

iOS 10 Email Configuration

This guide explains how to configure your iPhone 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.

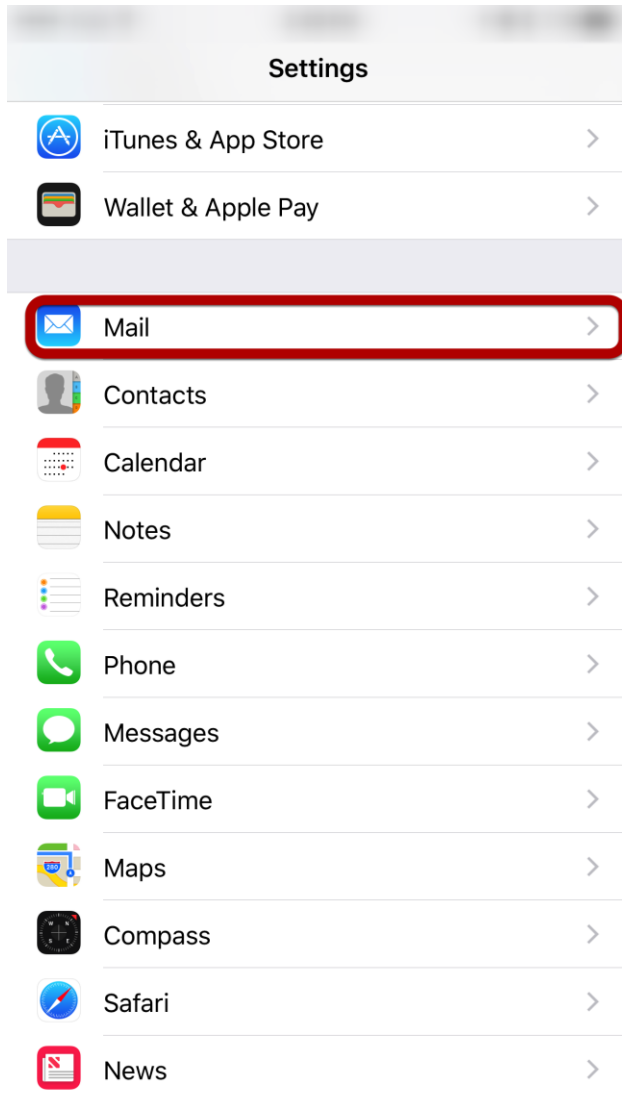
Webmail:

<https://mail.hostedemail.com>

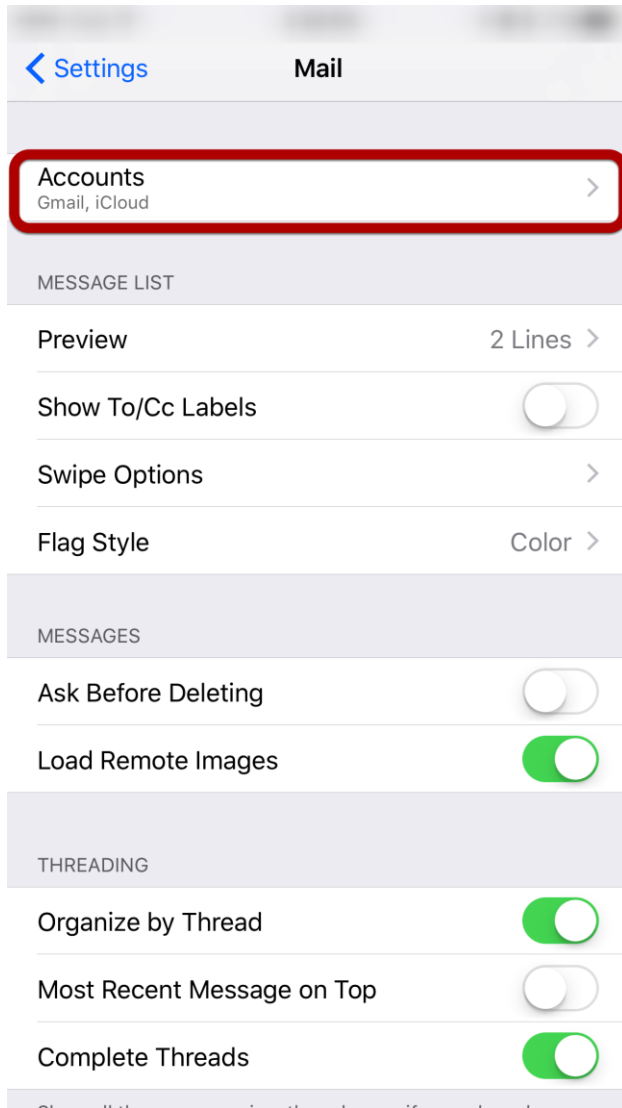
Step 1: Click on Settings on the home screen.



