IOS 8: Configure IMAP/POP/SMTP

April 10, 2015

Table of Contents

Introduction	. 3
Email Settings	. 3
IMAP	. 3
POP	. 3
SMTP	. 3
Process Overview	. 3
Anatomy of an Email Address	.4
Why is My Email Address Important?	.4
Account Information	.4
Account Settings List	. 5
Before You Begin	. 6
Begin Set Up	. 6
Setup Email Accounts	. 8
IMAP and SMTP1	10
POP and SMTP1	12

Introduction

Email is an important part of our lives, whether it's for work or just to keep in touch with friends and family. This document provides you with instructions to set up email for your IOS 8 device.

This guide explains how to configure your email account using the POP or IMAP protocol. It also includes a process overview for novice users plus a preparation checklist.

Email Settings

More advanced users can refer to the following lists for the IMAP, POP, and SMTP settings. If you don't understand the lists, don't worry; this document walks you through all the steps you need to configure your email.

IMAP

- Server: mail.domainname.com
- Port: 143 or 993 (SSL)
- Username: full email address
- Password: email password

POP

- Server: mail.domainname.com
- Port: 110 or 995 (SSL)
- Username: full email address
- Password: email password

SMTP

- Server: mail.domainname.com
- Port: 25, 587, or 465 (SSL)
- Username: full email address
- Password: email password

If you have never set up an email account, it is very important for you to read the **Process Overview** before beginning.

If your particular email program is not covered in this guide, you can still use the **Process Overview** to complete your account set up. Set up varies from program to program but not by much. Check your email program's web site for specific set up instructions or contact your internet provider for assistance.

Process Overview

So, now you have this great device and you want to download your email messages to your device. This requires two things:

1. The device can communicate properly with the provider's server.

2. The provider's server recognizes you so that you receive the right email messages.

If this sounds daunting, don't be alarmed. You only complete two fields to tell your device how to communicate with the provider's server, and then you fill in two more fields to identify yourself. Depending on your email program, there may be a few more fields to fill in but not many. That's it.

You also have to set your program to use SMTP authentication. This sounds technical but it's accomplished with just one mouse click.

Anatomy of an Email Address

Your email address is made up of three parts:

- The first part is unique to you, it's your user name. It uniquely identifies you within your service provider's domain. Your user name is separated from the second part of the address by a commercial at sign (@).
- The second part is the domain or host name, usually the provider's company name. The domain name is separated from the third part by a period (.), commonly referred to as a dot.



 Finally, the third part is called a top-level domain (TLD). It is used to divide the Internet into manageable groupings.

(For more information about email addresses, see http://en.wikipedia.org/wiki/Domain_name.)

Why is My Email Address Important?

When it is time to set up your email client, one of the pieces of information required for POP and IMAP is a user name. When setting up your email client, you must use your full email address as your user name or the server returns an error when you try to connect.

Account Information

User or login name	Use your full email address.						
Password	A temporary password assigned by your provider. Change it later based on your ISP's policy.						
Incoming server	mail.< <i>yourdomain</i> >.< <i>tld</i> > Brackets <> indicate a variable you will replace.						
Outgoing server	mail. <yourdomain>.<tld></tld></yourdomain>						

The four main pieces of information supplied by your provider include:

In addition, your provider might include the server type or email protocol. The protocol uses the incoming server to deliver mail. The server type is either POP3 or IMAP.

Your software might require the server type or it might not. The server type or protocol is usually requested so your software can identify more options to offer you. However, the additional options are not covered in this document.

If your provider does not explicitly list server or protocol information, it might be in the incoming server name if the name is either pop.<*yourdomain*>.<*tld*> or imap.<*yourdomain*>.<*tld*>. Otherwise, contact your provider or check the web site for the information.

Account Settings List

If you do not have a hard copy or printable list of account settings, use the information in the following table so you have it ready to set up your account you. Write the information in the space provided so that you have it ready to enter.

Account name:	Account name does not come from your provider. It is a way for you to label the account. Use something that describes the account like your name or the account function like Home or Office.				
Your name:	Your name. Keep in mind the format you want to use because this often populates the From field in outgoing messages.				
User name (also called Login):	Your email address: user@ <yourdomain>.<tld>.</tld></yourdomain>				
Password:	A temporary password given to you by your provider.				
Incoming Server:	Exact server name. For example: mail. <yourdomain>.<tld></tld></yourdomain>				
Outgoing Server:	Exact server name. For example: mail. <yourdomain>.<tld></tld></yourdomain>				
Server Type or Email Protocol	POP3 (alternately referred to as POP in some software) or IMAP.				

NOTE:

If your provider gives you more information than the above table contains, write it down as well. However, this guide only addresses basic account setup.

Write the information in the space provided so that you have it ready to enter.

