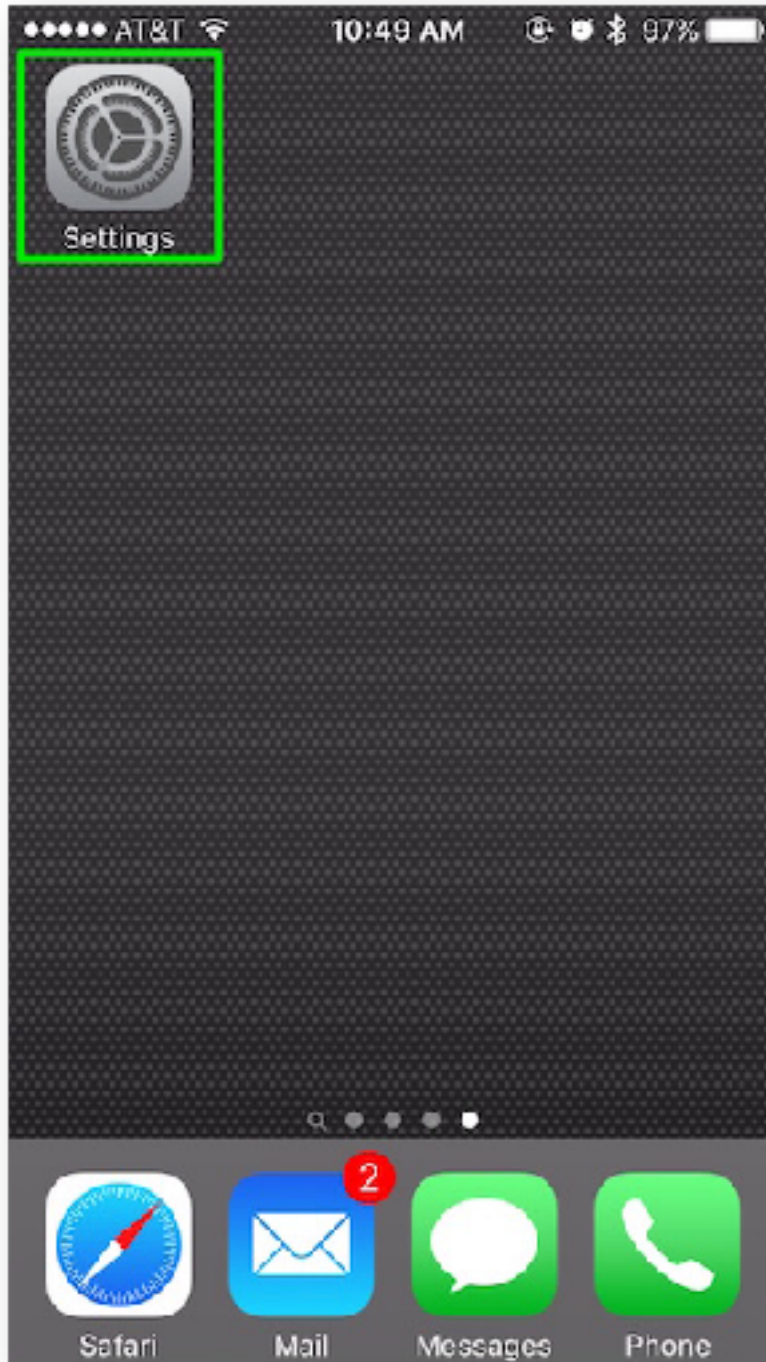


iOS: IMAP Manual Configuration

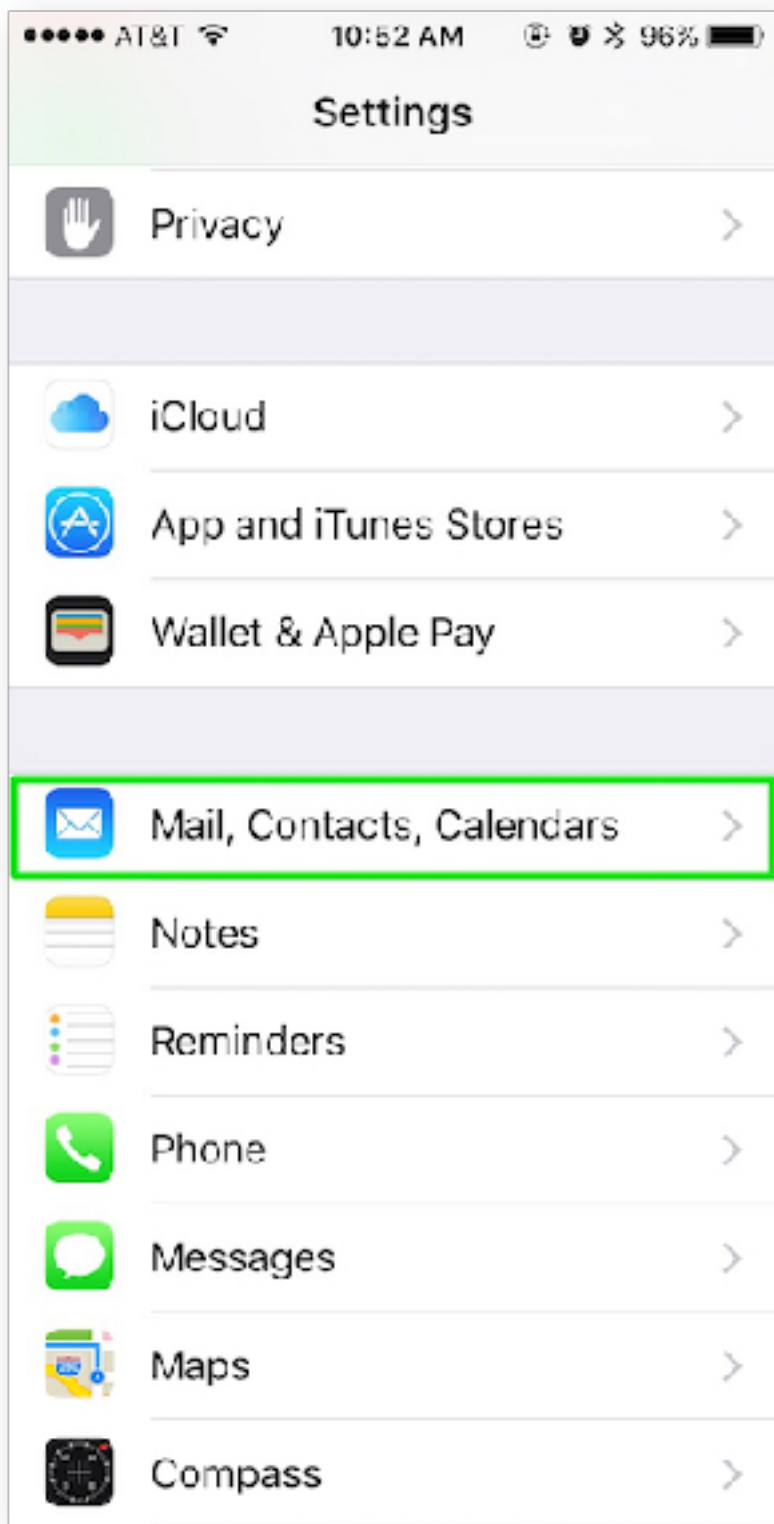


This article will assist you with setting up an Apple iOS mobile device, using IMAP, for your Hosted Mailbox.

