

# iOS 10 Email Configuration

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*This guide explains how to configure your iPhone or iPad to access your email account.*

*This tutorial was created using an iPhone running iOS 10. If you are using different hardware or a different OS version, these instructions may differ.*

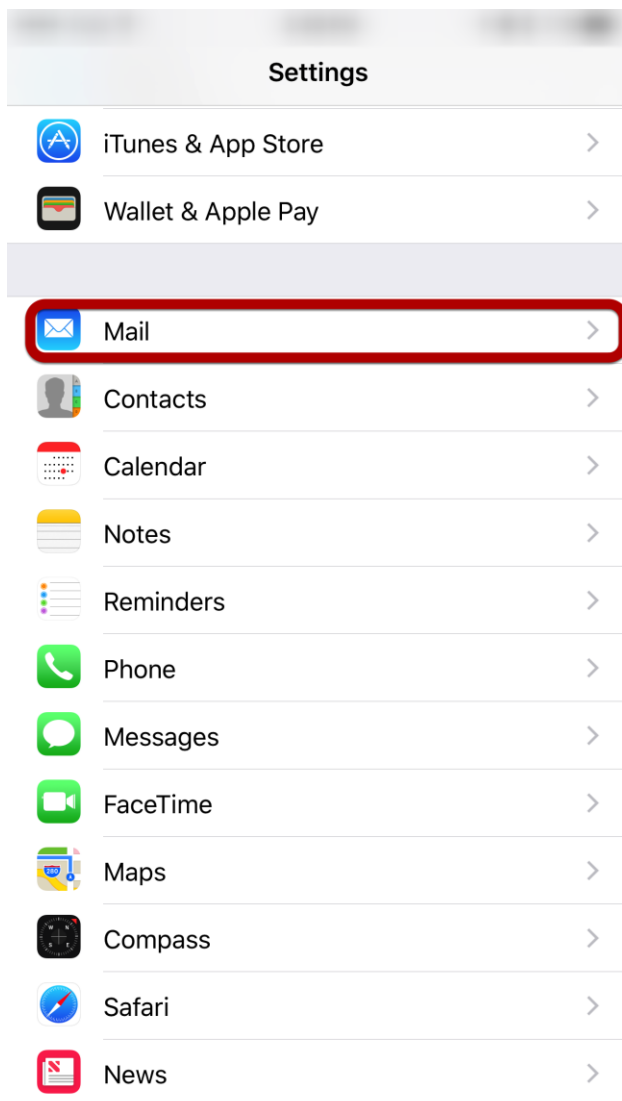
**Server Hostname:**

mail.hostedemail.com

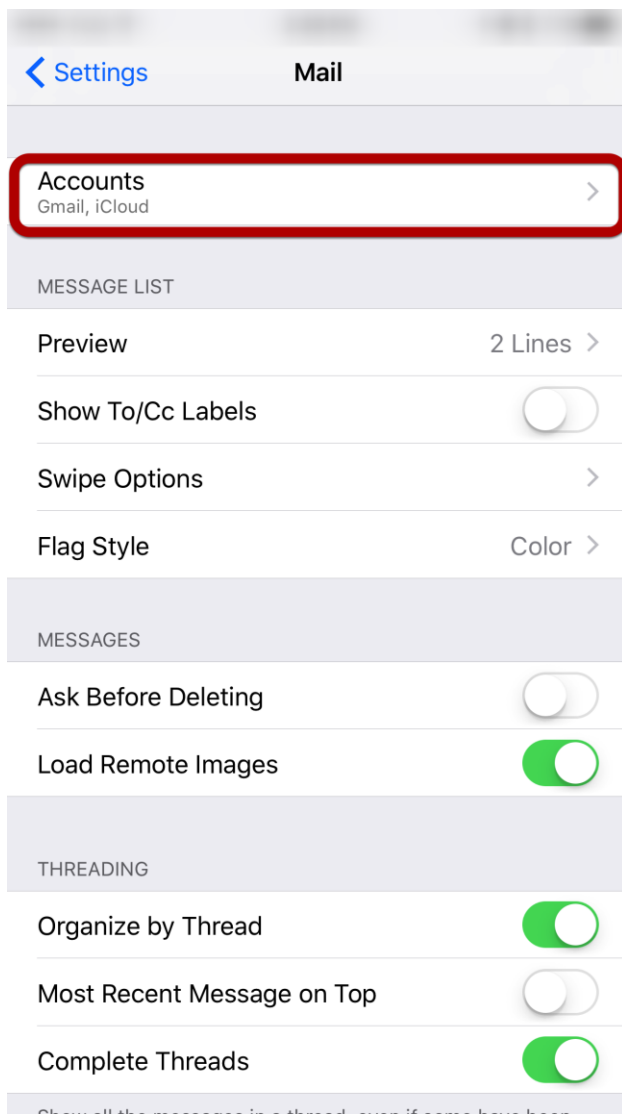
Step 1: Click on Settings on the home screen.



