

iPhone Email Account Setup

Version 1.0.0

This guide includes instructions for configuring an iPhone to connect to the OSITMAIL server.

Description

Users with a mailbox on the OSITMAIL server can create a new email POP3 or IMAP account on their phones by following these instructions. Users setting up a different device can infer the settings they must make from these. Outsource IT does also offer Outlook account set up for iPhone for a separate fee via Microsoft's ActiveSync service. Contact Outsource IT for more information if interested.

Instructions

Follow these instructions to set up a new account on your iPhone.

1. Go to **Settings, Mail, Contacts, Calendars, Add Account, Other, Add Mail Account**
2. Make the following entries: **Name, Email, Password** and **Description**. The Description is how you would like to have this account listed on your phone so it can be anything.
3. Press **Next**
4. Select **IMAP** or **POP**. The primary difference between these two account types is that POP maintains emails on your local device, and IMAP maintains emails on the server. If you select IMAP, make sure you have a way of relieving those emails from the server over time so that your mailbox does not fill up which will interrupt your receiving additional emails.
5. Make the following entries:
 - a. **Name** – Enter your full name as you would like it to appear to recipients
 - b. **E-mail** – Enter your full email address
 - c. **Description** – Enter a description for this email account. It appears only in your list of email accounts on this device.
 - d. **Host Name (Incoming Mail Server)** – ositmail.com
 - e. **User Name (Incoming Mail Server)** – Enter your full email address
 - f. **Password (Incoming Mail Server)** – This may already be completed for you. If not, enter it again.
 - g. **Host Name (Outgoing Mail Server)** – ositmail.com
 - h. Press **Next**. The device will attempt to verify your inputs.
 - i. Make certain that the Mail slider is green.
 - j. Press **Save**
6. Exit the Settings area and begin using your new email account. You will see it listed under your Mail icon with the name you entered in "Description" above.

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