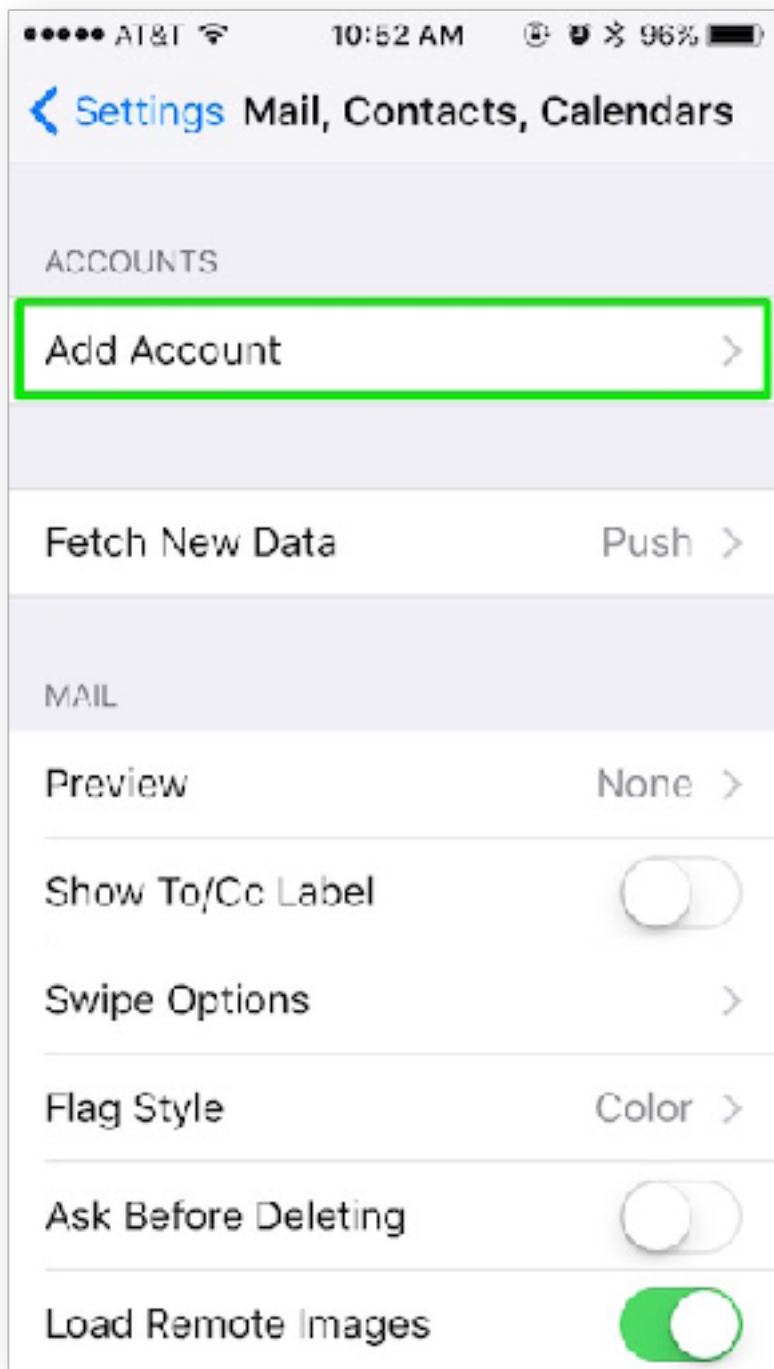
1. From your iOS device, tap the "**Settings**" icon.



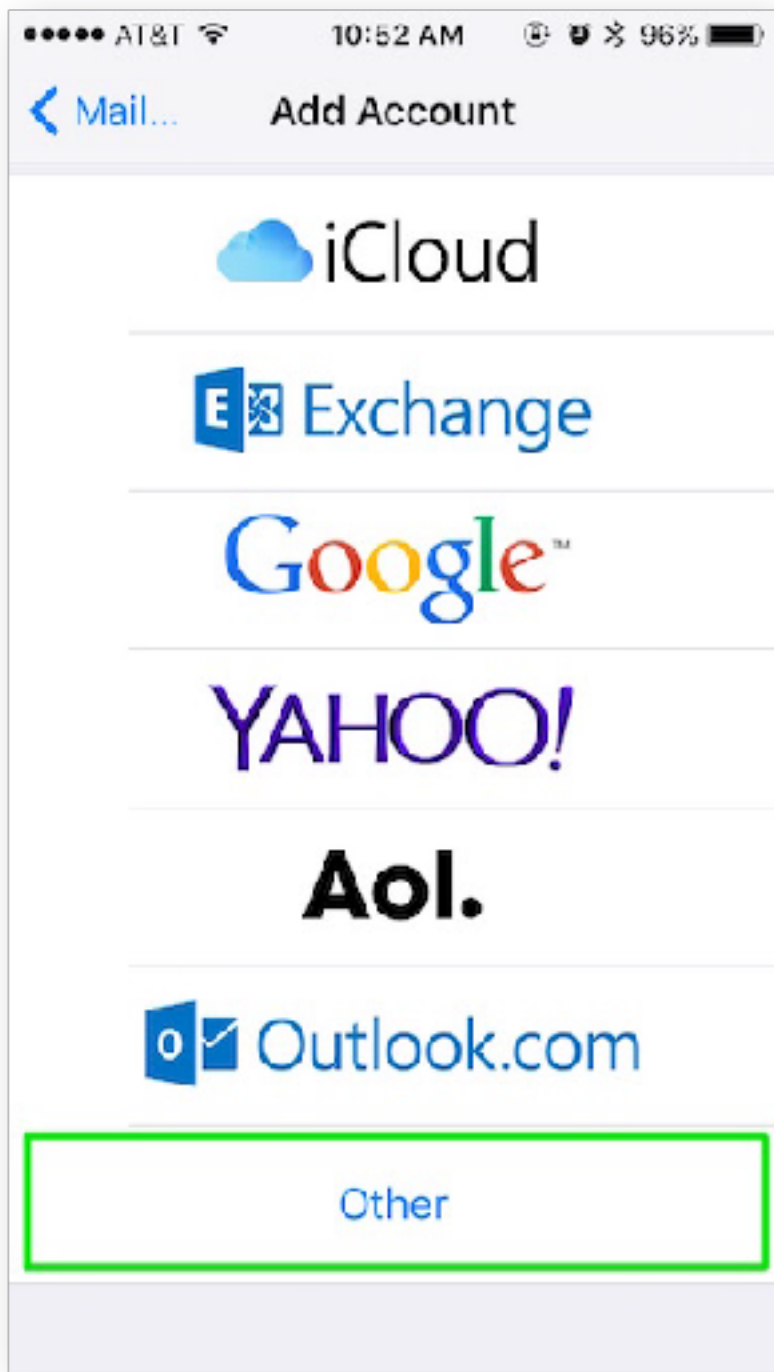
2. Tap "**Mail, Contacts, Calendars**".



