Step 1

Go to Settings and select "Mail, Contacts, Calendars"
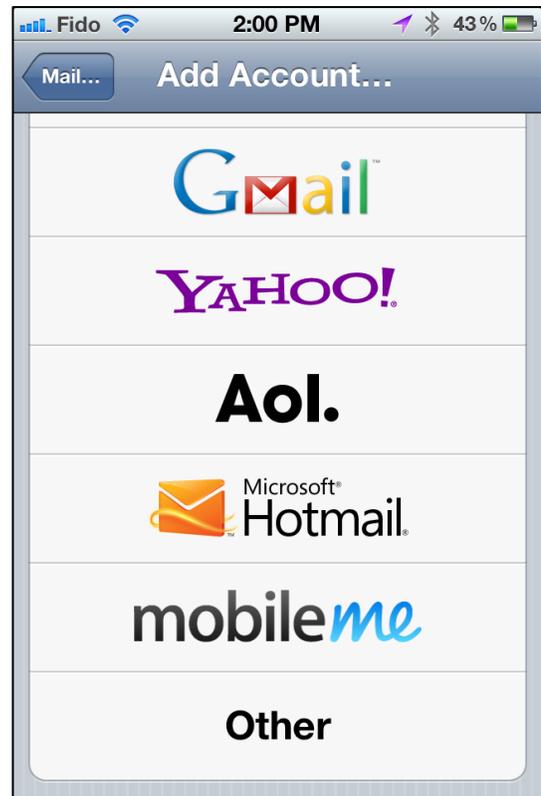

Step 2

Select "Add Mail Account"

Setting up a POP Email account on an iPhone

Step 3

Select "Other" at the bottom of the list.

NOTE:

You will be using the exact same email address, password and mail server addresses in your iPhone as you use in a regular email problem (ie Outlook).
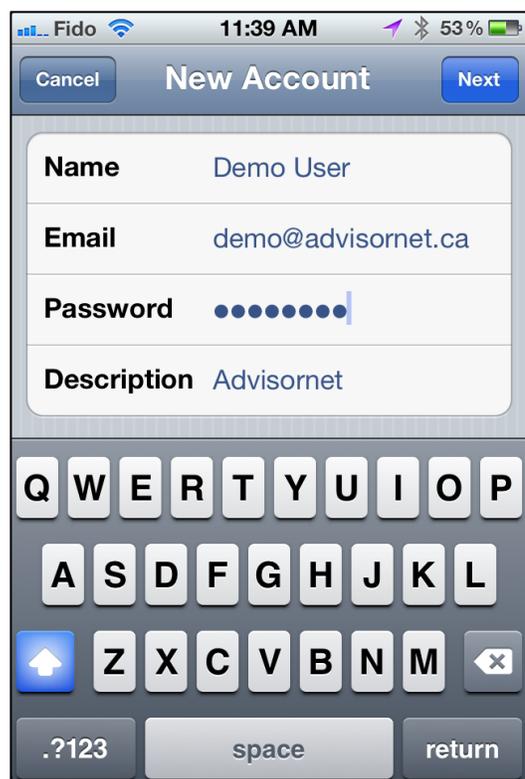

Step 4

Enter Name, Email address and password.

(We used a "Demo" AdvisorNet account as an example for this User Guide)

The system will automatically use the domain name as the "Description" information but this can be changed.

Once ready to continue, select "Next"

iPhone will verify that the email address is valid before proceeding to the next screen.

Setting up a POP Email account on an iPhone

Step 5

On the next screen, IMAP is the preselected account type. Select the POP button and continue to the boxes below.

At the top, enter the Name and email address.

Description field is completed automatically.

Step 6

Incoming Mail Server Info

Host name: mail.(your domain name)

Username (your email address)

Password (your email password)

Outgoing Mail Server Info

Host name: mail.(your domain name)

Username (your email address) REQUIRED

Password (your email password) REQUIRED

Select "NEXT" button once all info has been entered.

Setting up a POP Email account on an iPhone

Step 7

The iPhone will now setup the account using all the settings entered into the fields in the previous screens.

When the box appears asking if you want to try setting up the account without SSL...

Select "Yes".

Step 8

The account setup should now complete the setup process automatically within 30 -60 seconds.

Once the account set is successful, the system will momentarily display checkmarks beside all the different fields like the example shown on the right.

Congratulations, you have now setup you new email account on your iPhone.

If you need to setup email on an iPad the instructions are the same as for iPhones.

Setting up a POP Email account on an iPhone