

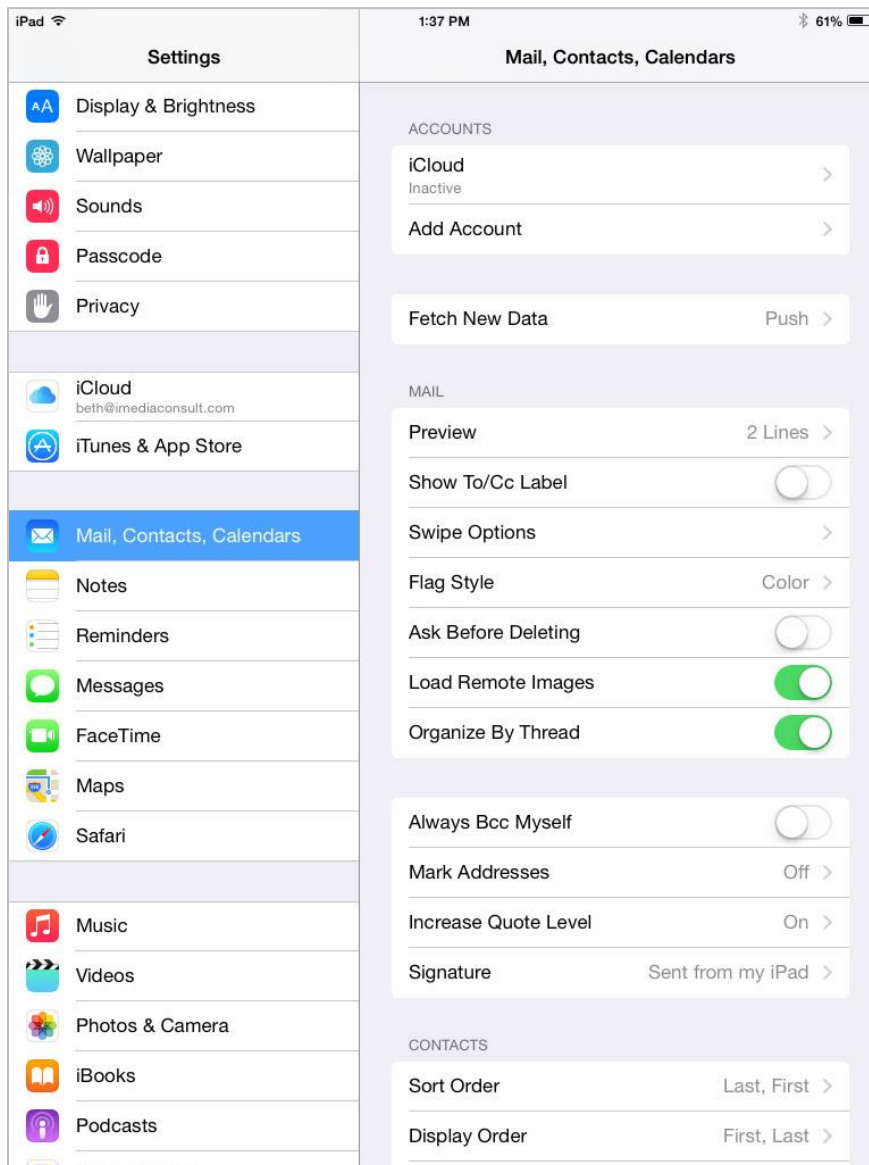
Clients – iOS

This documentation explains how to set up your email account in the default email app found on iOS devices (iPhone, iPad, iPad Mini, iPod Touch, Apple TV).

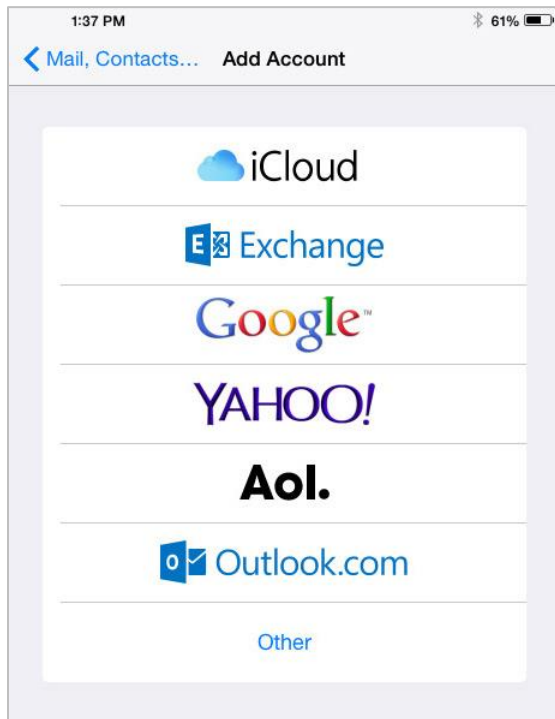
1. Select **Settings**.



