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# **IOS 8: Configure IMAP/POP/SMTP**

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# Introduction

Email is an important part of our lives, whether it's for work or just to keep in touch with friends and family. This document provides you with instructions to set up email for your IOS 8 device.

This guide explains how to configure your email account using the POP or IMAP protocol. It also includes a process overview for novice users plus a preparation checklist.

## Email Settings

More advanced users can refer to the following lists for the IMAP, POP, and SMTP settings. If you don't understand the lists, don't worry; this document walks you through all the steps you need to configure your email.

### IMAP

- Server: mail.*domainname*.com
- Port: 143 or 993 (SSL)
- Username: *full email address*
- Password: *email password*

### POP

- Server: mail.*domainname*.com
- Port: 110 or 995 (SSL)
- Username: *full email address*
- Password: *email password*

### SMTP

- Server: mail.*domainname*.com
- Port: 25, 587, or 465 (SSL)
- Username: *full email address*
- Password: *email password*

If you have never set up an email account, it is very important for you to read the **Process Overview** before beginning.

If your particular email program is not covered in this guide, you can still use the **Process Overview** to complete your account set up. Set up varies from program to program but not by much. Check your email program's web site for specific set up instructions or contact your internet provider for assistance.

## Process Overview

So, now you have this great device and you want to download your email messages to your device. This requires two things:

1. The device can communicate properly with the provider's server.
2. The provider's server recognizes you so that you receive the right email messages.

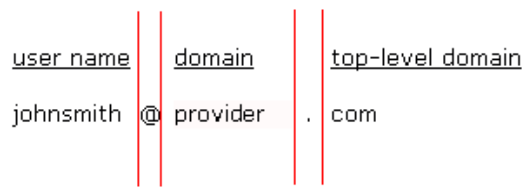
If this sounds daunting, don't be alarmed. You only complete two fields to tell your device how to communicate with the provider's server, and then you fill in two more fields to identify yourself. Depending on your email program, there may be a few more fields to fill in but not many. That's it.

You also have to set your program to use SMTP authentication. This sounds technical but it's accomplished with just one mouse click.

## Anatomy of an Email Address

Your email address is made up of three parts:

- The first part is unique to you, it's your user name. It uniquely identifies you within your service provider's domain. Your user name is separated from the second part of the address by a commercial at sign (@).
- The second part is the domain or host name, usually the provider's company name. The domain name is separated from the third part by a period (.), commonly referred to as a dot.



- Finally, the third part is called a top-level domain (TLD). It is used to divide the Internet into manageable groupings.

(For more information about email addresses, see [http://en.wikipedia.org/wiki/Domain\\_name](http://en.wikipedia.org/wiki/Domain_name).)

## Why is My Email Address Important?

When it is time to set up your email client, one of the pieces of information required for POP and IMAP is a user name. When setting up your email client, you must use your full email address as your user name or the server returns an error when you try to connect.

## Account Information

The four main pieces of information supplied by your provider include:

<b>User or login name</b>	Use your full email address.
<b>Password</b>	A temporary password assigned by your provider. Change it later based on your ISP's policy.
<b>Incoming server</b>	mail.<yourdomain>.<tld> Brackets <> indicate a variable you will replace.
<b>Outgoing server</b>	mail.<yourdomain>.<tld>

In addition, your provider might include the server type or email protocol. The protocol uses the incoming server to deliver mail. The server type is either POP3 or IMAP.

Your software might require the server type or it might not. The server type or protocol is usually requested so your software can identify more options to offer you. However, the additional options are not covered in this document.

If your provider does not explicitly list server or protocol information, it might be in the incoming server name if the name is either `pop.<yourdomain>.<tld>` or `imap.<yourdomain>.<tld>`. Otherwise, contact your provider or check the web site for the information.

## Account Settings List

If you do not have a hard copy or printable list of account settings, use the information in the following table so you have it ready to set up your account you. Write the information in the space provided so that you have it ready to enter.

<b>Account name:</b>	Account name does not come from your provider. It is a way for you to label the account. Use something that describes the account like your name or the account function like Home or Office.
<b>Your name:</b>	Your name. Keep in mind the format you want to use because this often populates the From field in outgoing messages.
<b>User name (also called Login):</b>	Your email address: <code>user@&lt;yourdomain&gt;.&lt;tld&gt;</code> .
<b>Password:</b>	A temporary password given to you by your provider.
<b>Incoming Server:</b>	Exact server name. For example: <code>mail.&lt;yourdomain&gt;.&lt;tld&gt;</code>
<b>Outgoing Server:</b>	Exact server name. For example: <code>mail.&lt;yourdomain&gt;.&lt;tld&gt;</code>
<b>Server Type or Email Protocol</b>	POP3 (alternately referred to as POP in some software) or IMAP.

