

iPhone or iPad Email Setup Guide

This easy guide will help you set up your iPhone or iPad to receive and send emails using your proper account settings.

STEP 1

Locate your email settings:

- » On your iPhone or iPad, open Settings (typically on your homescreen)
- » Scroll down and tap Mail and then select Accounts

	11:07	all 🗢 🔳
	Settings Mail	
	Siri & Search	>
	Notifications	>
	Banners, Badges Cellular Data	
»	Accounts	2 >
	MESSAGE LIST	
	Preview	2 Lines >
	Preview Show To/Cc Labels	2 Lines >
	Preview Show To/Cc Labels Swipe Options	2 Lines >
	Preview Show To/Cc Labels Swipe Options MESSAGES	2 Lines >
	Preview Show To/Cc Labels Swipe Options MESSAGES Ask Before Deleting	2 Lines >

STEP 2

In the Accounts section:

- » Tap Add Account
- » Tap Other
- » Tap Add Mail Account

11:07	all 🗢 🔳
Kail Accounts	
ACCOUNTS	
iCloud iCloud Drive, Contacts and 9 more	>
Gmail Mail, Contacts, Calendars	>
Add Account	>
N	
Fetch New Data	Push >
	•





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STEP 3

In the New Account section:

- » Enter your name
- » Full email address (ex: myemail@homesc.com)
- » Password
- Account description (this should automatically populate to *HomeSC*)

Then select Next.

	Cancel	New Account	Next
>	Name	John Appleseed	
>	Email	user@example.com	1
≻	Password	Required	
	Description	My Email Account	

STEP 4

Enter Mail Server Information

- » Update your INCOMING MAIL SERVER settings:
 - Edit the Host Name field to: mail.homesc.com
 - Ensure the User Name is your full email address

IMPORTANT: Ensure that the Email username is your full email address (ex: myemail@homesc. com) and that your Password is correct

- » Update your OUTGOING MAIL SERVER settings:
 - In the Host Name field enter: smtp.homesc.com
 - In the User Name field enter: Your full email address

In the **Password** field enter: Your email password

- » Tap Next
- » Tap Save

	Cancel	New A	ccount		Next	
	IMAP			POP		
	Name	John	Doe			
	Email	johnd	oe@dom	ain.ex	t	
	Description	Doe E	imail			
»	INCOMING M	AIL SER	VER			
	Host Name	mail.e	mple.c	com		
	User Name	Requi	red			
	Password	••••	•••••	•		
»	OUTGOING M	IAIL SER	VER			
	Host Name	smtp.	Kample.	com		
	User Name	Optio	nal			
	Password	Optio	nal			



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STEP 5

Finalizing Server Settings

- » Tap the name of the email account you just set up. Which will be located in the Accounts section.
 - Tap Account
 - Tap SMTP

	11:40		
	< Accounts	Homesc	
	IMAP		
»	Account	@homesc.com >	
		Z	
	🖂 Mail		
	Notes		
	D	elete Account	

Cancel	Account Do	ne
Name	dentiliae Theoriganeen	
Email	@homesc.com	>
Description	Homesc	
INCOMING MAI	IL SERVER	
Host Name	mail.homesc.com	
User Name	@homesc.com	
Password		
OUTGOING MA	IL SERVER	
SMTP	smtp.homesc.com	>
	N	
Advanced		>

- » Tap the field below PRIMARY SERVER, Ensure:
 - Use SSL is turned on
 - Authentication is set to Password
 - Server Port is set to 465

» Tap Done

Use SSL	\rightarrow \bigcirc
Authentication	Password >
Server Port	465

- » Go back a page and tap Advanced, Ensure:
 - Use SSL is turned on
 - Authentication is set to Password
 - Server Port is set to 993

Account Adva	anced			
Archive Mailbox				
DELETED MESSAGES				
Remove	After one week >			
INCOMING SETTINGS				
Use SSL	\rightarrow			
Authentication	Password >			
IMAP Path Prefix				
Server Port 993	\leftarrow			
S/MIME				
Sign	No >			
Encrypt by Default	No >			

» Go back a page by selecting Account at the top left of your page and tap Done

Cancel	Account	»	Done
Name	Antibasi Thoon	7	
Email	@hor	lesc.co	om >
Description	Homesc		
INCOMING MAI	L SERVER		
Host Name	mail.homesc	.com	
User Name	@hom	esc.co	om
Password			
OUTGOING MA	IL SERVER		
SMTP	smtp.hor	nesc.o	com >
Advanced			>
		•	

Congratulations, your email is now configured!