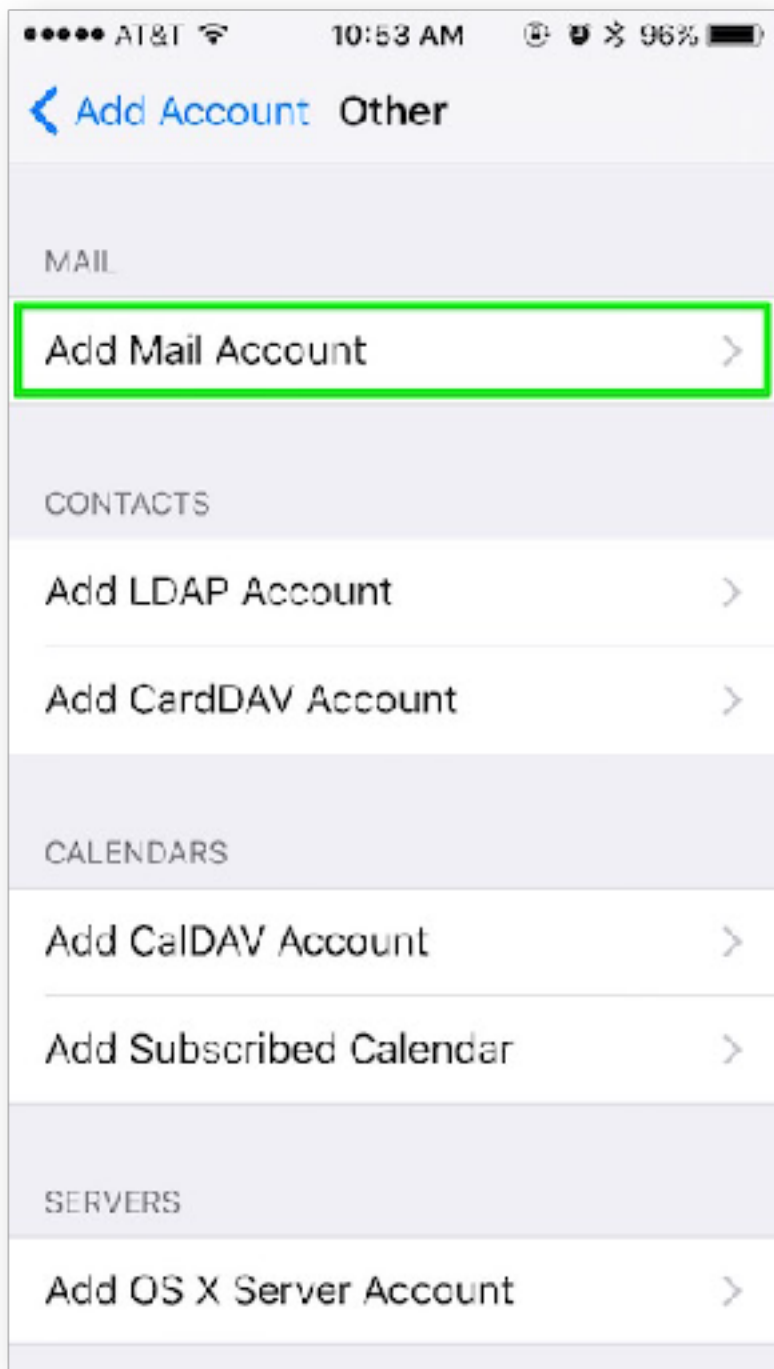
3. Tap "**Add Account**".



4. Tap "Other".



5. Tap "Add Mail Account".



6. The next screen will ask for basic account information:
 - a. "**Name**": Your first and last name.
 - b. "**Email**": member@nyscea.org
 - c. "**Password**": Your mailbox password
 - d. "**Description**": Anything you'd like!