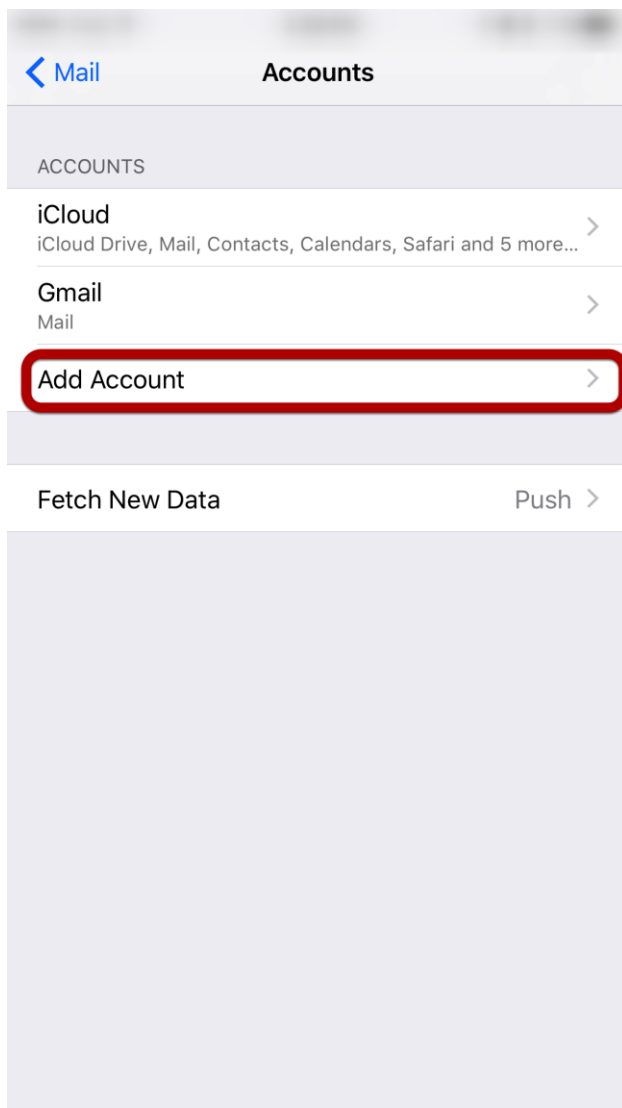
## Step 2: Click on Mail



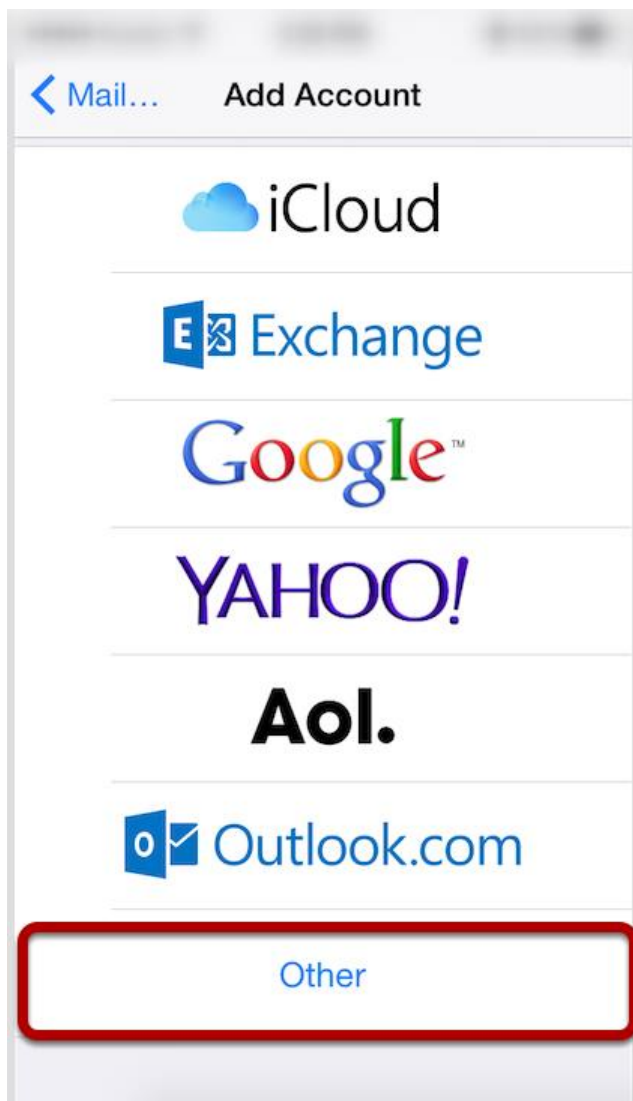
### Step 3: Click on Accounts