### NOTE:

If your provider gives you more information than the above table contains, write it down as well. However, this guide only addresses basic account setup.

Write the information in the space provided so that you have it ready to enter.

<b>Account name:</b>	
<b>Your name:</b>	
<b>User name</b>	
<b>Password:</b>	
<b>Incoming Server:</b>	
<b>Outgoing Server:</b>	
<b>Server Type or Email Protocol</b>	

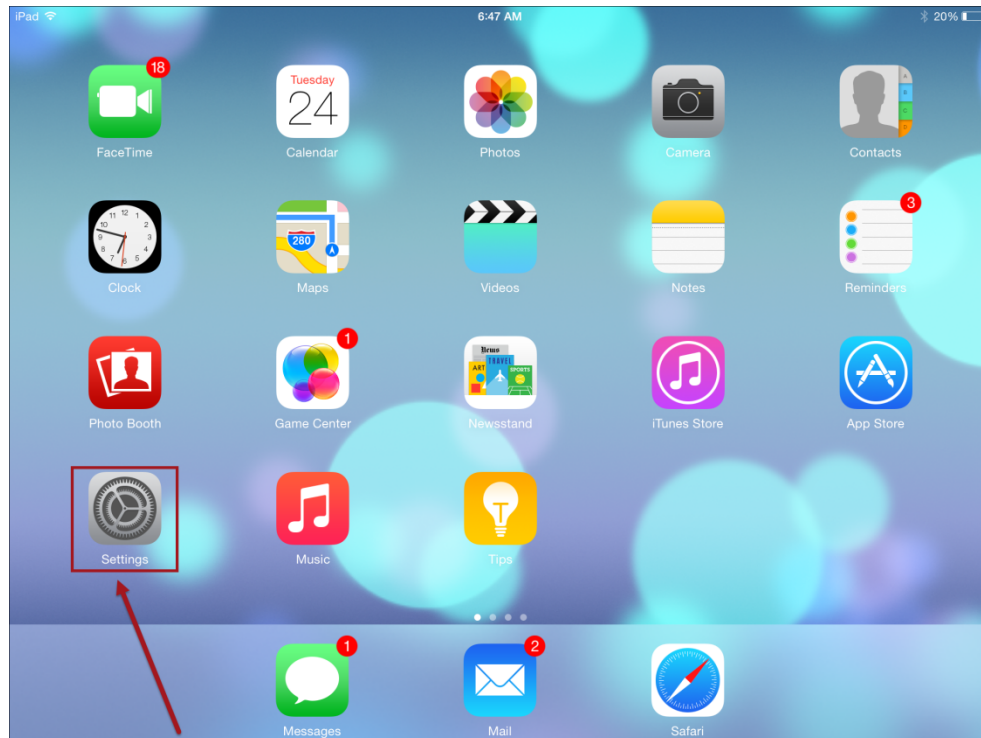
## Before You Begin

Before you set up email, make sure you have both the incoming (POP and IMAP) and outgoing (SMTP) server settings for your email provider. The settings are available from your email service provider.

