

Step-by-Step Instructions

Created for you by



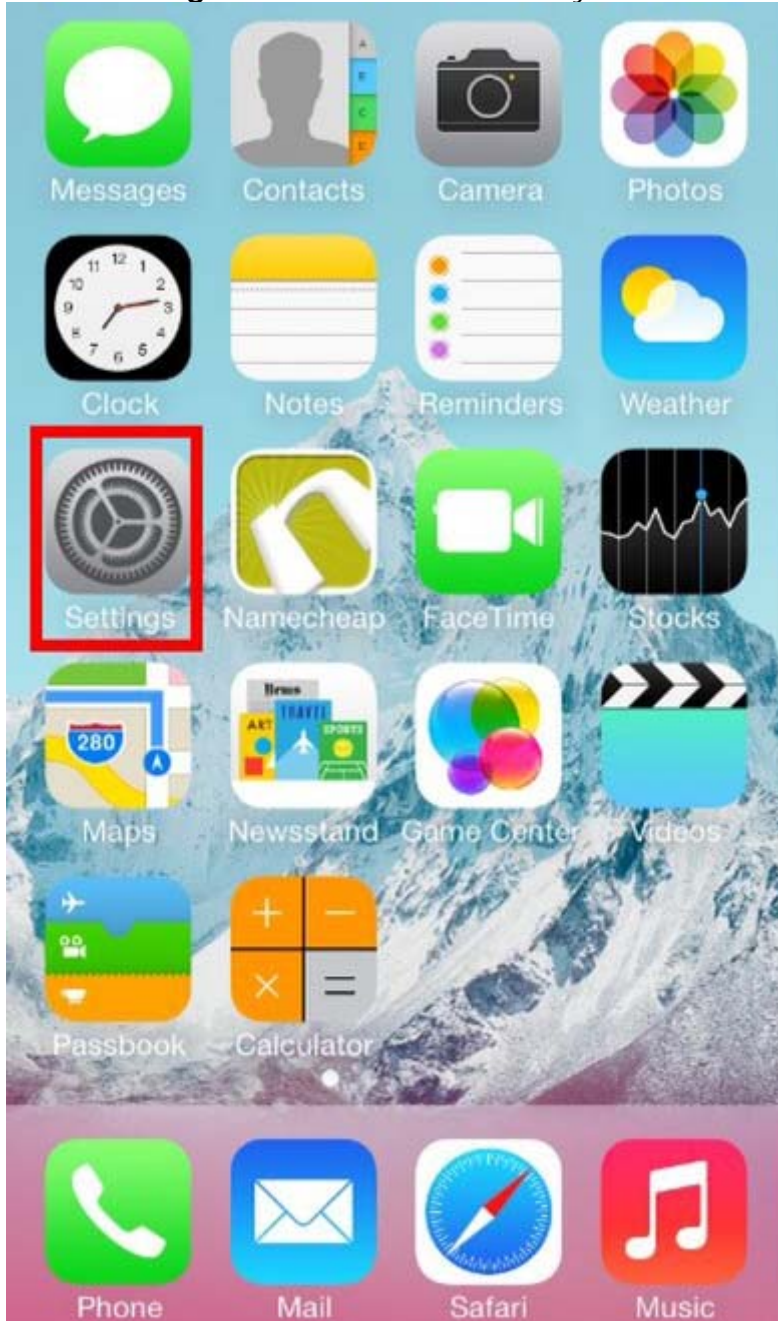
Setting Up Email On An iPhone/iPad

Email account setup for iPhone iOS 7 (SMTP/IMAP/POP3)

Email accounts setup for iPhone (SMTP/IMAP/POP3)