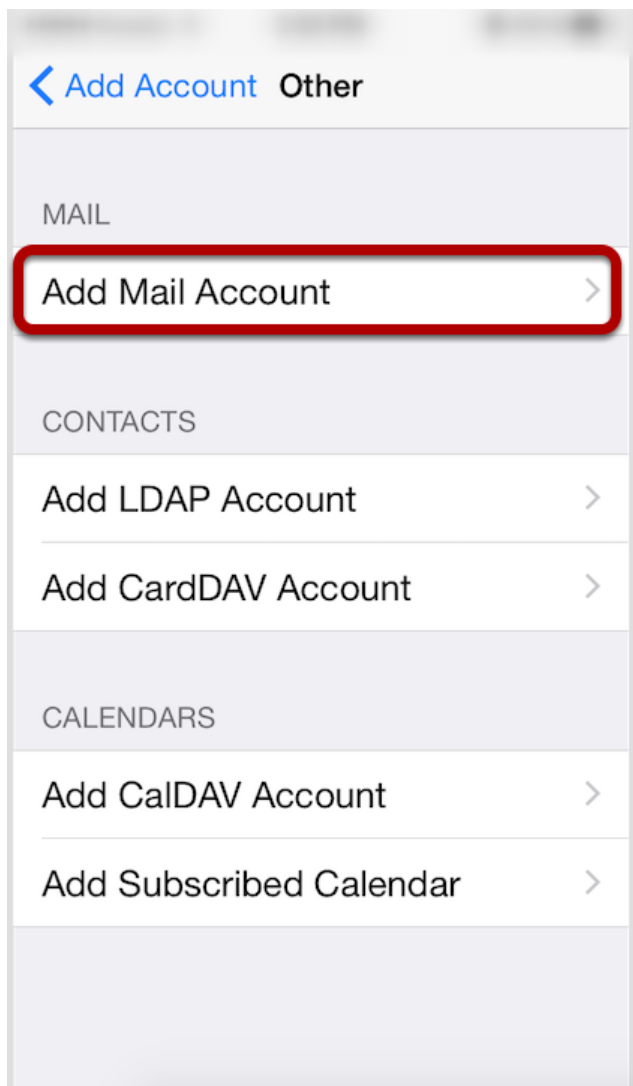
## Step 4: Click on Add Account



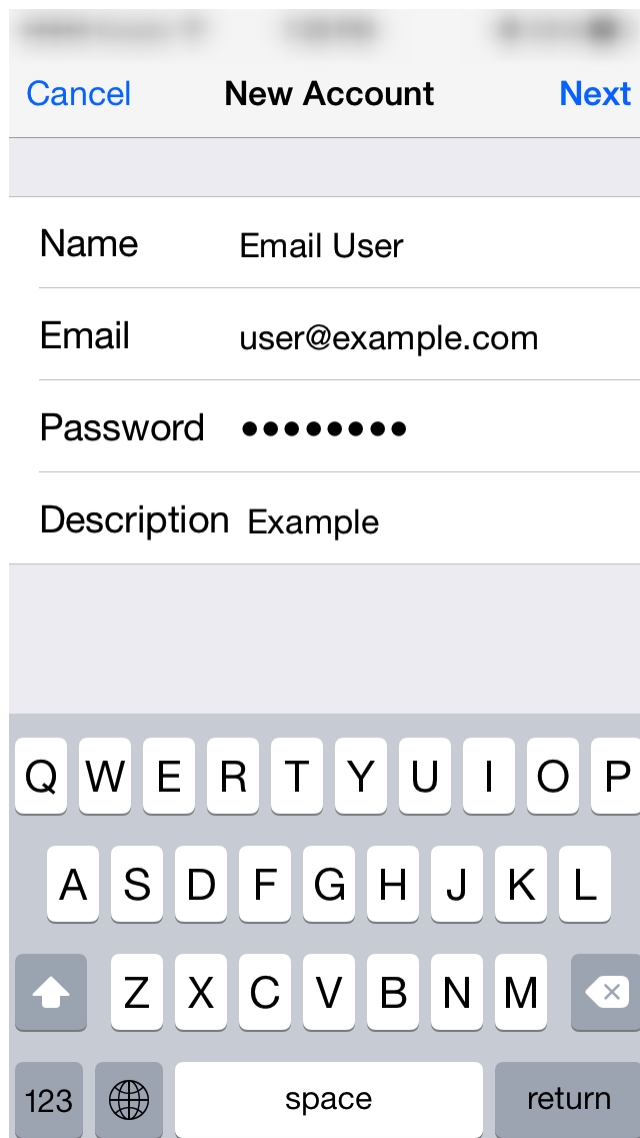
## Step 5: Select "Other"