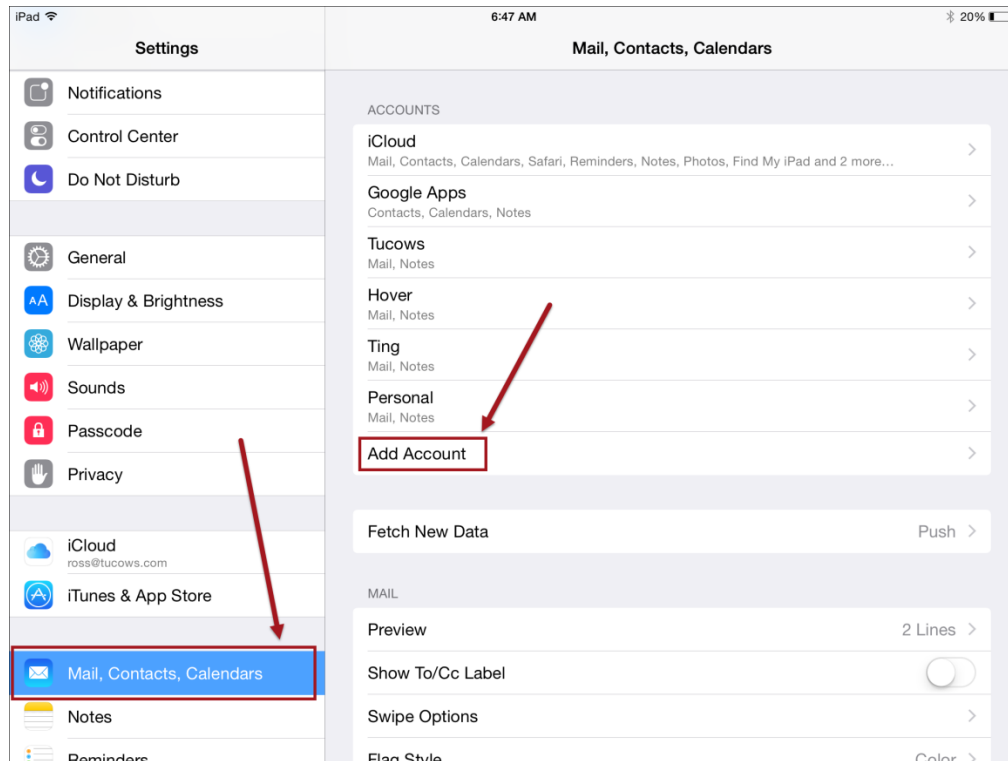
## Begin Set Up

Follow these directions to setup your Apple IOS 8 device for email.

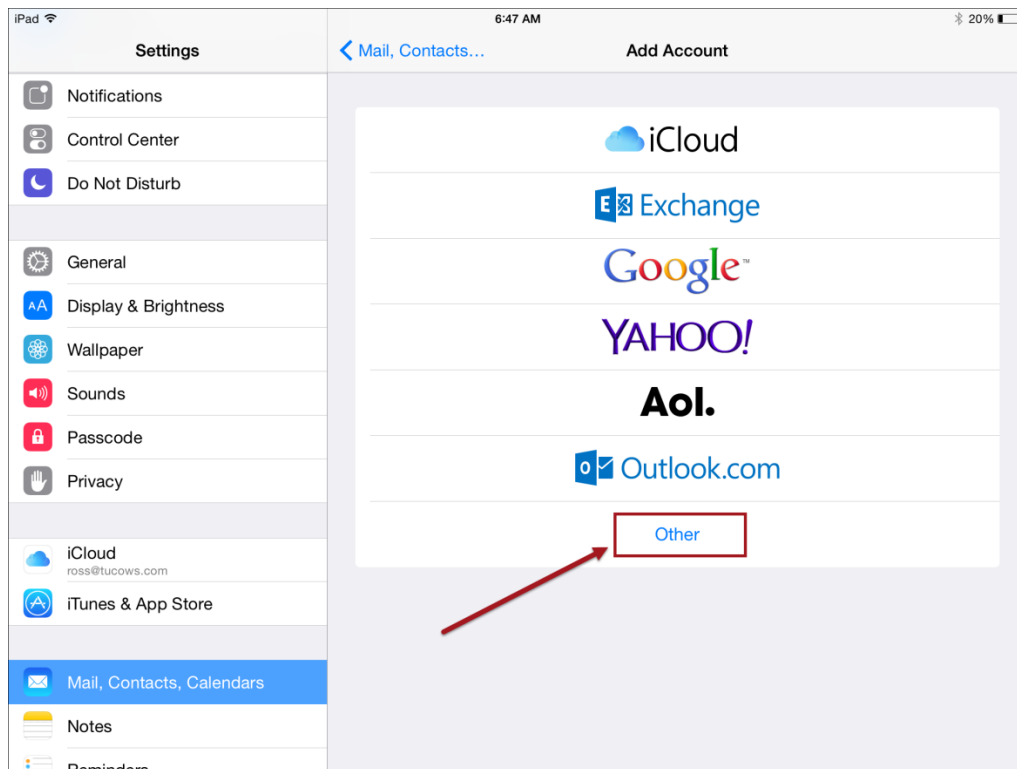
1. From the main screen, tap the **Settings** icon. The **Settings** screen appears.



- On the **Settings** screen, tap **Mail, Contacts, Calendars** to display the mail options.

