

Description:

You can configure your Apple iPhone or iPad to send and receive email.

Note: These instructions may vary slightly based on your model and iOS.

Instructions:

1. Open **Settings** on the iPhone/iPad
2. Select **Mail, Contacts, Calendars**
3. Select **Add Account** in the *Accounts* section
4. Select **Other**
5. Select **Add Mail Account**
6. Fill out the following fields:
 - o **Name:** Type your name
 - o **Email:** Type your full email address **Example:** erik@yourdomain.com
 - o **Password:** Type your email password (case sensitive)
 - o **Description:** Type in the name of your HOA or whatever you prefer to identify this account
7. Click **Next**

Note: Your device will take a moment to look up your account information online.
8. Select **POP**
9. In the **INCOMING MAIL SERVER** section, fill out the following fields:
 - o **Host Name:** Enter your incoming mail server as *mail.yourdomain.com* where *yourdomain.com* is your websites domain name
 - o **User Name:** Enter your full email address **Example:** erik@yourdomain.com
 - o **Password:** Enter the password for your email account
10. In the **OUTGOING MAIL SERVER** section, fill out the following fields:
 - o **Host Name:** Enter your outgoing mail server as *mail.yourdomain.com* where *yourdomain.com* is your websites domain name
 - o **User Name:** Enter your full email address **Example:** erik@yourdomain.com
 - o **Password:** Enter the password for your email account
11. Click **Save**

Note: This may take a few minutes while the device verifies the account, logs in, and downloads email.

Warning:

 - o If you receive a message that says *Cannot Connect Using SSL: Do you want to try setting up the account without SSL?* click **Yes**.
 - o If you receive a message that says *Cannot Verify Server Identity*, click **Continue**.
12. Your email account setup is now complete.

Additional settings you may want to check in case of problems:

1. Go to **Settings** and select **Mail, Contacts, Calendars**
2. Select the your email account
3. Scroll to the **OUTGOING MAIL SERVER** section and click on **SMTP**
4. Make sure the server listed under **PRIMARY SERVER** is set to **ON**
5. Click **Back** and verify these fields:
 - o **Host Name:** This should be *mail.yourdomain.com* where *yourdomain.com* is your websites domain name

- **User Name:** This should be your full email address
 - **Password:** Enter your email password (case sensitive)
6. Select **Advanced** and make sure **Use SSL** is turned **off**
 7. Select **Authentication** and choose **Password**
 8. The **Server Port** field may work with either **110** or **587** depending on your carrier