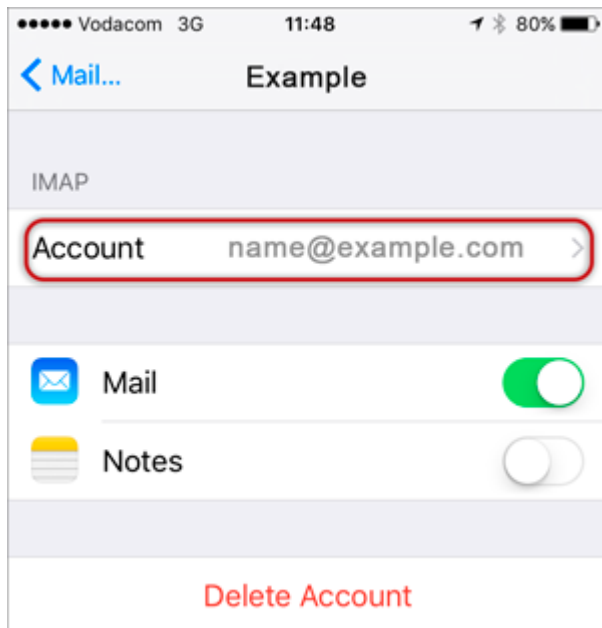
#### 10. Save



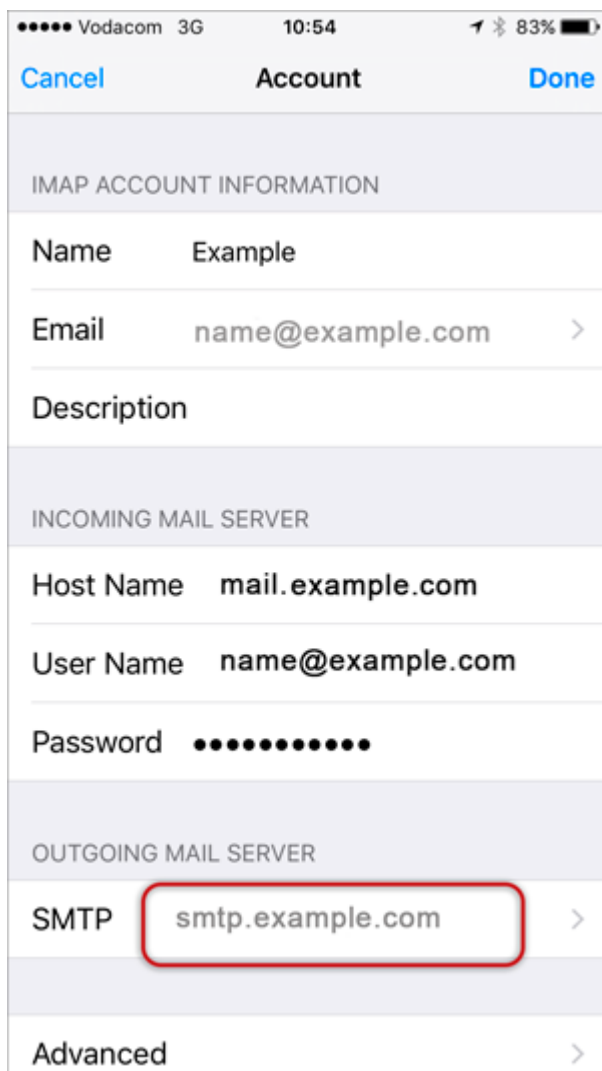
#### 11. Choose the **new account** that you've just created



then



12. Choose the **SMTP** server

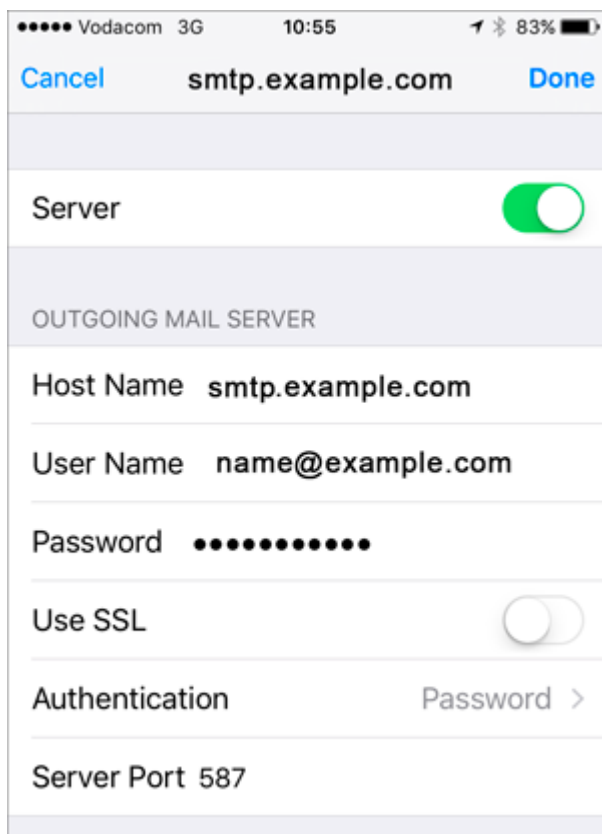


then



13. Check the SMTP settings:

- **User Name** is the full email address
- **Use SSL** is off
- **Authentication** is Password
- **Server Port** is 587
- **> Done**



**You have completed your account setup.**

Congratulations, you have now successfully configured your email account on your iPhone.