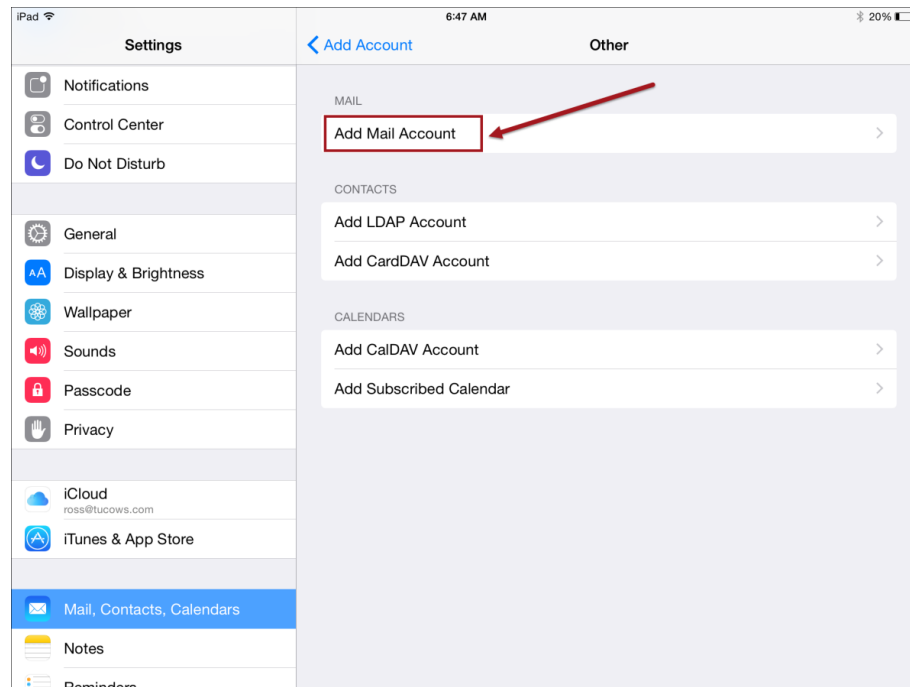


- Tap **Add Account**. A screen with popular email clients appears.