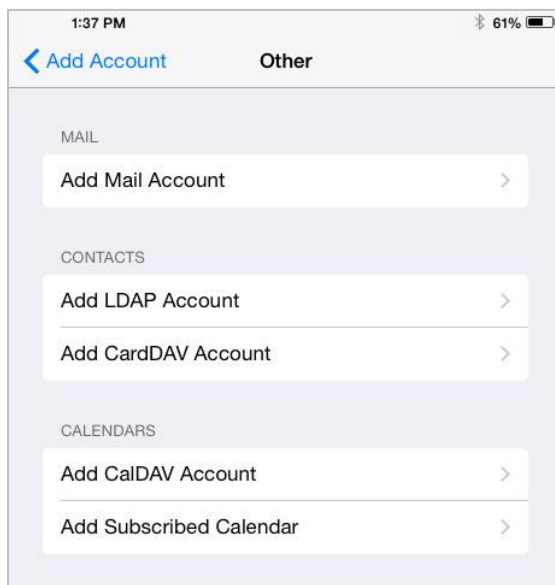
2. Select **Mail, Contacts, Calendars**. Select **Add Account**.



3. Select **Other** (at the bottom of the list).



4. Select **Add Mail Account** (under mail).



5. Enter your **Full Name**, **Full Email Address**, **Password** and a **Description**. Select **Next** (top right corner).

Cancel **New Account** Next

Name	Your Name Here
Email	you@your-domain-here.com
Password	●●●●●●●●●●
Description	Your Description Here

6. Configure your **Account Settings**:

- a. First select **IMAP** or **POP**.
- b. Enter your **Full Name**.
- c. Enter your **Full Email Address**.
- d. Enter a **Description** for this account.
- e. Enter your **Incoming Mail Server** information:
 - i. **Host Name** – mail.yourdomain
 - ii. **User Name** – your full email address.
 - iii. **Password**.
- f. Enter your **Outgoing Mail Server** information:
 - i. **Host Name** – mail.yourdomain
 - ii. **User Name** – your full email address.
 - iii. **Password**.
- g. Select **Next**.

Cancel **New Account** Next

IMAP POP

Name	Your Name Here
Email	you@your-domain-here.com
Description	Your Description Here

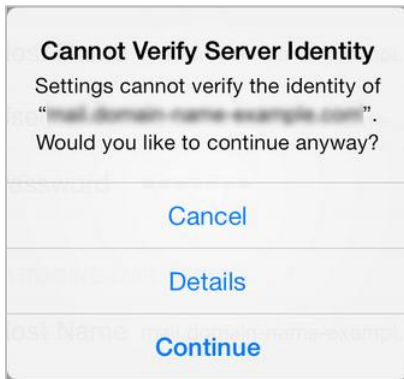
INCOMING MAIL SERVER

Host Name	art.arts-spark.com
User Name	you@your-domain-here.com
Password	●●●●●●●●●●

OUTGOING MAIL SERVER

Host Name	art.arts-spark.com
User Name	you@your-domain-here.com
Password	●●●●●●●●●●

7. If an error appears saying '**Cannot Verify Server Identity**', select **Continue**.



8. Select **Save** (top right corner).



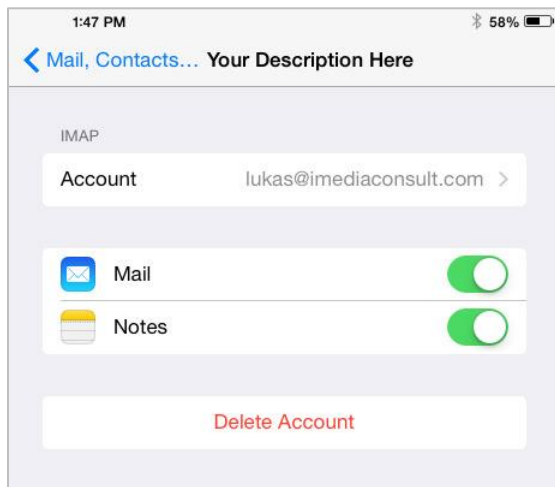
9. Access your email through the **Mail** app.