Cancel New Account Next

Name John Appleseed

Email user@example.com

Password Required

Description My Email Account

7. Tap **"Next"**. You should briefly see an alert at the top that states it is verifying.
8. On the next screen ensure **"IMAP"** is selected, then enter the following information:
 - a. **"Name"**: Your first and last name.
 - b. **"Email"**: member@nyscea.org
 - c. **"Description"**: Anything you'd like!

" Incoming Mail Server "
 - a. **"Hostname"**: secure.emailsrvr.com
 - b. **"User Name"**: member@nyscea.org

c. "Password": Your mailbox password

" *Outgoing Mail Server* "

a. "Hostname": secure.emailsrvr.com

b. "User Name": member@nyscea.org

c. "Password": Your mailbox password

The screenshot shows the 'New Account' setup screen on an iPhone. At the top, there are navigation options: 'Cancel', 'New Account', and 'Next'. Below this is a protocol selection bar with 'IMAP' selected and 'POP' as an alternative. The main form contains the following fields:

- Name:** Demo User
- Email:** demo@example.com
- Description:** Demo User
- INCOMING MAIL SERVER:**
 - Host Name:** secure.emailsrvr.com
 - User Name:** demo@example.com
 - Password:** (masked with 12 dots)
- OUTGOING MAIL SERVER:**
 - Host Name:** secure.emailsrvr.com
 - User Name:** demo@example.com
 - Password:** (masked with 12 dots)

