

MicroSPED

INFORMATION MANAGEMENT TECHNOLOGIES

EMAIL Setup Guide

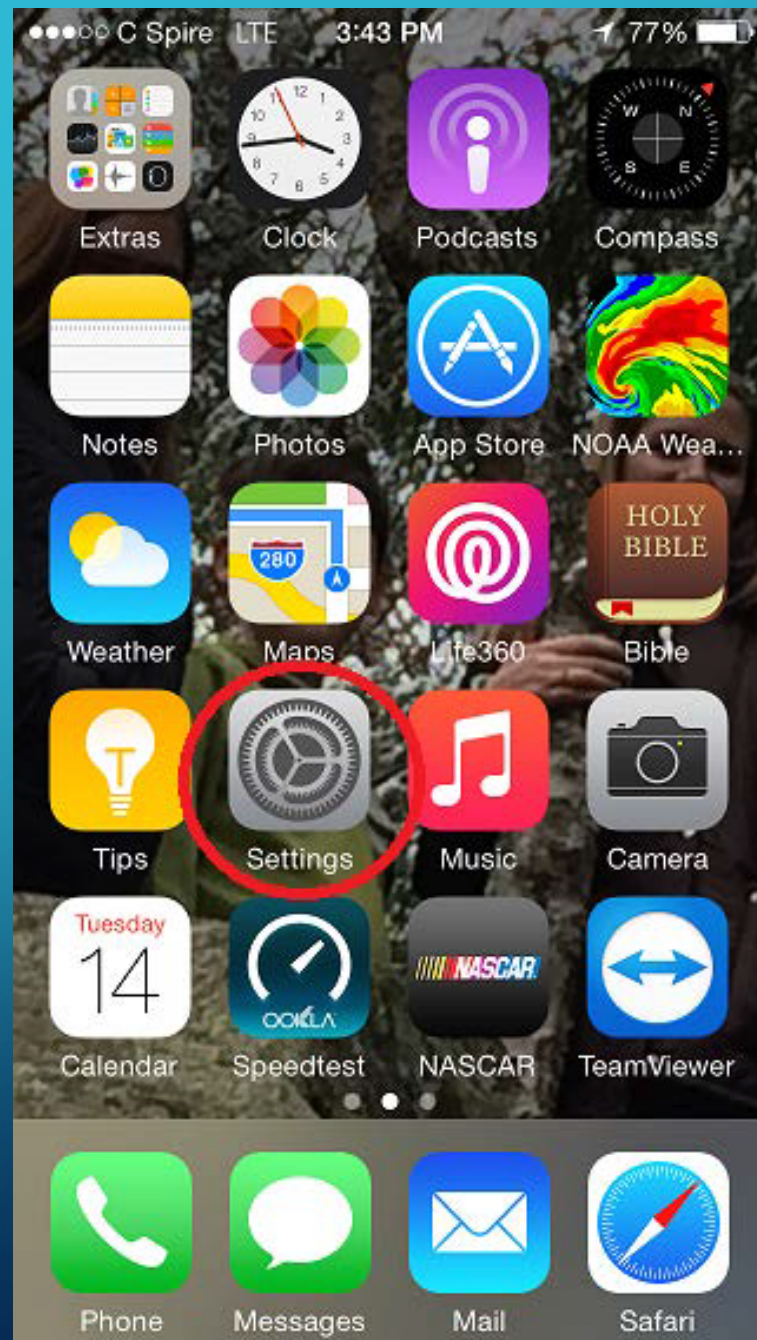
For Apple Devices



Step One



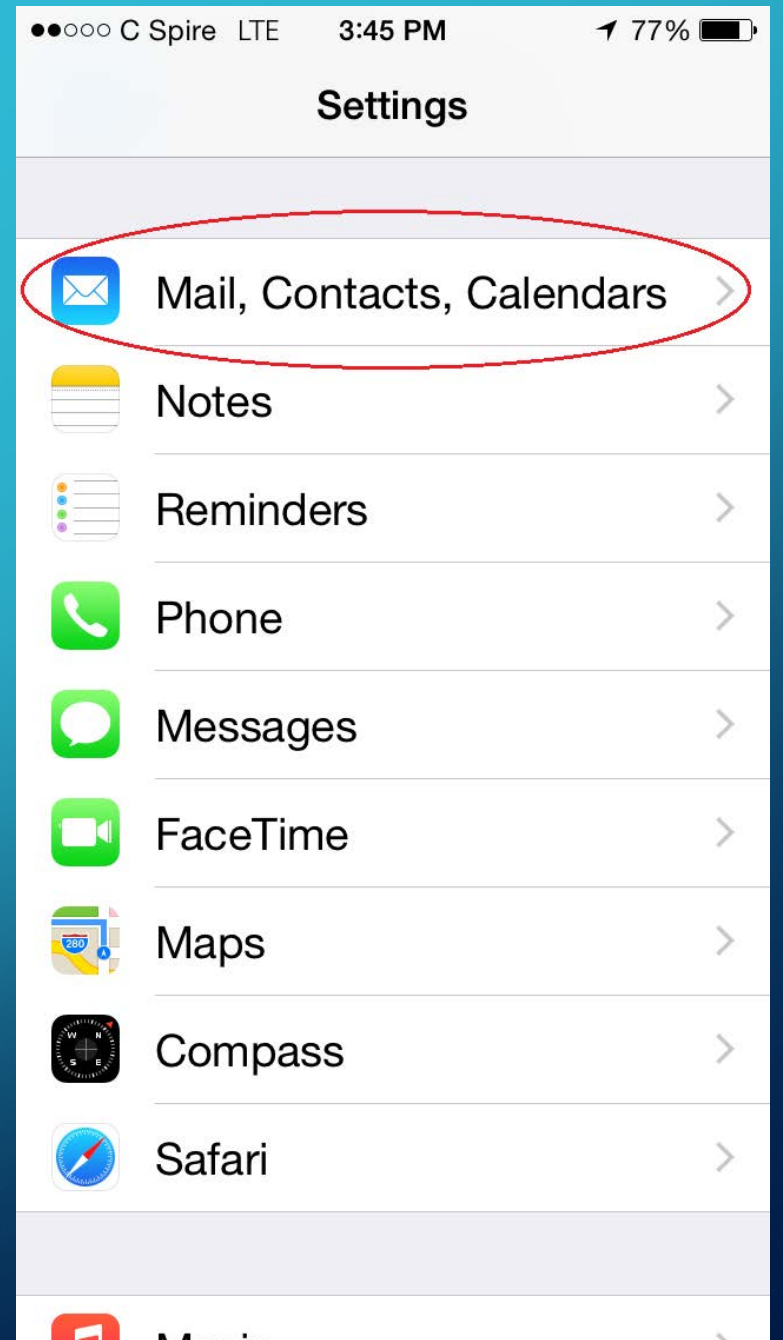