Account name:	
Your name:	
User name	
Password:	
Incoming Server:	
Outgoing Server:	
Server Type or Email Protocol	

Before You Begin

Before you set up email, make sure you have both the incoming (POP and IMAP) and outgoing (SMTP) server settings for your email provider. The settings are available from your email service provider.

Begin Set Up

Follow these directions to setup your Apple IOS 8 device for email.

1. From the main screen, tap the **Settings** icon. The **Settings** screen appears.



2. On the Settings screen, tap mail, contacts, calendars to display the mail opt	2. On the Setti	is screen, tap Mai	I. Contacts.	Calendars to	displa	v the mail opti
--	-----------------	----------------------------------	--------------	--------------	--------	-----------------

iPad 훅		6:47 AM	∦ 20% 💽
	Settings	Mail, Contacts, Calendars	
	Notifications	ACCOUNTS	
	Control Center	iCloud	>
C	Do Not Disturb	Google Apps Contacts, Calendars, Notes	>
\bigcirc	General	Tucows Mail, Notes	>
AA	Display & Brightness	Hover Mail, Notes	>
*	Wallpaper	Ting Mail Notes	>
())	Sounds	Personal	>
A	Passcode	Add Account	>
	Privacy		
	iCloud ross@tucows.com	Fetch New Data	Push >
\bigcirc	iTunes & App Store	MAIL	
	+	Preview 2	Lines >
	Mail, Contacts, Calendars	Show To/Cc Label	\bigcirc
	Notes	Swipe Options	>
	Reminders	Flag Style	Color >

3. Tap Add Account. A screen with popular email clients appears.

iPad 훅		6:47 A	м	∦ 20% 🔲
	Settings	K Mail, Contacts	Add Account	
	Notifications			
	Control Center		lCloud 🍋	
C	Do Not Disturb		E 🛛 Exchange	
\oslash	General		Google	
AA	Display & Brightness			
*	Wallpaper		YAHOO!	
())	Sounds		Aol.	
A	Passcode			
	Privacy		Outlook.com	
	iClaud		Other	
	ross@tucows.com			
\bigcirc	iTunes & App Store			
	Mail, Contacts, Calendars			
	Notes			
	Reminders			

Setup Email Accounts

1. On the Add Account screen, tap Other. The Other options screen appears.



- On the Other screen, tap Add Mail Account. The New Account dialog box appears. The fields in the dialog box display examples of the information you need to add in gray. The fields you need to complete include:
 - o Name.
 - o Email.
 - o Password.
 - \circ Description.

iPad ᅙ					6:47 AM					∦ 20% 📭
	Setting	gs	Cancel New Account Next							
	Notifications							1		
8	Control Center		Name	John Apple	eseed					
C	Do Not Disturb		Email	user@exan	nple.com					
			Password	Required						
\odot	General		Description	My Email A	locount					
AA	Display & Bright	tness								
	Wallpaper									
-					The		P	m		
C	2 W	Е	R	Т	Υ	U	I	0	Р	\mathbf{X}
	A 5		D F	G	н	J	к	L		return
4	► Z	Х	С	v	в	Ν	М	!	? •	+
12	3 😅	Q							123	

3. In the **New Account** dialog box, tap each field and type the corresponding information replacing the example with your information. The **Next** option is activated.

iPad ᅙ						6:48 AM					* 19% 🗩
		Settings	C	ancel	1	New Account		N	ext		
	Notificat	tions				-					
8	Control	Center		Name	Sample Us	ser					
C	Do Not I	Disturb		Email	sample@e	xample.com					
				Password	••••						
\bigcirc	General			Description	Example A	ccount					
AA	Display	& Brightne	SS				_				
*	Wallpap	er									
_		-	"Acco	unt"		Accounts		Ac	counting	_	_
											_
G	2	W	Е	R	т	Y	U	L	0	Р	×
	А	S		F	G	Н	J	к	L	re	eturn
		z	x	С	v	в	Ν	М	!,	?	•
12	3		Q							123	

4. Tap **Next**. The **New Account** dialog box appears and displays IMAP fields by default. The **Name**, **Email**, and **Description** fields are populated with the information added in the **New Account** dialog box.

iPad ᅙ			6:48 AM		∦ 19% ∎
	Settings	< Add	d Account	Other	
	Notifications	Cancel	New Account	Next	
	Control Center		IMAP	РОР	>
C	Do Not Disturb				
		Name	Sample User		
\bigcirc	General	Email	sample@example.com		>
AA	Display & Brightness	Description	Example Account		>
	Wallpaper				
()	Sounds	INCOMING MA	IL SERVER		>
A	Passcode	Host Name	mail.example.com		>
	Privacy	User Name	Required		
	·····	Password	••••		
	iCloud ross@tucows.com	OUTGOING MA	AIL SERVER		
	iTunes & App Store	Host Name	smtp.example.com		
		User Name	Optional		
	Mail, Contacts, Calenda	Password	Optional		
	Notes				
	Reminders				

.

