

## Apple iOS for iPhone and iPad Devices

- 1) Tap **Settings**.
- 2) Tap **Mail, Contacts, Calendars**.
- 3) Tap **Add Account**.
- 4) Type your full name into the **Name** field.
- 5) Type your full email address into the **Address** field.
- 6) Type the password associated with the email address into the **Password** field.
- 7) Tap **Save**.
- 8) Select **IMAP** at the top.
- 9) Type the following into the appropriate fields under **Incoming Mail Server**:

Host Name: mail.b.hostedemail.com
User Name: full email address
Password: password associated with the email address

- 10) Type the following into the appropriate fields under **Outgoing Mail Server**:

Host Name: mail.b.hostedemail.com
User Name: full email address
Password: password associated with the email address

**Note:** You may see these fields listed as 'Optional' but with our email server they are required in order to send a message out from your phone.

- 11) Tap **Next**. There may be a slight delay as the server settings are verified.
- 12) Tap **Save**. You will be redirected to the 'Mail, Contacts, Calendar' screen.
- 13) Tap your recently synced email address/account.
- 14) Tap **Account**.
- 15) Scroll to the bottom of the **Account** screen and tap **Advanced**.
- 16) Verify **Use SSL** is **On**.
- 17) Verify the **Server Port** is set to **993**.
- 18) Tap the arrow on the top left to return to the **Account** screen.
- 19) Scroll and Tap the section listed as **SMTP** under **Outgoing Mail Server**.
- 20) Tap the **Primary Server**
- 21) Verify that **Use SSL** is turned on, that authentication is set to **Password**, and make sure the **Server Port** is set to **465**.
- 22) Tap the blue **Done** button on the top right to save your settings.