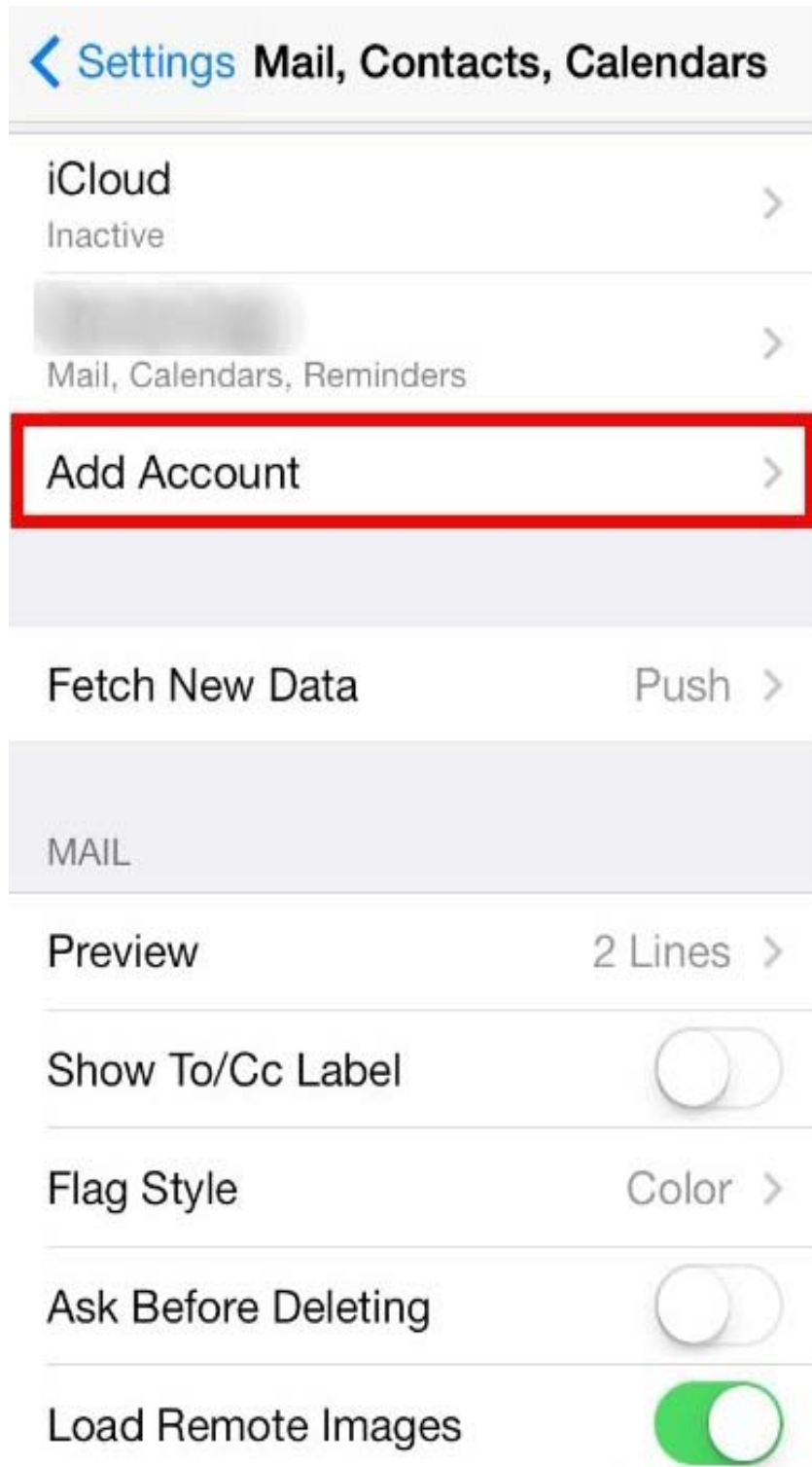
Please follow this step-by-step instruction in order to set up your email created with Guy Designs on an iPhone or iPad:

