

Configuring an IMAP email account on an Apple® iPhone®, iPad® iOS 17.x

Web Studio Seattle support document: hosting-email-apple-iphone-ipad
Revised: May 22, 2024
Time required to complete configuration: Approximately 4-8 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 Jill 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? Help needed?

Please direct a web browser to 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.