Locate the "Settings" icon on your home screen



Step Two



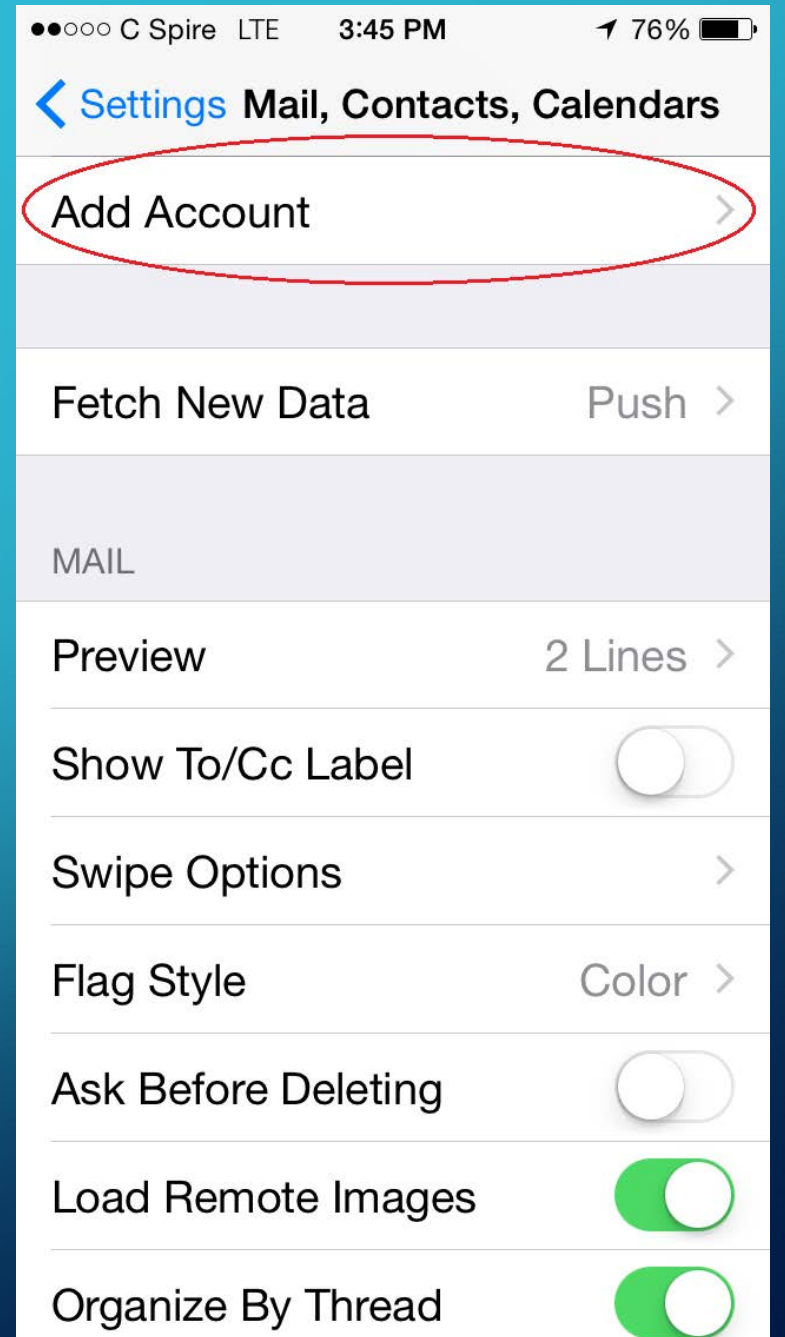
Scroll down and select
“Mail”
or
“Mail, Contacts, Calendars”



