



Setup IMAP iPhone™, iPad™, iPod® Email Service

Steps are compatible with 3G and 4.0.

To set up IMAP, do the following:

1. Tap **Settings, Mail, Contacts, Calendars, Add Account**, Tap **Other** and then **Add Mail Account**.



2. Enter the following information in the spaces provided:
 - Name - Enter 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., myname@mydomain.com).
 - Password - Enter the password for your email account.
 - Description - Enter a descriptive name for the account (e.g., Work Account). This description will be visible only to you.
3. Tap the **Save** button.

Note: If **IMAP** is not already selected, tap the **IMAP** button.

4. Under both the **Incoming Mail Server** and **Outgoing Mail Server** sections, enter the following information:
 - Host Name - Enter the secure server name:
 - **secure.emailsrvr.com**
 - User Name - Enter your entire email address (e.g., myname@mydomain.com).
 - Password - Enter the password for your email account.

Incoming Mail Server	
Host Name	secure.emailsrvr.com
User Name	myname@mydomain.com
Password	●●●●●●
Outgoing Mail Server	
Host Name	secure.emailsrvr.com
User Name	myname@mydomain.com
Password	●●●●●●

5. Tap the **Save** button and the device will verify settings and return to the **Mail, Contacts, Calendars** screen.

Configure Default Folders

1. Tap **Settings, Mail, Contacts, Calendars**, Select your **account**, scroll down and Tap **Advanced**



2. Under **Mailbox Behaviours**, tap **Drafts Mailbox**.
3. Under **On the Server**, tap **Drafts**.
4. Tap **Advanced** and Tap the **Sent Mailbox**.
5. Under **On the Server**, tap **Sent**.
6. Tap **Advanced** and then Tap **Deleted Mailbox**.
7. Under **On the Server**, tap **Trash**.