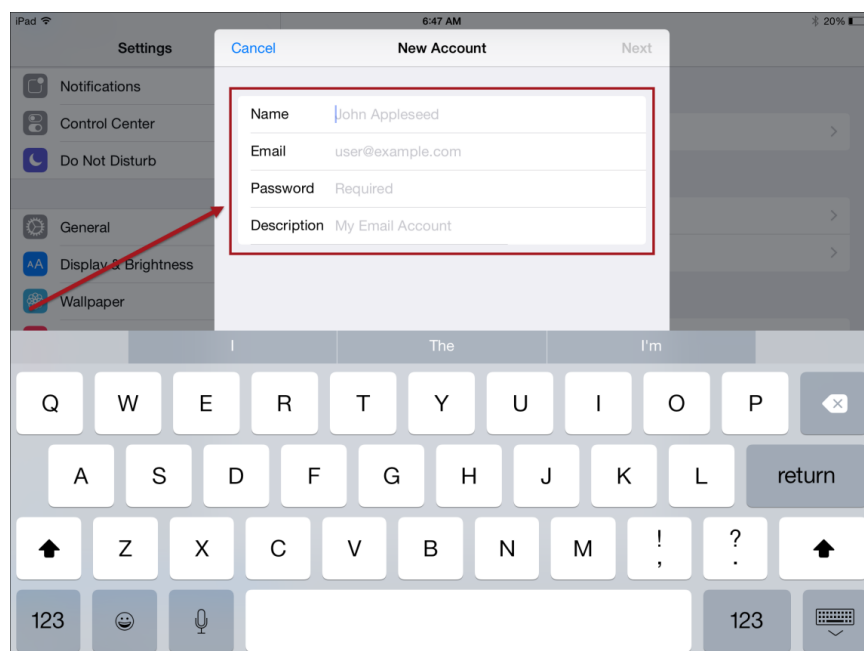
## Setup Email Accounts

1. On the **Add Account** screen, tap **Other**. The **Other** options screen appears.



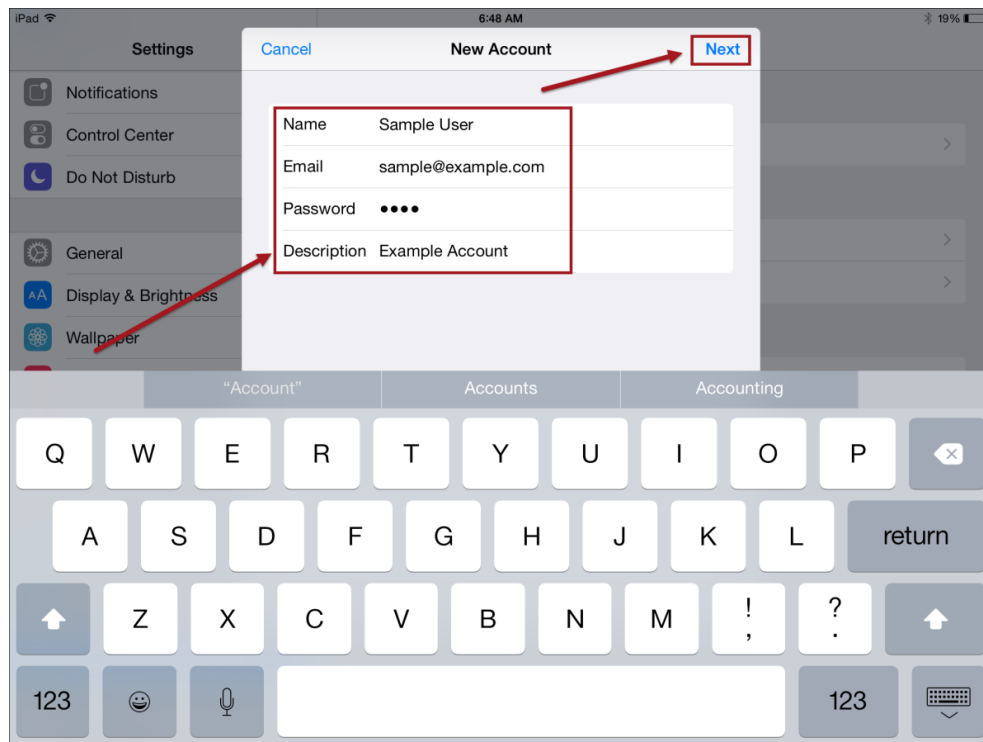
2. On the **Other** screen, tap **Add Mail Account**. The **New Account** dialog box appears. The fields in the dialog box display examples of the information you need to add in gray. The fields you need to complete include:

- Name.
- Email.
- Password.
- Description.

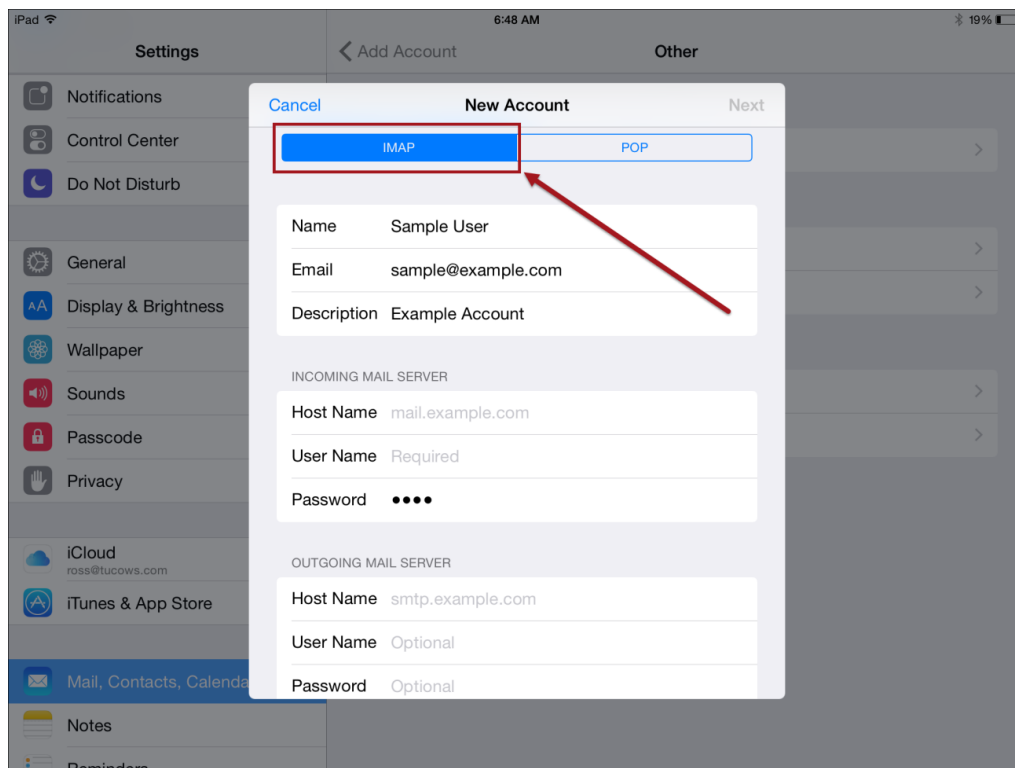




3. In the **New Account** dialog box, tap each field and type the corresponding information replacing the example with your information. The **Next** option is activated.