## Step 6: Click "Add Mail Account"



## Step 7: Enter Account Information



The screenshot shows the 'New Account' screen in iOS. At the top, there are three buttons: 'Cancel' (blue), 'New Account' (black), and 'Next' (blue). Below the buttons is a form with four input fields: 'Name' (with placeholder text 'Email User'), 'Email' (with placeholder text 'user@example.com'), 'Password' (with seven black dots), and 'Description' (with placeholder text 'Example'). At the bottom of the screen is a standard iOS keyboard with keys for QWERTY, ASDFGHJKL, ZXCVBNM, and a bottom row with '123', a globe icon, 'space', and 'return'.

Enter the following settings:

### **Name**

The name displayed when you send email

### **Address**



Your full email address

### **Password**

Your email account password

### **Description**

Account description of your choice

Tap **Next**.

## Step 8: Select Account Type

The screenshot shows the 'New Account' screen in the iOS Mail app. At the top, there are three buttons: 'Cancel', 'New Account', and 'Next'. Below this is a section for selecting the account type, with 'IMAP' selected and 'POP' as an alternative. The form includes the following fields:

- Name:** Email User
- Email:** user@example.com
- Description:** Example
- Host Name:** mail.example.com
- User Name:** Required
- Password:** Masked with seven dots

The bottom of the screen shows the 'INCOMING MAIL SERVER' section, which is currently empty.

Select your account type on this page. We recommend IMAP for mobile devices as messages are stored on the server which provides better syncing with multiple devices.

## Step 9: Enter Incoming Mail Server Information

The screenshot shows the 'New Account' screen in an iOS settings app. At the top, there are three buttons: 'Cancel', 'New Account', and 'Next'. Below this is a section titled 'INCOMING MAIL SERVER'. It contains three input fields: 'Host Name' with the value 'mail.hostedemail.com', 'User Name' with the value 'user@example.com', and 'Password' which is masked with eight dots. Below the incoming server section is a section titled 'OUTGOING MAIL SERVER'. At the bottom of the screen, a virtual QWERTY keyboard is visible, with predictive text suggestions 'I', 'The', and 'I'm' above it.

Under the **Incoming Mail Server** section, enter the following settings.

**Host Name:**

mail.hostedemail.com

**User Name:**

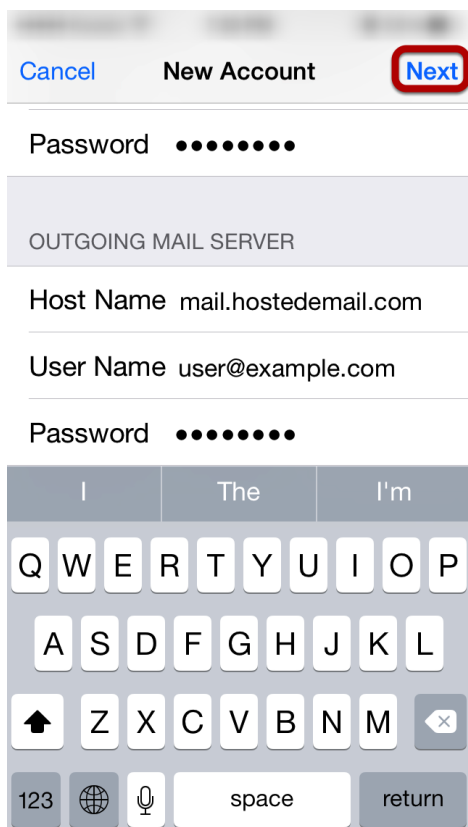
Your email account

**Password:**

Your email account password

Scroll down to the **Outgoing Mail Server** section.

## Step 10: Enter Outgoing Mail Server Information



Under the **Outgoing Mail Server** section, enter the following settings:

**Host Name:**

mail.hostedemail.com

**User Name:**

Your email account

**Password:**

Your email account password

**Please note that the outgoing mail server setting is not optional. You will need to enter this information in order to properly configure the account.**

Tap **Next** to complete account setup.