PASSWORD ●●●●●●●●●●

OUTGOING MAIL SERVER

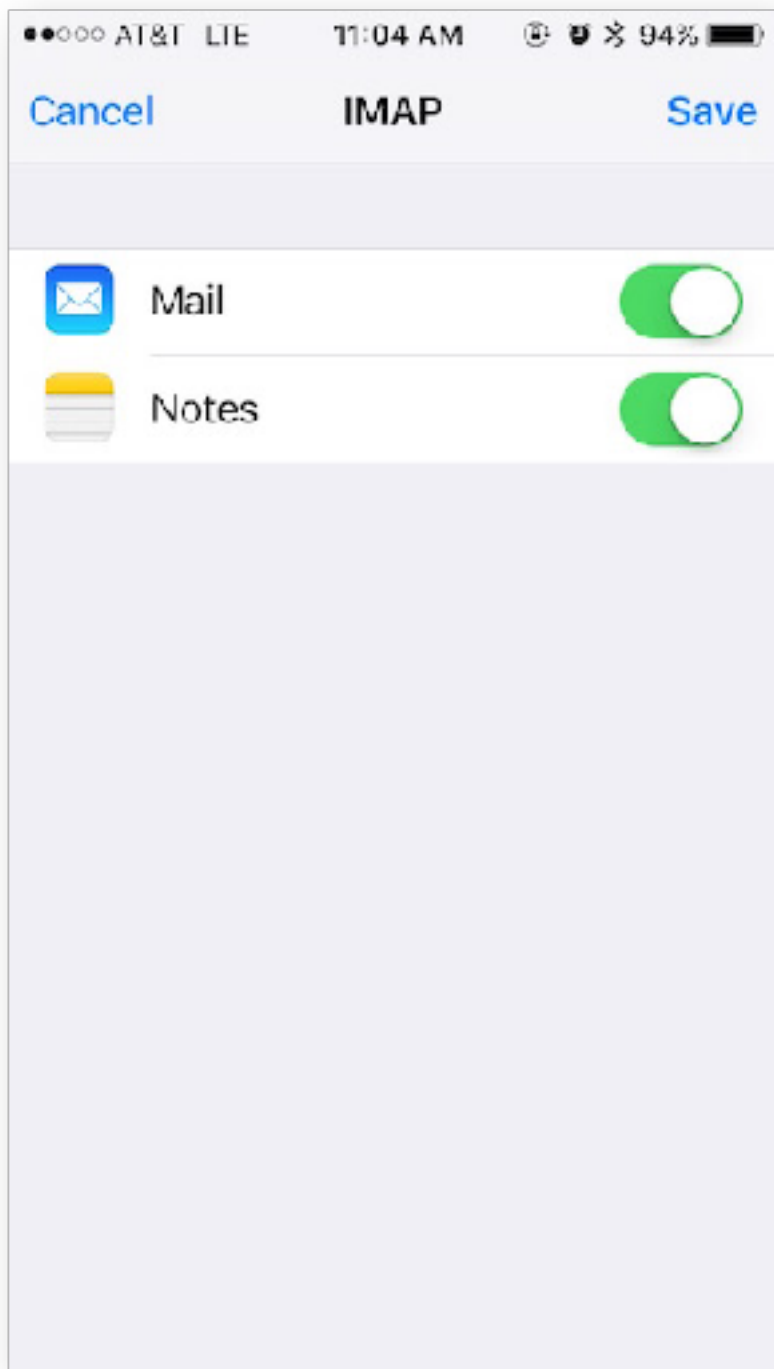
Host Name secure.emailsrvr.com

User Name demo@example.com

Password ●●●●●●●●●●

9. Tap "**Next**".

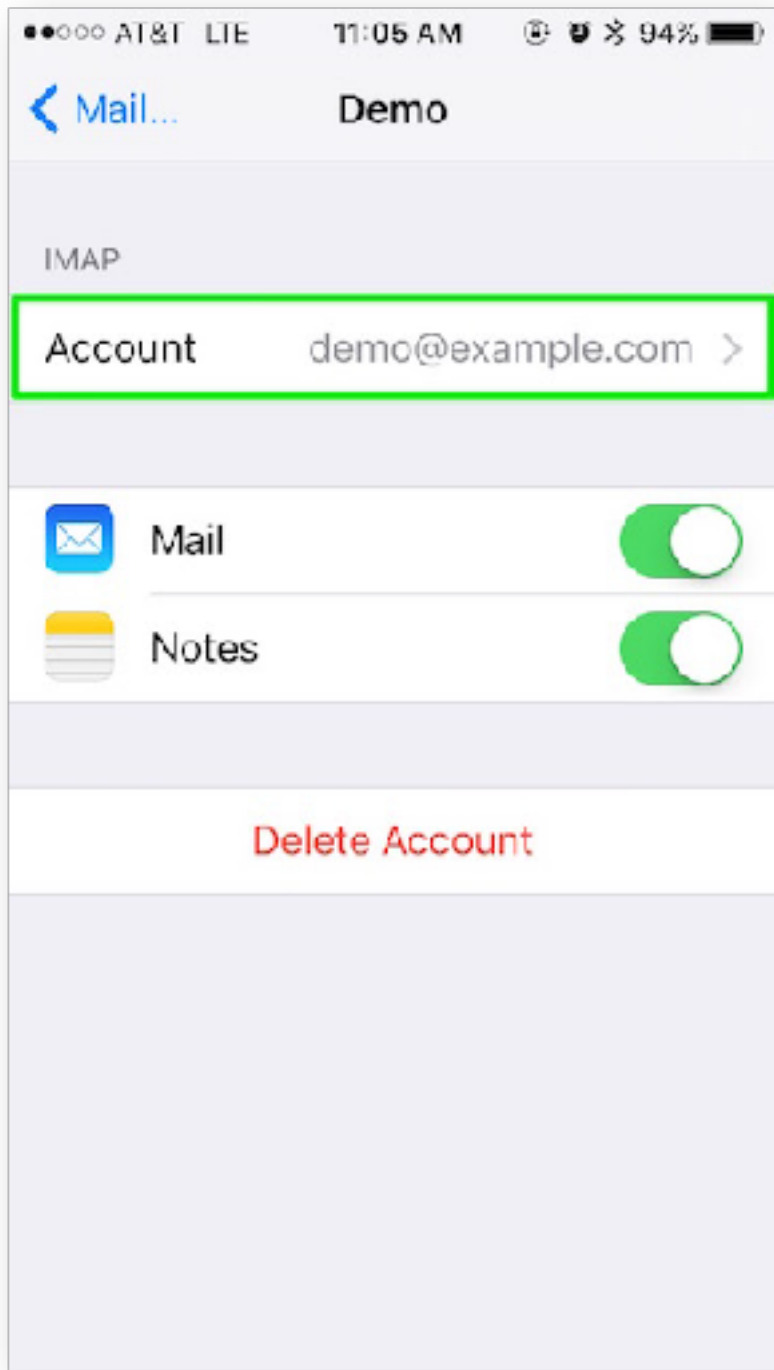
10. In the next screen, select the items you wish to sync.