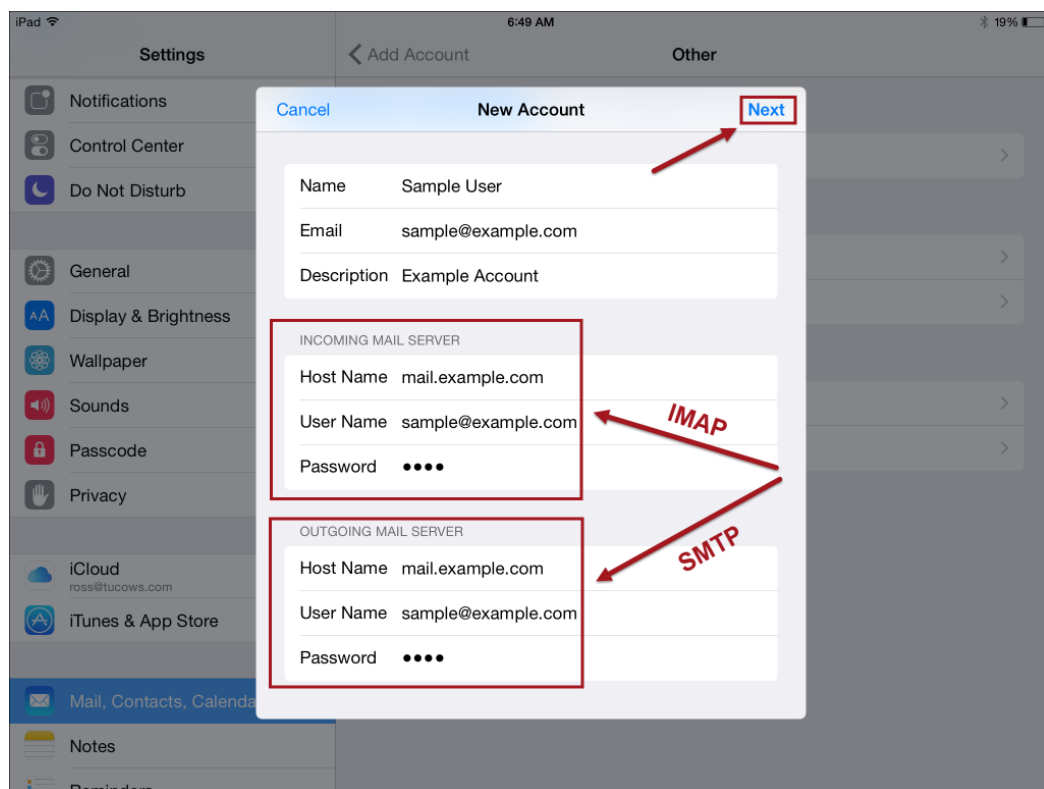
4. Tap **Next**. The **New Account** dialog box appears and displays IMAP fields by default. The **Name**, **Email**, and **Description** fields are populated with the information added in the **New Account** dialog box.



