

# Setting Up iPhone™ Email

## Setting Up an IMAP Email Account

1. Tap the [Settings](#) icon.



2. Tap [Mail, Contacts, Calendars](#).
3. Tap [Add Account](#).
4. Tap [Other](#), located at the bottom of the list.
5. Enter the following information in the spaces provided:
  - Name—Enter your full first and last name, as you want it to be displayed in the email you send.
  - Address—Enter your entire email address (e.g., *myname@mydomain.com*).
  - Password—Enter your email account password.
  - Description—Enter a descriptive name for your account (e.g., *My Work Account*). This description will be visible only to you.
6. Tap the [Save](#) button.
7. On the next screen, make sure [IMAP](#) is selected. In both the [Incoming Mail Server](#) and [Outgoing Mail Server](#) sections, enter the following information:
  - Host Name—Enter the name of the secure email server: *secure.emailsrvr.com*
  - User Name—Enter your entire email address (e.g., *myname@mydomain.com*).
  - Password—Enter the password associated with your email account.
8. Tap the [Save](#) button.

9. You will be returned to the [Mail, Contacts, Calendars](#) screen. Tap the name of the account you just created.
10. Scroll to the bottom of the screen, and tap the [Advanced](#) button.
11. In the [Mailbox Behaviors](#) section, you can “map” your iPhone email mailboxes to the associated folders stored on the email server. For each of the following mailboxes, tap the arrow next to the folder name. A new window will appear, where you can select the associated “On the Server” folder:
  - Drafts Mailbox—Select “Drafts”
  - Sent Mailbox—Select “Sent”
  - Deleted Mailbox—Select “Trash”
12. After completing these steps, you should be able to send and receive email successfully.



### Using SSL (Secure Sockets Layer)

The iPhone turns on SSL by default. SSL provides additional security to your email communication. SSL encrypts your messages between your email client and our servers. SSL is optional. The addresses provided will work without SSL turned on. If you decide not to use SSL, please change your incoming server port to *143* and the outgoing server port to *587* or *8025*.

## Comparing POP and IMAP

### POP

- Best when you will be primarily accessing your email from a single location, like your office or home. When you leave your office or home, you can still access your email from a web browser.
- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.
- When accessing your email account through a web browser, you may not see previous messages that were downloaded to your desktop email client.

### IMAP

- Best when you will be accessing your email from multiple locations.
- Allows you to create portable folders. These folders will appear in each email client you use to access your account. Your account will look the same at work, at home, and at your friend's house.
- Because your email messages are stored on the server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.