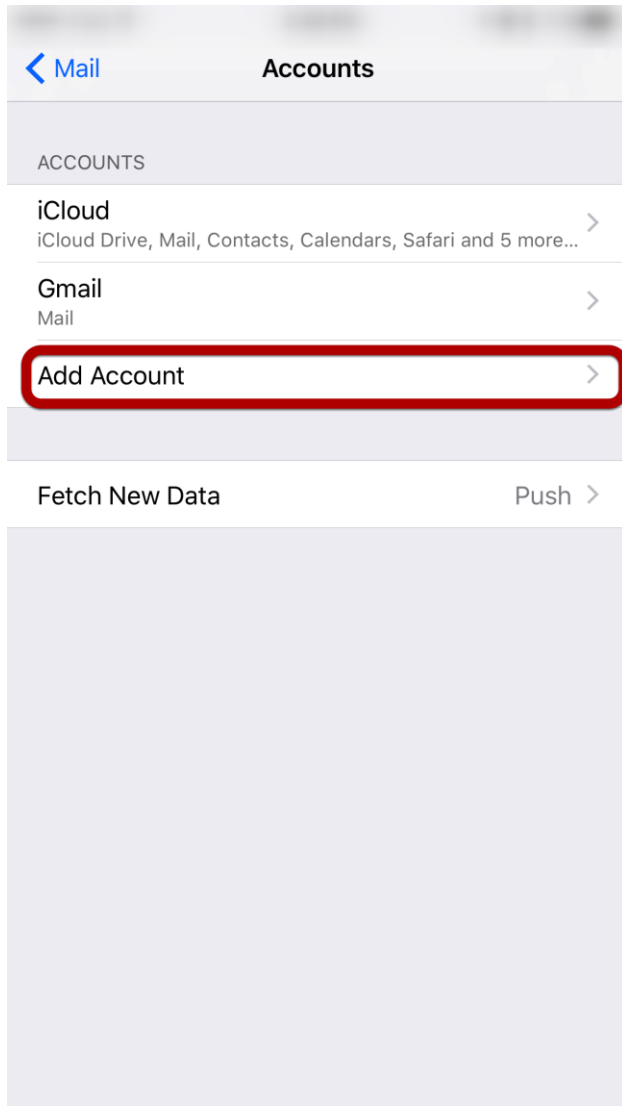
Step 2: Click on Mail



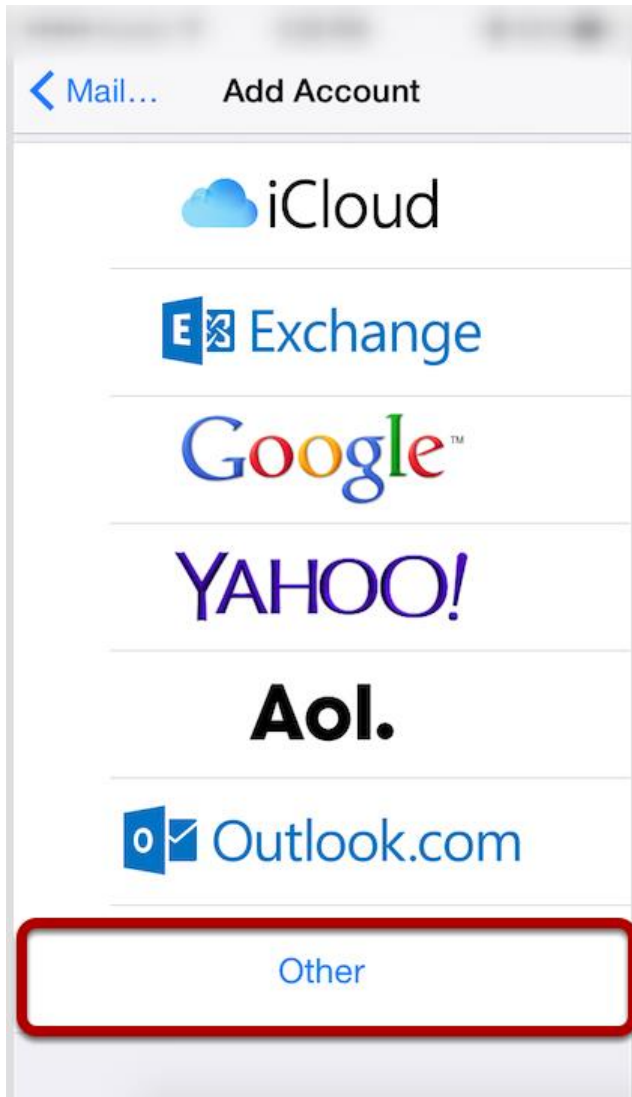
Step 3: Click on Accounts