Step Three



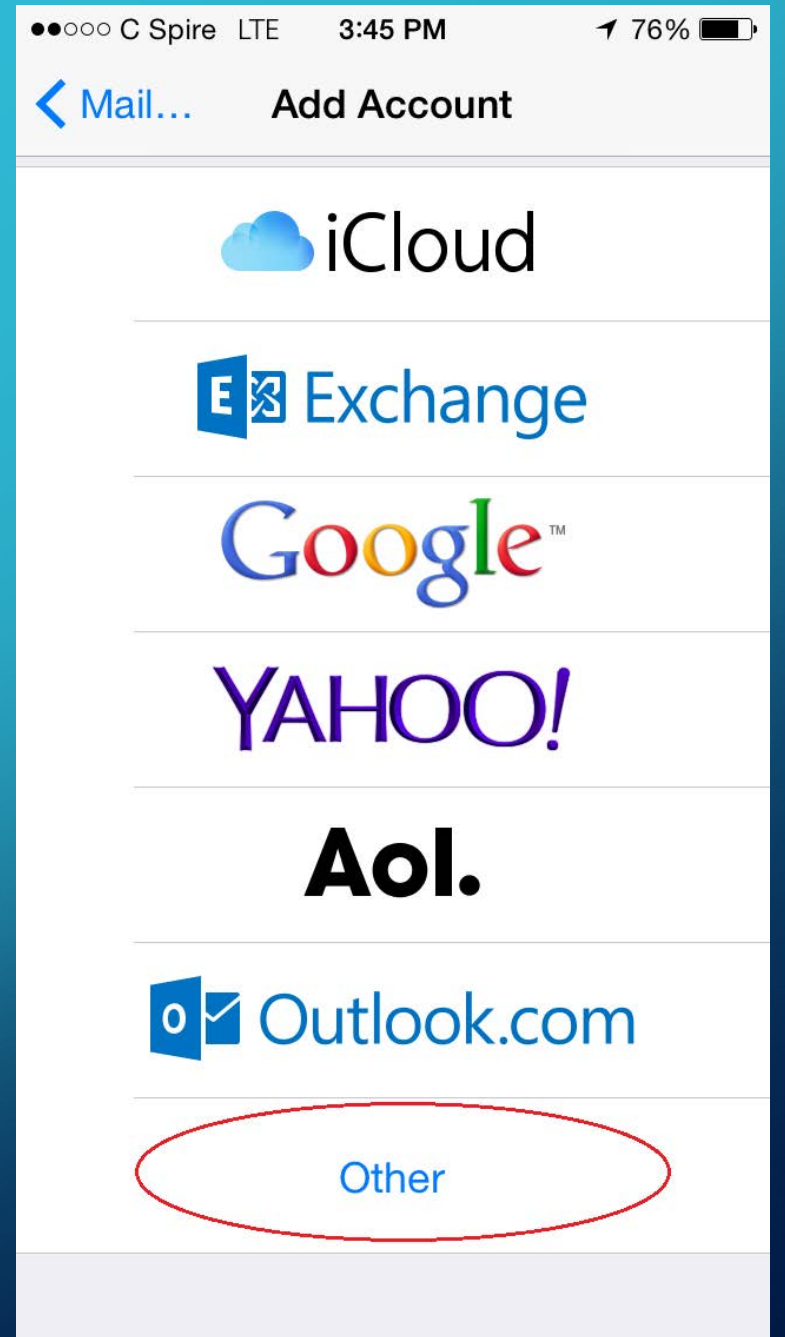
Select **“Accounts”**, and then
select **“Add Account”**