IMAP and SMTP

When the **New Account** dialog box appears, IMAP fields appear by default. Follow these directions to set up an IMAP email account.

- 1. In the **New Account** dialog box, in **the Incoming Mail Server** section, tap each field and type the corresponding information. The IMAP fields you need to complete include the following:
 - Host Name.
 - User Name.
 - Password.
- 2. In the **Incoming Mail Server** sections, tap each field and type the corresponding information.
 - Host Name.
 - User Name.
 - Password.
- 3. In the **Outgoing Mail Server** sections, tap each field and type the corresponding information.
 - Host Name.
 - User Name.
 - Password.

iPad ᅙ			e	3:49 AM		* 19% 🔳
	Settings	<	Add Account		Other	
	Notifications	Cancel	New	Account	Next	
8	Control Center					
C	Do Not Disturb	Name	Sample User			
		Email	sample@exam	ple.com		
\odot	General	Descripti	ion Example Acco	ount		
AA	Display & Brightness	INCOMING				
*	Wallpaper	Host Nar	me mail.example.	com	_	
	Sounds	User Nar	ne sample@exam	ple.com	IMAD	
B	Passcode	Passwor	d ••••			
	Privacy					
		OUTGOING	à MAIL SERVER		TP	
	iCloud ross@tucows.com	Host Nar	me mail.example.	com	SW	
	iTunes & App Store	User Nar	me sample@exam	iple.com		
		Passwor	d ••••			
	Mail, Contacts, Calenda					
	Notes					
=	Beminders					

4. Click **Next**. IOS verifies the IMAP information. If the information is verified, the **New Account** dialog box appears with the **Save** button activated.

iPad ᅙ				6:50 AM		* 19% 📖
	Settings		< Ad	d Account	Other	
	Notifications	Cancel		New Account	Save	1
8	Control Center					>
C	Do Not Disturb	Nam	e	Sample User		
		Emai	I	sample@example.com		
\bigcirc	General	Desc	ription	Example Account		>
AA	Display & Brightness					>
A	Wallpaper	INCOM	/ING MA	IL SERVER		
	Soundo	Host	Name	mail.example.com		
	Sounds	User	Name	sample@example.com		/
	Passcode	Pass	word	••••		>
	Privacy					
		OUTG	oing M/	AIL SERVER		
	iCloud	Host	Name	mail.example.com		
\bigcirc	iTunes & App Store	User	Name	sample@example.com		
		Pass	word	••••		
	Mail, Contacts, Calenda					
	Notes					
=	Reminders					

- 5. Tap Save. The IMAP services appear. Services include Mail and Notes.
- 6. Slide the buttons to turn services on or off. Green indicates the option is on.
- 7. Tap Save. The IMAP dialog box closes and the settings are saved.



POP and SMTP

When the **New Account** dialog box appears, IMAP fields appear by default. Follow these directions to set up a POP email account.

- 1. In the **New Account** dialog box, tap **POP**. The POP fields appear. The **Name, Email**, and **Description** fields are populated with the information added in the **New Account** dialog box.
 - Host Name.
 - User Name.
 - Password.
- 2. In the **Incoming Mail Server** section, tap each field and type the corresponding information.
 - Host Name.
 - User Name.
 - Password.
- 3. In the **Outgoing Mail Server** section, tap each field and type the corresponding information.
 - Host Name.
 - User Name.
 - Password.
- 4. Tap **Save**. iOS verifies the POP information. If the information is verified, POP options appear.

iPad ᅙ				6:49 AM		∦ 19% 🔳
	Settings		🗙 Add Account		Other	
	Notifications	Cancel		New Account	Save	
	Control Center		IMAP		РОР	
C	Do Not Disturb					
		Name	Sampl	le User		
\bigcirc	General	Email	sampl	e@example.com		
AA	Display & Brightness	Descri	otion Examp	ole Account		
	Wallpaper				_	
()	Sounds	INCOMI	NG MAIL SERVE	R		
A	Passcode	HOST N	ame mail.e	xample.com	POD	
	Privacy	User N	ame sampl	e@example.com	Sp	
	, integr	Passw	ord ••••			
	iCloud ross@tucows.com	OUTGOI	NG MAIL SERVE	ER	SMTP	
\bigcirc	iTunes & App Store	Host N	ame mail.e	xample.com		
		User N	ame sampl	e@example.com		
	Mail, Contacts, Calenda	Passw	ord ••••			
	Notes					
	Reminders					

- 5. Slide the buttons to turn options on or off. Green indicates the option is on.
- 6. Tap **Save**. The POP dialog box closes and the settings are saved.