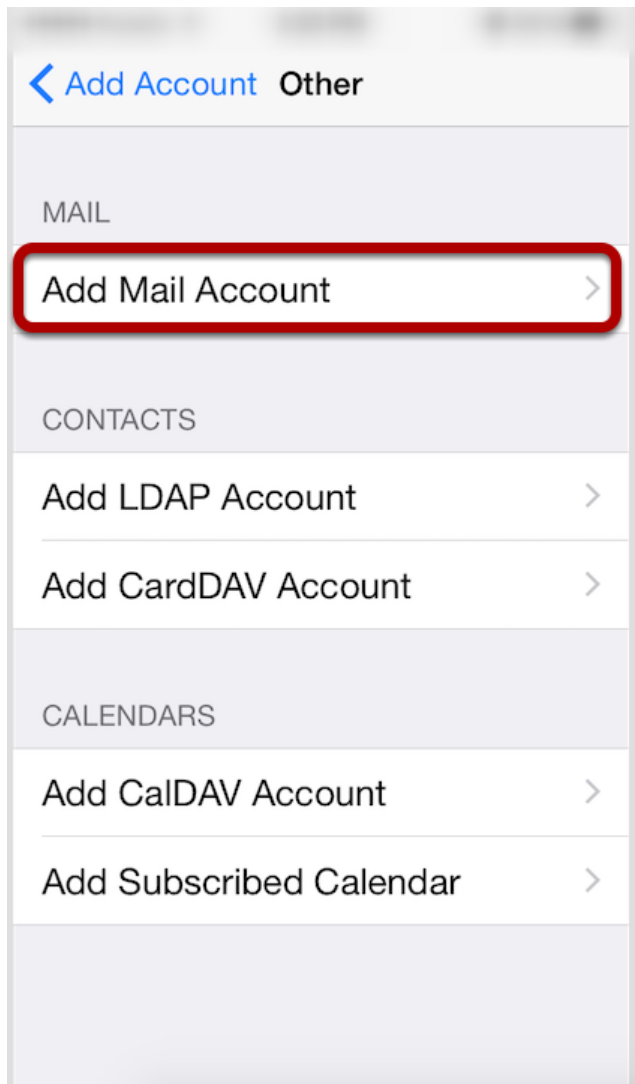
Step 4: Click on Add Account



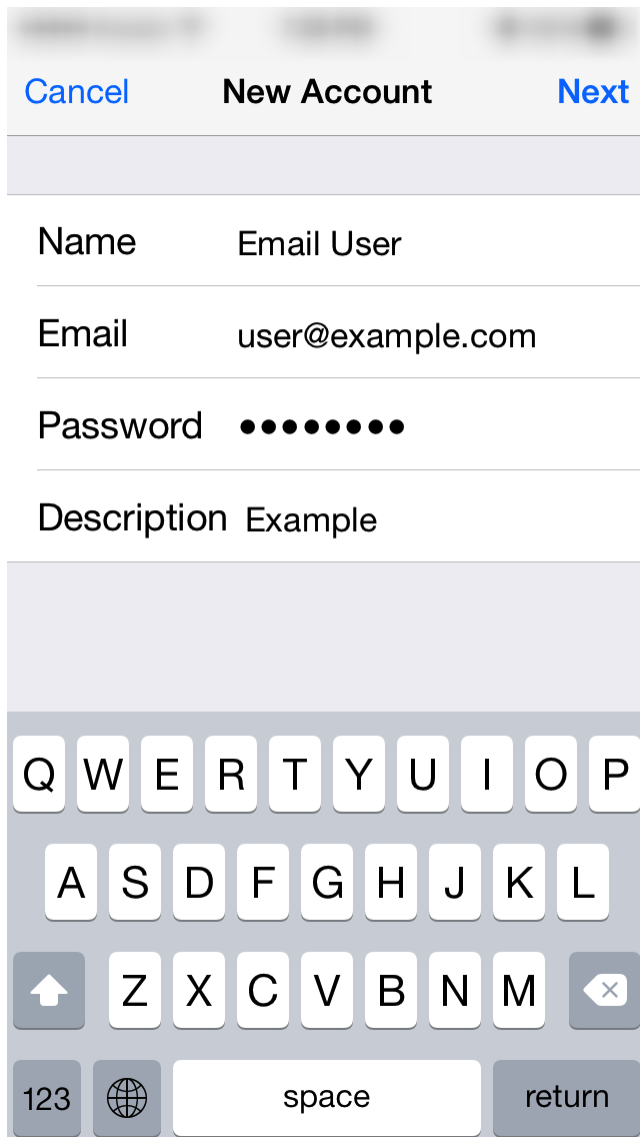
Step 5: Select "Other"



