

Email Configuration Guide

iOS 3.2 on iPad

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Introduction

This guide explains how to configure your iPad to access your email account.

This tutorial was created using a iPad running iOS 3.2. If you are using different hardware or a different OS version, these instructions may differ.

The domain example.com is used throughout this guide as a substitute for your domain name. If your domain is johnsmith.com, use johnsmith.com in place of example.com.

Configuration of your device

Follow the steps below to set up email on your iPad.

Launch Settings



Tap the **Settings** button on your iPad home screen. If you have installed custom applications from the Apple AppStore, this button may be located on a different home screen than the one pictured. By default, it is on your main home screen.

Mobile Device Email Configuration - iOS 3.2 on iPad



This is the main Settings screen. You will need to scroll down to the section labeled **Mail, Contacts, Calendars** as pictured.

Tap **Mail, Contacts, Calendars**.



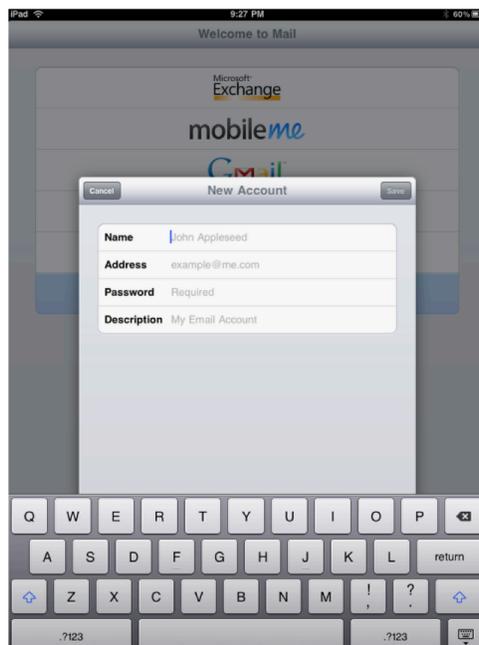
If you have already configured an email account on your iPad, you will need to tap the **Add Account...** option.

If you have not configured any mail accounts on your iPad you can skip to the next step.

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Tap the **Other** option at the bottom of the list.



Complete the following fields:

Name

Your name as you wish it to appear on your outgoing email messages

Address

Your email address

Password

Your email password

Description

A description of your email account

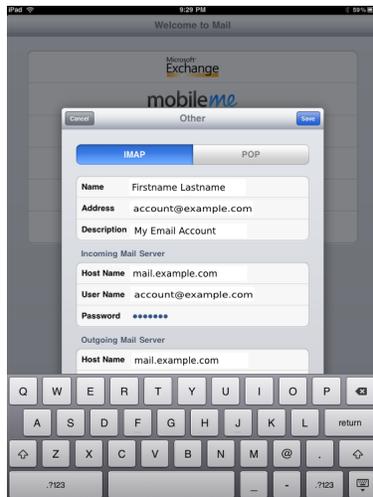
Tap **Next**.

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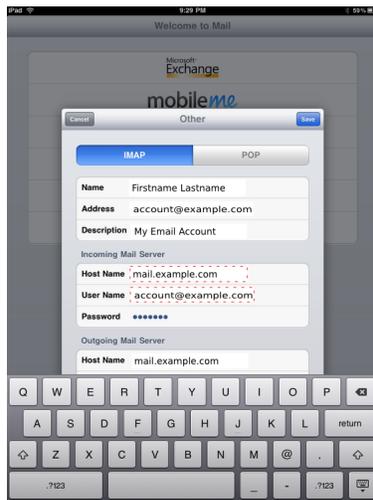
Enter your name as you wish it to appear on your outgoing email messages, your email address, and your email password. The **Description** field can contain any description you want for your email account.

Tap **Save**.



Tap **IMAP**.

Incoming Mail Server Details



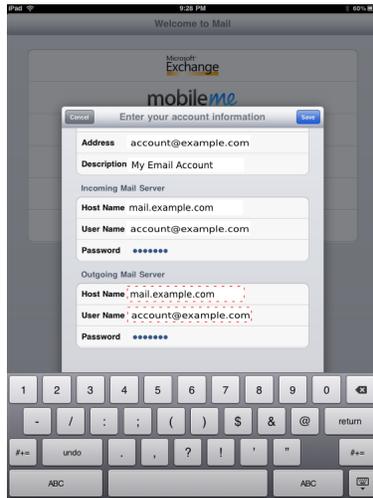
Enter the following information in the **Incoming Mail Server** section:

Host Name:
mail.your_domain

User Name:
Your email account

Password:
Your email account password

Outgoing Mail Server Details



Enter the following information in the **Outgoing Mail Server** section:

Host Name:
mail.your_domain

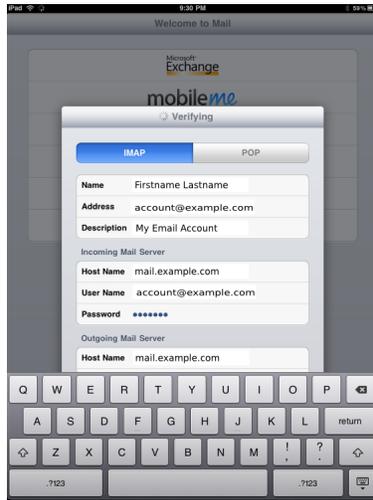
User Name:
Your email account

Password:
Your email account password



If you receive a certificate error message, like the example above, simply tap the **Continue** button.

Verifying Account Information



Your iPad will now attempt to verify the details that you entered. This process may last a few minutes.



This is the main Settings screen. You will need to scroll down to the section labeled **Mail, Contacts, Calendars** as pictured.

Tap **Mail, Contacts, Calendars**.



Now your iPad is ready to receive your email!

In the Settings application, your account will be listed in the configuration section under **Mail, Contacts, Calendar**.

You can change the behavior of your mailbox by tapping the account name you just created and by changing the other options displayed.