Select **Settings** from the home screen of your iPhone/iPad

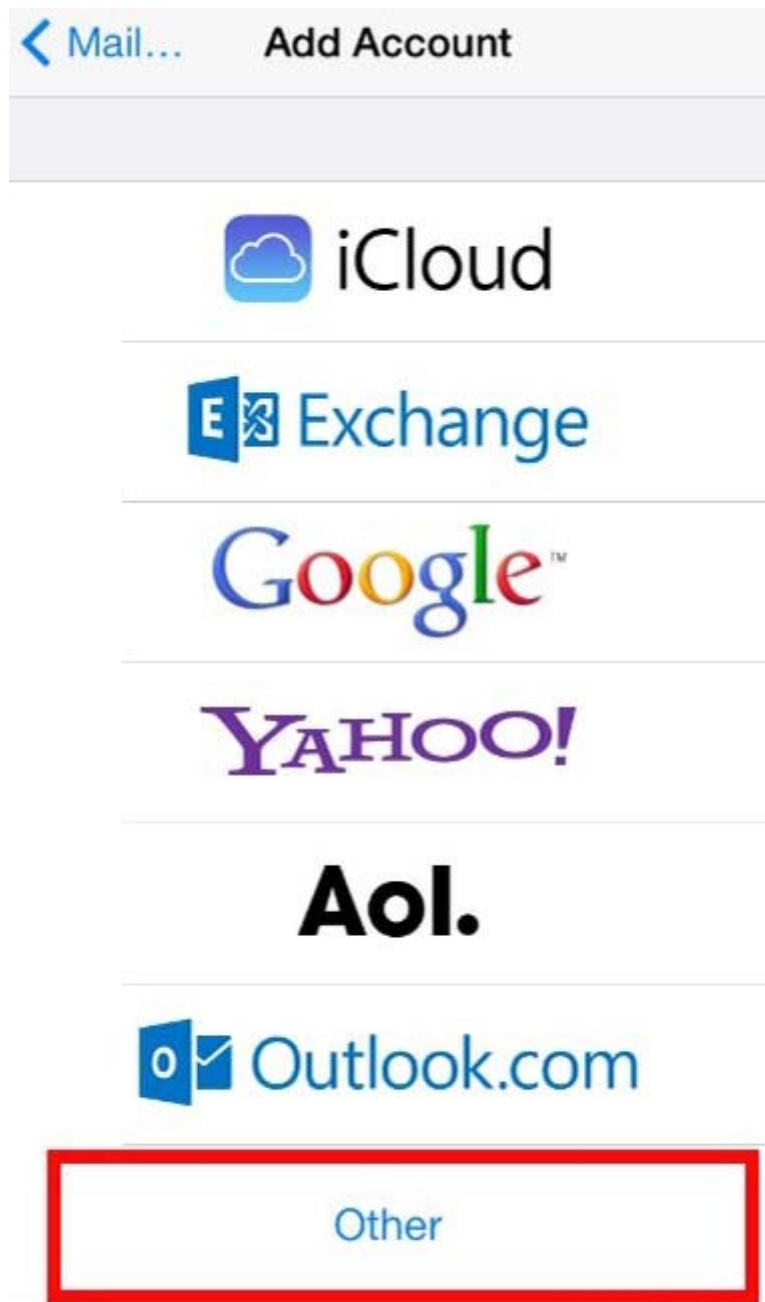


Choose **Mail, Contacts, Calendars**

Click on **Add Account**:



Choose **Other** from displayed list:



Select **Add Mail Account**

In the **New Account** menu, you will need to specify the following records:

- **Name:** your name, it will appear as a sender name
- **Address:** your full email address that was created with Namecheap Private Email
- **Password:** password of this email address
- **Description:** you can specify any description. But we advise you to specify your email address

The screenshot shows the 'New Account' screen in an iPhone/iPad email settings app. At the top, there are three buttons: 'Cancel', 'New Account', and 'Next'. Below these are four input fields: 'Name', 'Email', 'Password', and 'Description'. The 'Password' field is masked with dots. A keyboard is visible at the bottom of the screen.

Click on **Next**.

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Select protocol type: IMAP or POP3. We advise you to use POP3. The selected one will be highlighted blue.

Cancel **New Account** Next

IMAP POP

Name

Email

Description

INCOMING MAIL SERVER

Host Name mail.example.com

User Name Required

Password ●●●●●●●●●●

OUTGOING MAIL SERVER

Host Name smtp.example.com

Settings are the same for IMAP and POP3 on this step:

The fields: **Name**, **Address** and **Description** should have been already filled in due to your previous setting.