Step 6: Click "Add Mail Account"



Step 7: Enter Account Information



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

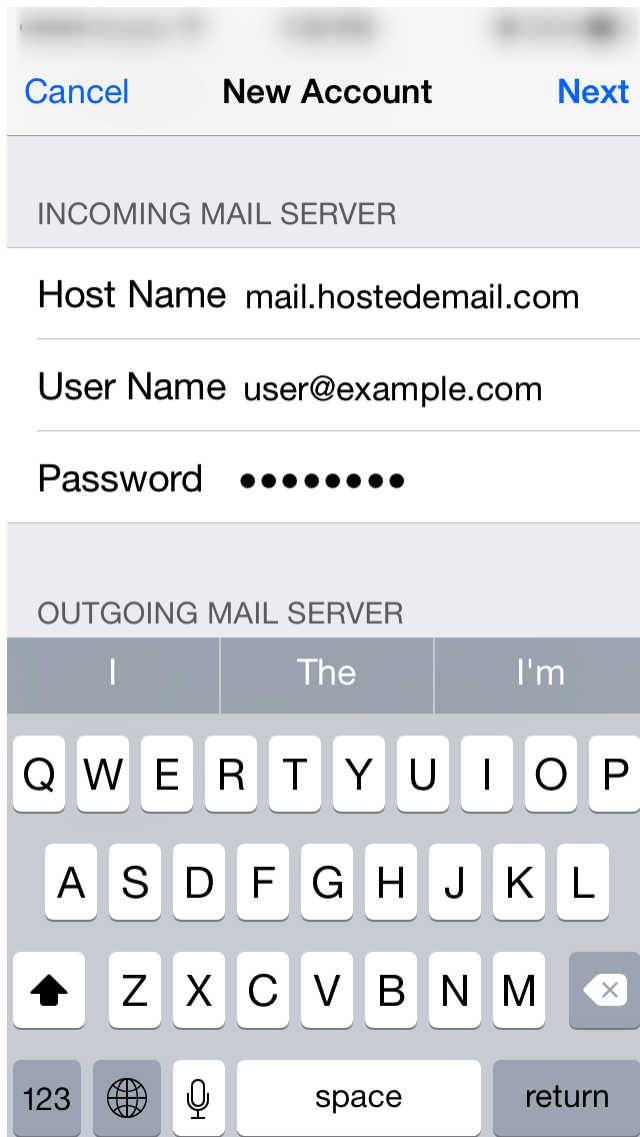
Tap **Next**.

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' (blue), 'New Account' (black), and 'Next' (grey). Below these is a selection bar with two options: 'IMAP' (highlighted in blue) and 'POP' (white with a blue border). Underneath is a form with several fields: 'Name' with the value 'Email User', 'Email' with 'user@example.com', 'Description' with 'Example', 'Host Name' with 'mail.example.com', 'User Name' with 'Required', and 'Password' with a series of dots. At the bottom, there is a section for 'OUTGOING MAIL SERVER' which is currently greyed out.

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



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

Host Name:

mail.hostedemail.com

User Name:

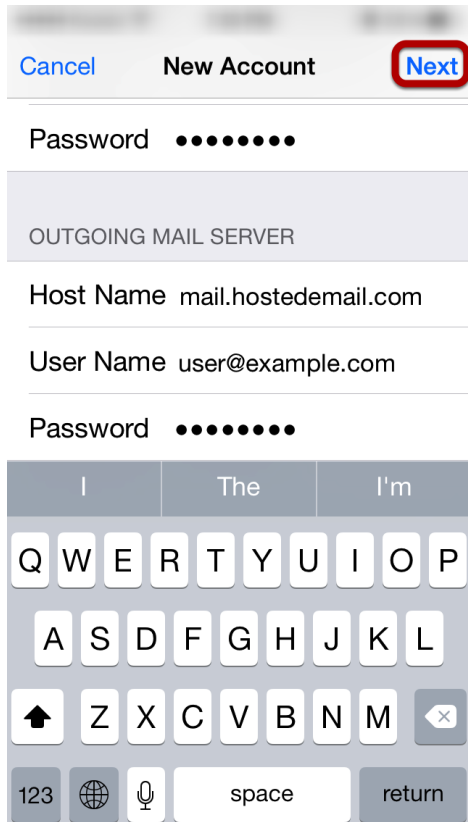
Your email account

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.