

## **Configuring an IMAP email account on an Apple® iPhone®, iPad® or iPod Touch®. iOS 10.x.x**

Web Studio Seattle support document: hosting-email-apple-iphone-ipad  
Revised: October 18, 2016  
Time required to complete configuration: Approximately 5-8 minutes

- 1) In your Apple device, tap the **Settings** button
  - 2) Tap **Mail**
  - 3) Tap **Accounts**
  - 4) Under Accounts, tap **Add Account...**
  - 5) Tap **Other** (bottom of list)
  - 6) In the resulting screen, tap **Add Mail Account**
  - 7) In the New Account screen, enter the user's name (i.e Bob Smith), full email address, email account password (case sensitive); in the Description field type the full email address once again. Click Next.
  - 8) In the next screen, tap the IMAP button (it may be selected by default).
  - 9) Incoming Mail Server, Host Name: mail.yourdomain.com (where yourdomain.com is your domain name, in all lowercase letters. For example: mail.seattlebakery.com)
  - 10) The User Name: full email address
  - 11) The email account password (case sensitive)
  - 12) In the Outgoing Mail Server fields, enter the same information as above: mail.yourdomain.com, full email address, and email account password.
  - 13) Click Save. Your Apple device will then verify your settings; this may require 2-3 minutes.
- NOTE: if you receive a message "...cannot verify identity of your server", click Continue. You may need to click Continue more than once.
- 14) Tap **Settings > Mail** and tap the name of the mail account you just created.

15) Scroll to view the Outgoing Mail Server settings; tap **Advanced**

16) Under **Mailbox Behaviors** tap **Draft Mailbox**. In the **On The Server** section tap the **Drafts** folder. Repeat for **Sent** and **Deleted** mailboxes.

17) Under **Move Discarded Messages Into** tap **Deleted Mailbox**.

18) Under **Deleted Messages** select **After one week**.

## Overview of Email Account Settings

Your full email address is as follows:

accountname@domainname.com  
*example:* bob@seattlebakery.com

### Mail servers:

Incoming Mail Server: mail.yourdomainname.com  
*example:* mail.seattlebakery.com

Outgoing Mail Server: mail.yourdomainname.com  
*example:* mail.seattlebakery.com

### Account Name:

Type your entire email address.  
*example:* bob@seattlebakery.com

Use SSL: On / Enabled  
Authentication: Password  
Incoming Server Port: 993

### **Questions? Trouble?**

Please direct a web browser to [www.SeattleWebHost.com/support](http://www.SeattleWebHost.com/support)

Answers to questions are available at this web site, as well as access to SeattleWebHost.com technicians. We're always happy to help via the Support Desk.

*Thank you for choosing Web Studio Seattle as your web hosting company.*