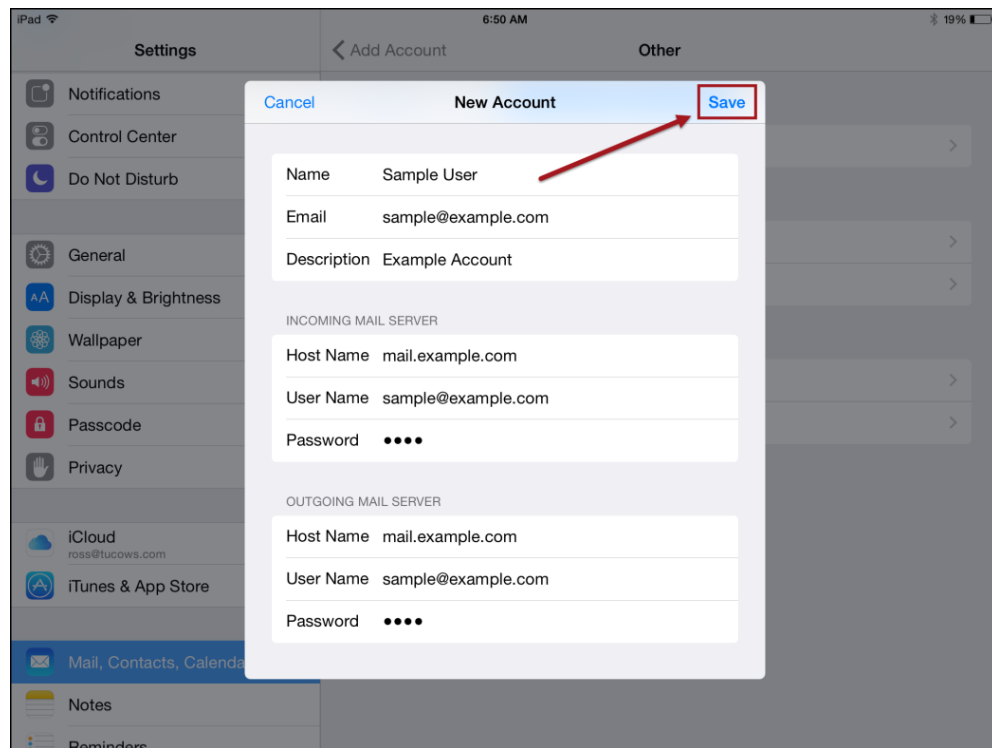
## IMAP and SMTP

When the **New Account** dialog box appears, IMAP fields appear by default. Follow these directions to set up an IMAP email account.

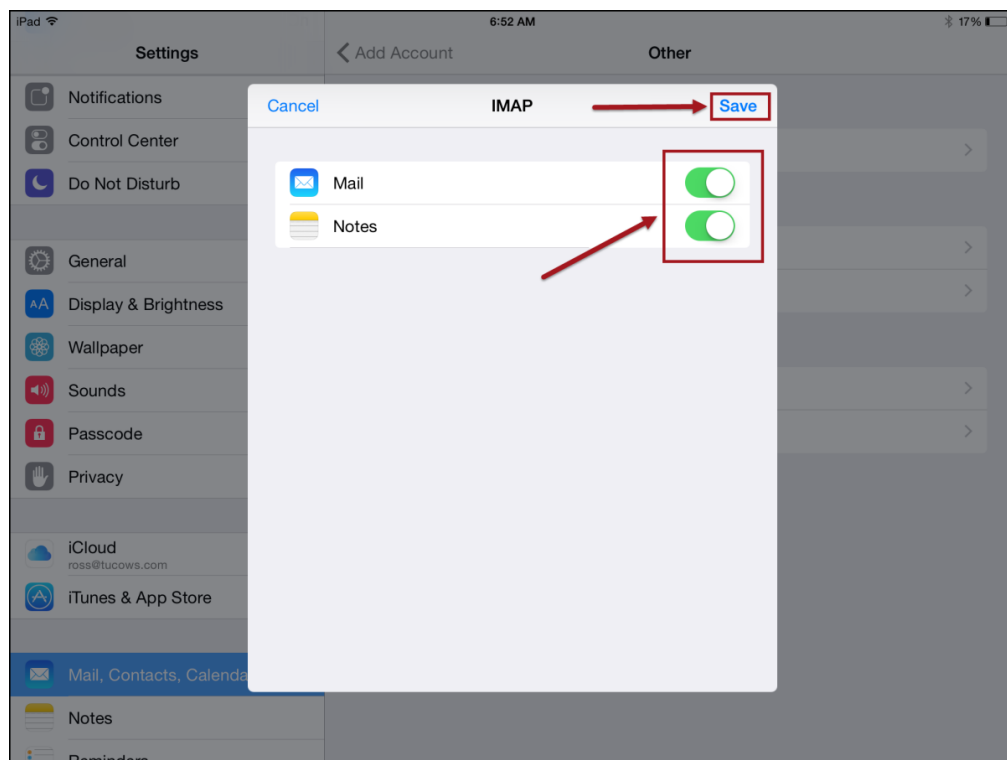
1. In the **New Account** dialog box, in the **Incoming Mail Server** section, tap each field and type the corresponding information. The IMAP fields you need to complete include the following:
  - Host Name.
  - User Name.
  - Password.
2. In the **Incoming Mail Server** sections, tap each field and type the corresponding information.
  - Host Name.
  - User Name.
  - Password.
3. In the **Outgoing Mail Server** sections, tap each field and type the corresponding information.
  - Host Name.
  - User Name.
  - Password.