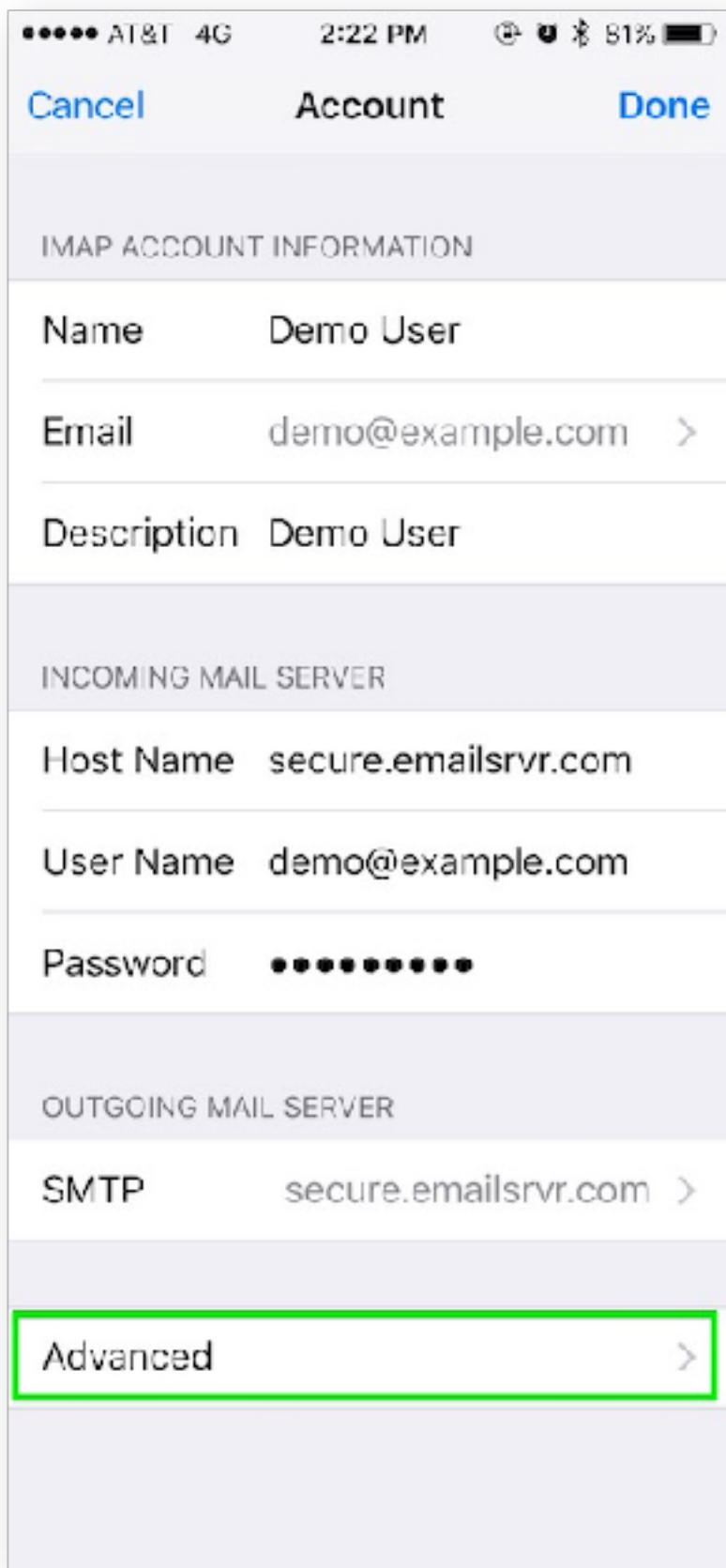
11. Tap "**Save**".
12. Now you're done! Launch the Mail app. Your email should appear within a few minutes, depending on the amount of items to sync.

We highly recommend configuring your iPhone to sync your various IMAP folders. Below are the steps to do so.

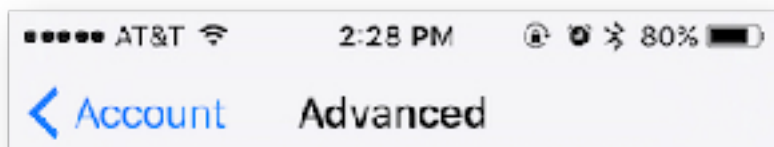
1. Within the "Mail, Contacts, Calendars" settings window, select the account that you just added.
2. Under "**IMAP**", select your Account.