- **Host name:** your domain name. (supplied by Guy Designs)
- **User Name:** your email address. (supplied by Guy Designs)
- **Password:** password for your email. (supplied by Guy Designs)

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Put the same information in the fields for both Incoming Mail Server and Outgoing Mail Server as per the following example:

[Cancel](#) **New Account** [Next](#)

Name [REDACTED]

Email [REDACTED]

Description [REDACTED]

INCOMING MAIL SERVER

Host Name mail.[REDACTED].com

User Name example@[REDACTED]

Password ●●●●●●●●●●

OUTGOING MAIL SERVER

Host Name mail.[REDACTED].com

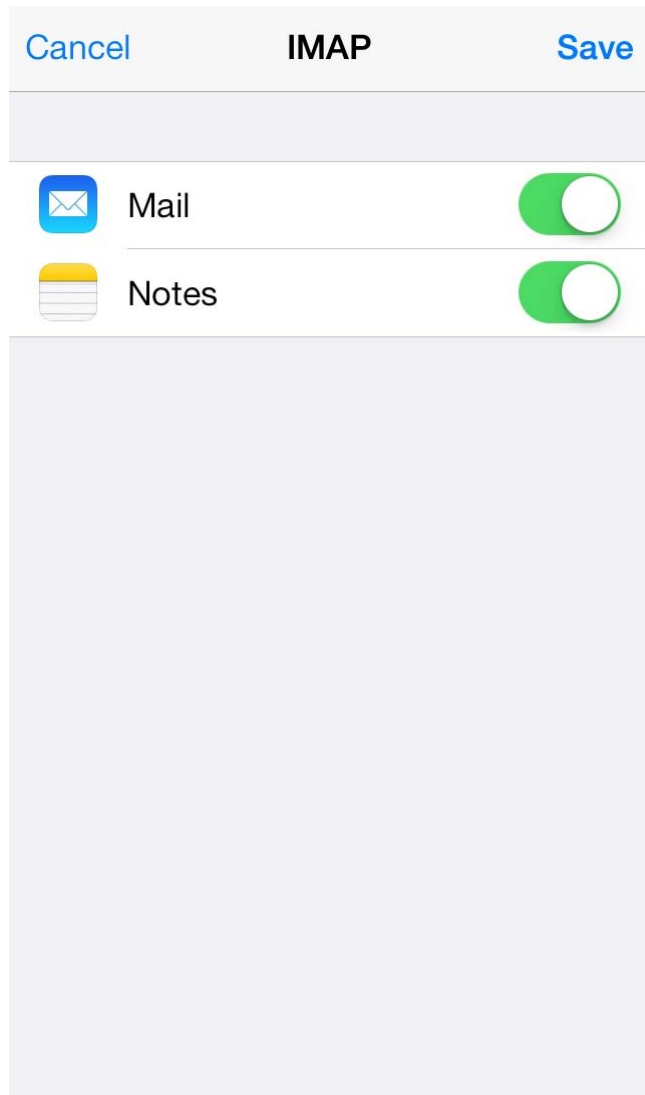
User Name example@[REDACTED]

Password ●●●●●●●●●●

Click on **Next**.

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If you use IMAP, It is possible to enable the following services:



Click on **Save** and wait till checking is finished.

When the check is finished you will be redirected to **Mail, Contacts, Calendars** screen.

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Please enter your newly created account and go to **Account Info**. Scroll down the screen and select **Advanced**:

The screenshot displays the 'Account' settings interface. At the top, there are three buttons: 'Cancel', 'Account', and 'Done'. Below these are several input fields: 'Name', 'Email' (with a dropdown arrow), 'Description', 'Host Name' (under 'INCOMING MAIL SERVER'), 'User Name', 'Password' (masked with dots), 'SMTP' (under 'OUTGOING MAIL SERVER'), and 'Advanced' (circled in red). The 'Advanced' option is highlighted with a red oval, indicating it should be selected.

You will be able to choose additional settings for **IMAP** or **POP3**:

If you set **IMAP** connection you need to ensure that **Use SSL** is turned **Off**. Please set the **IMAP Path Prefix** field to INBOX (all in capitals).



If you chose **POP3** you need to ensure that **Use SSL** is turned **Off**.



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In order to set up additional settings for Outgoing Server you will need to return to the previous menu **Account Info** and then select the **Outgoing Mail Server** via clicking on **Host name** of the server. Please change the **Server Port** to **26**.

Verifying

Server

OUTGOING MAIL SERVER

Host Name [blurred].com

User Name example@[blurred]

Password [blurred]

Use SSL

Authentication Password >

Server Port 26

Once settings are verified, account is active and ready to use.
That's it.

In order to test you new email account please return to the main screen of your iPhone, select **Messages** and try to send test email.

We hope that you have set up email on your iPhone successfully.