Step Four



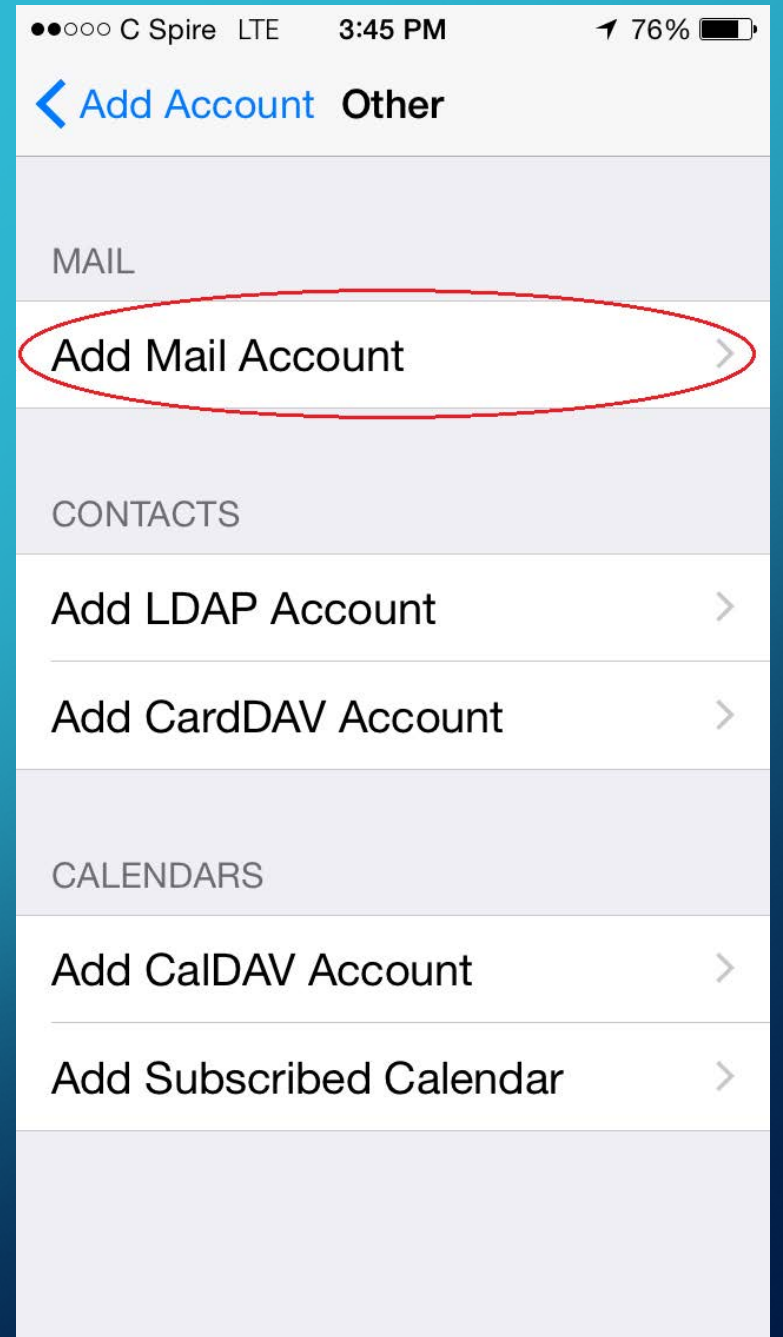
Select "**Other**" at the bottom of the list



Step Five



Select *“Add Mail Account”* at the top of the list



Step Six



Fill in the blanks with your:

- **Name**
- **Email Address**
- **Email Password**

“Description”

will fill in automatically and is optional. This is what your email account will be labeled as in your Apple device for your reference.

A screenshot of an iPhone's 'New Account' screen. At the top, the status bar shows 'C Spire LTE', '3:46 PM', and '76%' battery. The screen has three buttons at the top: 'Cancel', 'New Account', and 'Next'. Below these are four input fields: 'Name' with the text 'User', 'Email' with 'user@example.com', 'Password' with ten black dots, and 'Description' with 'Example'. A QWERTY keyboard is visible at the bottom of the screen.