3. Within the accounts settings, select "**Advanced**":



4. You should now be at the screen below:



MAILBOX BEHAVIORS

Drafts Mailbox >

Sent Mailbox >

Deleted Mailbox >

Archive Mailbox >

MOVE DISCARDED MESSAGES INTO:

Deleted Mailbox ✓

Archive Mailbox

DELETED MESSAGES

Remove After one week >

INCOMING SETTINGS

Use SSL

Authentication Password >

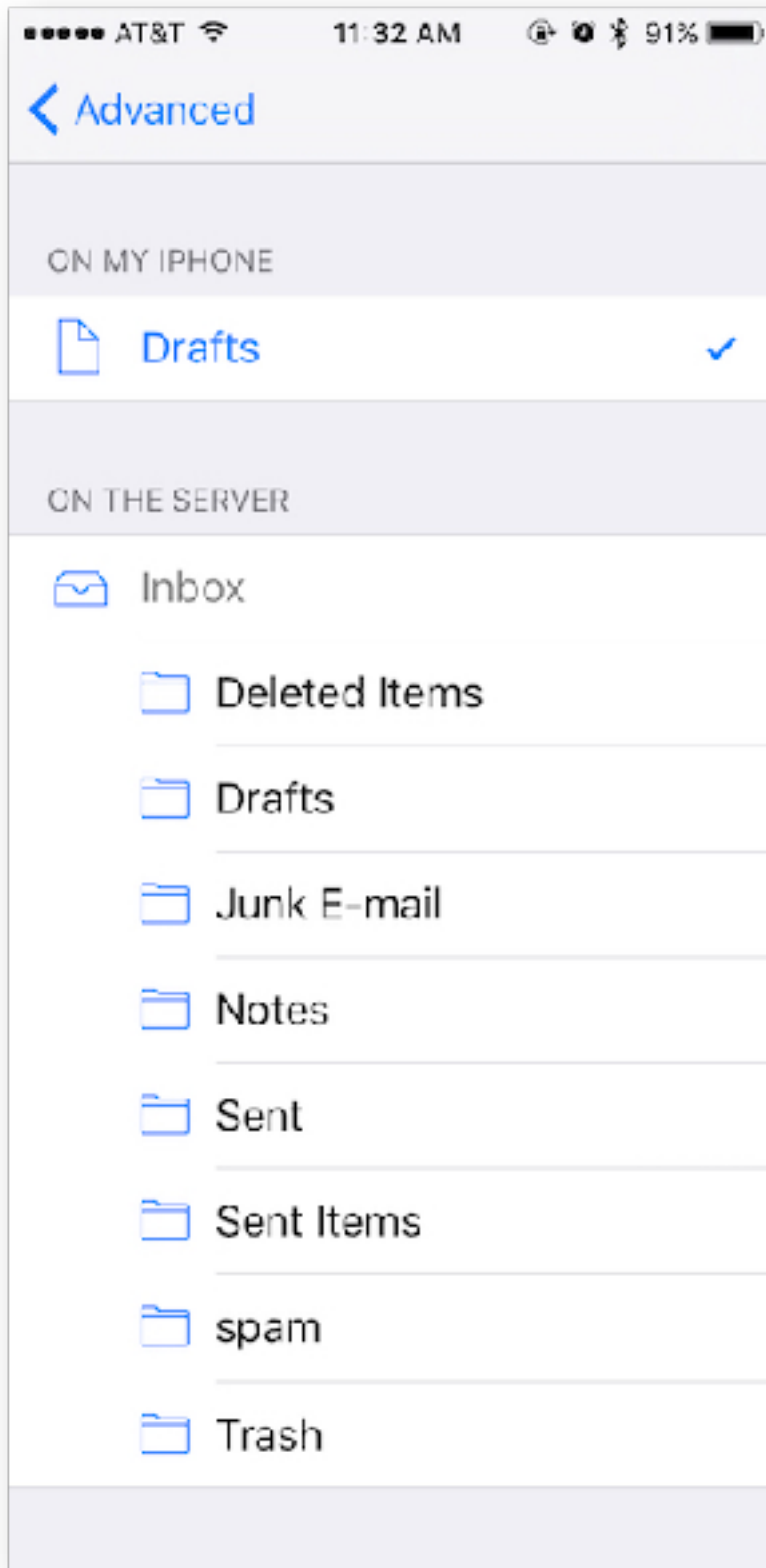
IMAP Path Prefix /

Server Port 993

S/MIME

S/MIME

5. Under "**MAILBOX BEHAVIORS**", select the first item ("Drafts"), then select the appropriate folder under "**ON THE SERVER**". Here's an example for the Drafts folder:



6. Now repeat this step for "**Sent Mailbox**" and "**Deleted Mailbox**". Ignore the "**Archive**

Mailbox", it won't be used.

7. Last step! Make sure "**Deleted Mailbox**" is selected under "**MOVE DISCARDED MESSAGES INTO**". This will ensure deleted messages go to the Deleted Mailbox folder.
 8. That's it! You should be all set now! Enjoy your email.
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