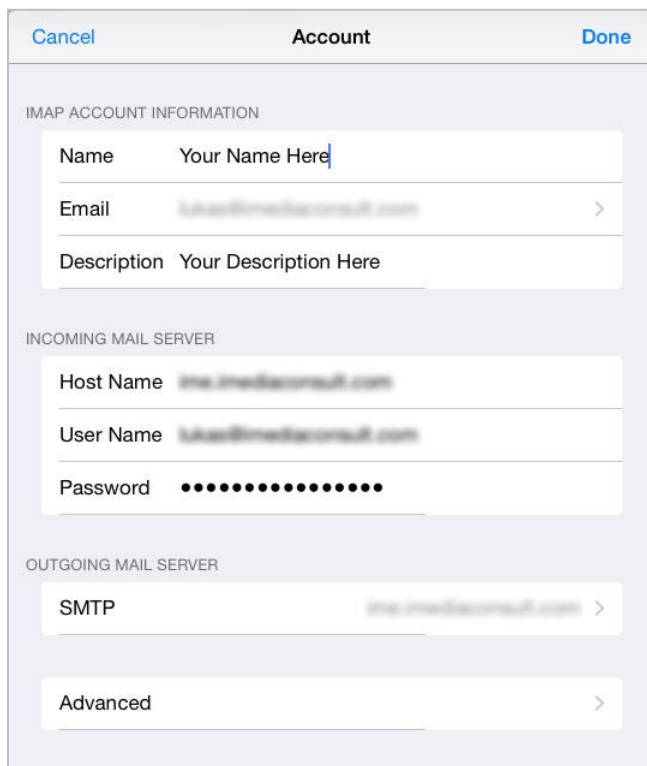
10. If you need to make changes to your account select **Settings**. Select **Mail, Contacts, Calendars**. Select the **Description** of your email account (under accounts).



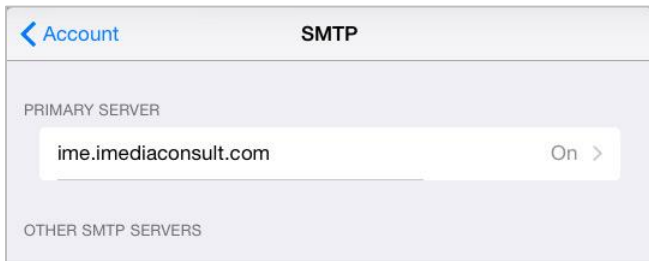
11. Select your **Account**.



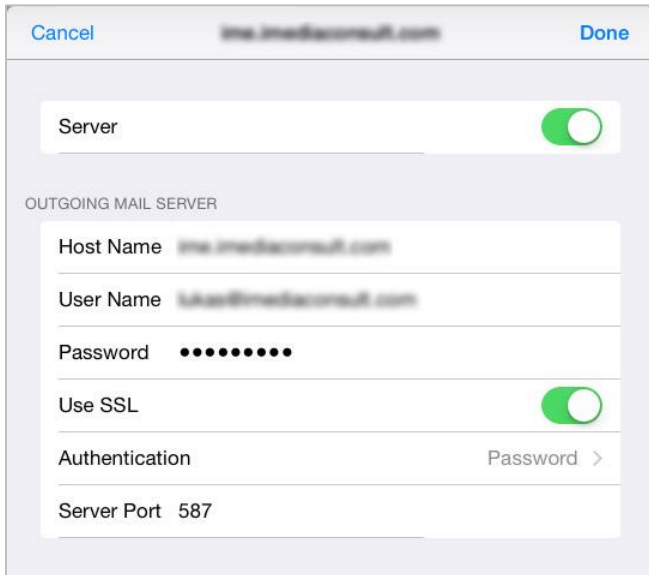
12. Make changes to your account settings as necessary. If you need to make changes to the **Outgoing Mail Server** information (server, SSL, port numbers) select **SMTP**. If you need to make changes to the **Incoming Mail Server** information (SSL, port numbers) select **Advanced**.



13. If you selected **SMTP**: To make changes to your primary outgoing server select your primary server address (under primary server).



14. Make any necessary changes. Select **Done**.



15. If you selected **Advanced**: make any necessary changes to your **Mailbox Behaviors**, **Deleted Messages** and **Incoming Server Settings** (SSL and ports).

MAILBOX BEHAVIORS

- Drafts Mailbox Drafts >
- Sent Mailbox Sent >
- Deleted Mailbox Trash >
- Archive Mailbox Archive >

MOVE DISCARDED MESSAGES INTO:

- Deleted Mailbox
- Archive Mailbox

DELETED MESSAGES

- Remove After one week >

INCOMING SETTINGS

- Use SSL
- Authentication Password >
- IMAP Path Prefix /
- Server Port 993

S/MIME

- S/MIME