Cancel New Account Next

Name User

Email user@example.com

Password ●●●●●●●●

Description Example

Q W E R T Y U I O P

A S D F G H J K L

↑ Z X C V B N M ↵

123 space return

Step Seven



Of the options at the top, select **“POP”**

Fill in your:

- **Name**
- **Email Address**
- **Description** (Optional) As on the previous step, if not already done.

Fill in the **“Income Mail Server”** section with your information, be sure to include mail as pictured in both the **“Host Name”** and **“Username”**

Fill in the **“Outgoing Mail Server”** section exactly the same as the **“Incoming Mail Server”** section

●●●● C Spire LTE 3:50 PM 74%

Cancel New Account Save

IMAP POP

Name User

Email user@example.com

Description Example

INCOMING MAIL SERVER

Host Name mail.example.com

User Name user@mail.example.com

Password ●●●●●●●●

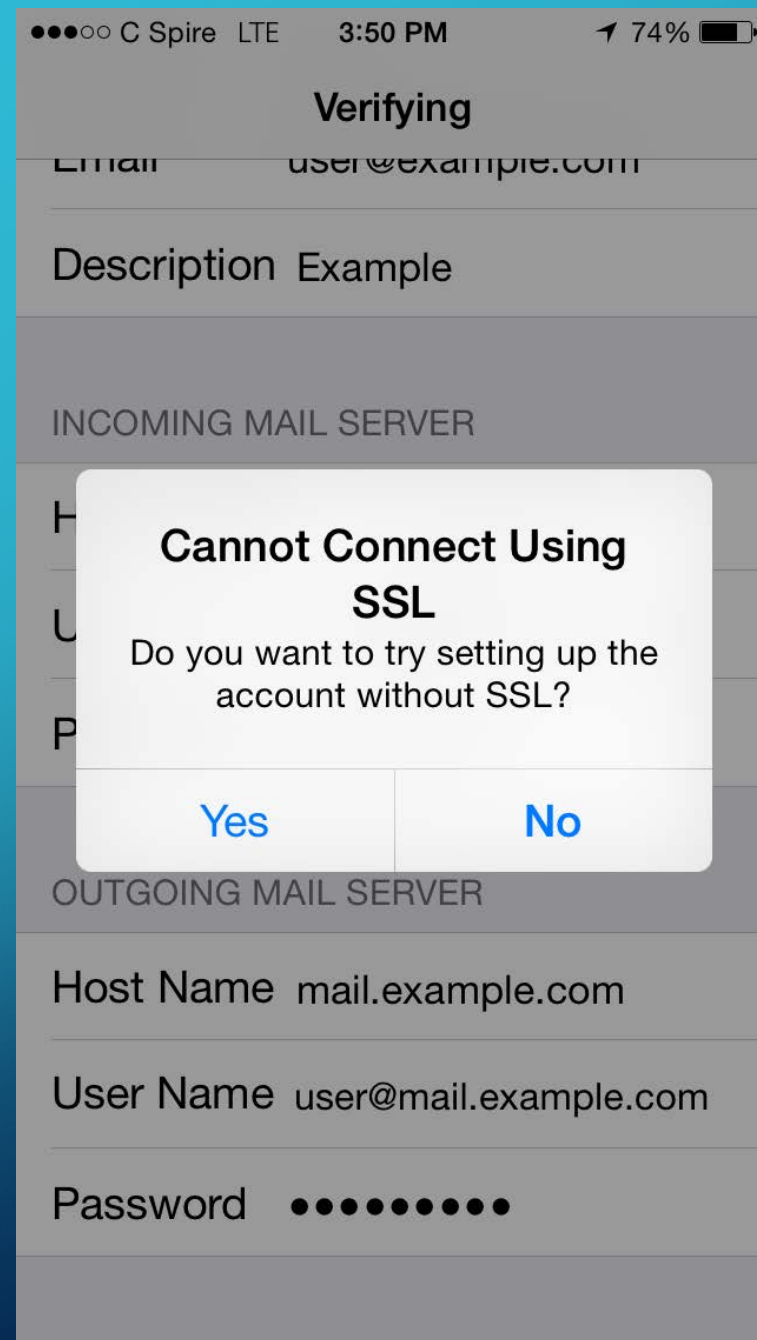
OUTGOING MAIL SERVER

Step Eight



The message pictured will appear several times. It may take a few minutes; this is normal

Select "Yes" on all occasions



All Done!

If you did everything correctly, you should now be able to send and receive emails under the **“Mail”** icon on your homes screen.