4. Click **Next**. IOS verifies the IMAP information. If the information is verified, the **New Account** dialog box appears with the **Save** button activated.



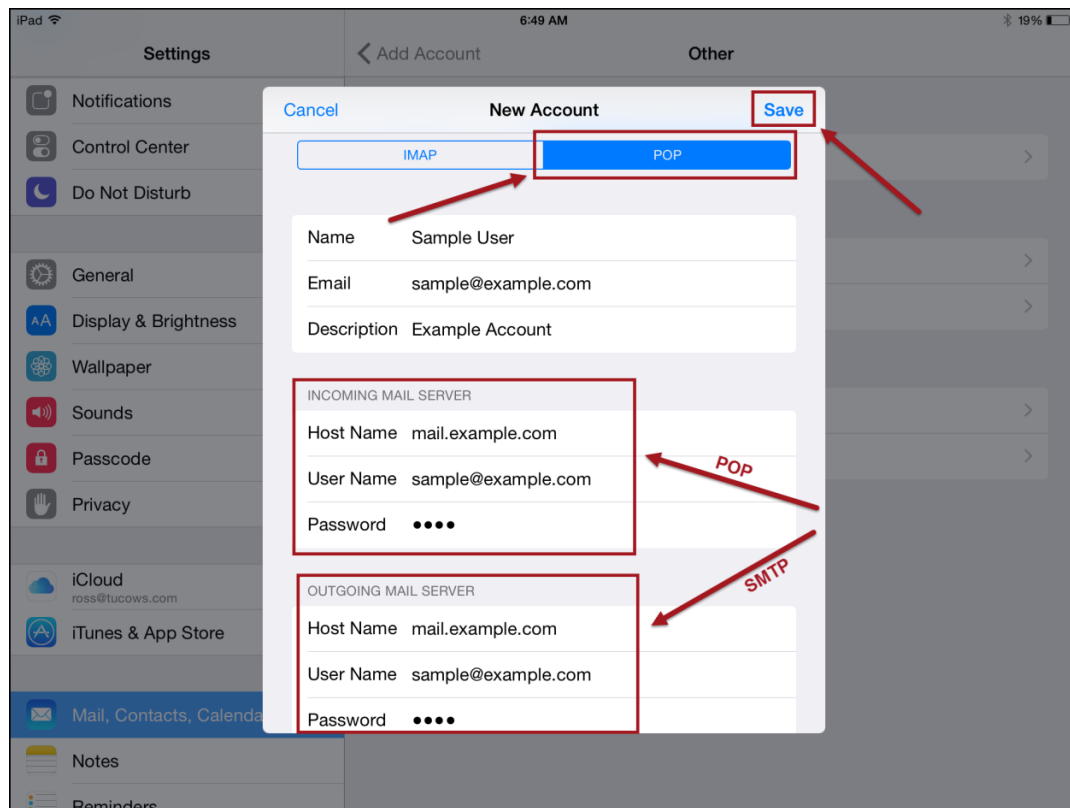
5. Tap **Save**. The IMAP services appear. Services include **Mail** and **Notes**.
6. Slide the buttons to turn services on or off. Green indicates the option is on.
7. Tap **Save**. The **IMAP** dialog box closes and the settings are saved.



## POP and SMTP

When the **New Account** dialog box appears, IMAP fields appear by default. Follow these directions to set up a POP email account.

1. In the **New Account** dialog box, tap **POP**. The POP fields appear. The **Name**, **Email**, and **Description** fields are populated with the information added in the **New Account** dialog box.
  - Host Name.
  - User Name.
  - Password.
2. In the **Incoming Mail Server** section, tap each field and type the corresponding information.
  - Host Name.
  - User Name.
  - Password.
3. In the **Outgoing Mail Server** section, tap each field and type the corresponding information.
  - Host Name.
  - User Name.
  - Password.
4. Tap **Save**. iOS verifies the POP information. If the information is verified, POP options appear.



5. Slide the buttons to turn options on or off. Green indicates the option is on.
6. Tap **Save**. The POP dialog box closes and the settings are saved.