Email Configuration Guide

iOS 4.2 on iPad

March 29, 2011

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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 4.2. 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.
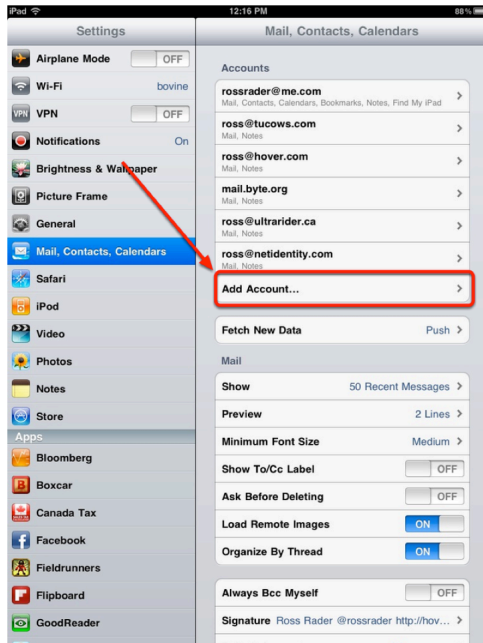
Launching Settings

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.

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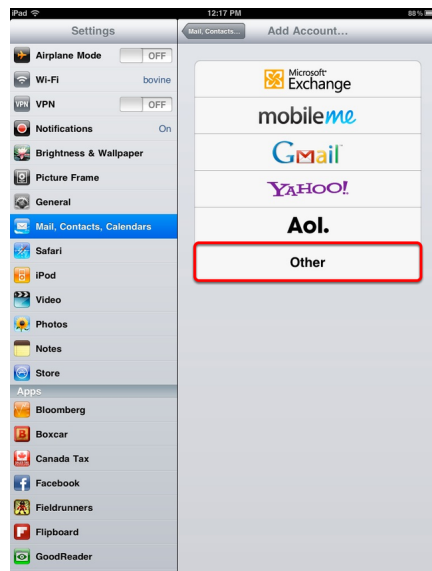
Tap **Mail, Contacts, Calendars**.

If you have already configured an email account on your iPad, you will need to tap the **Add Account…** option.
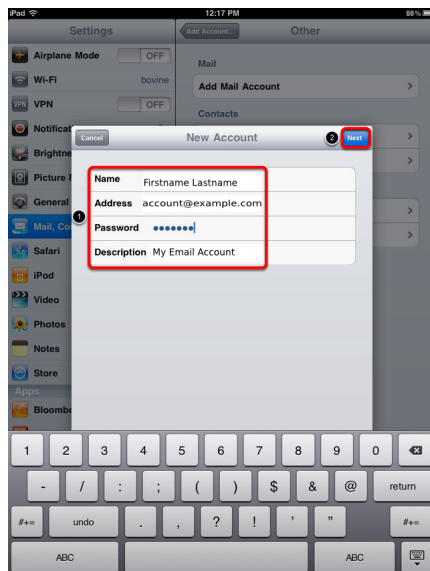
If you have not configured any mail accounts on your iPad simply skip to the next step.

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

Under the **Mail** section, tap **Add Mail Account**.

Complete the following fields:

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

Address
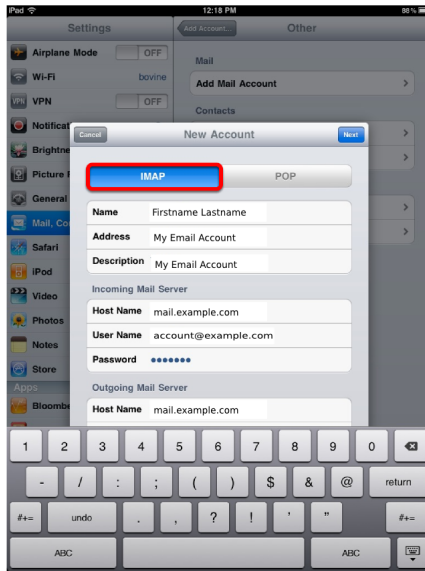Your email address

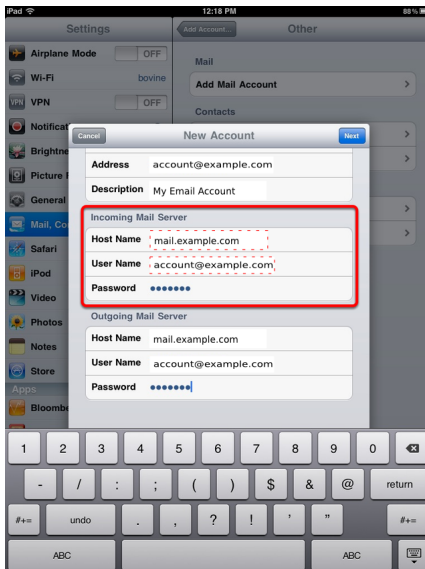**Password**
Your email password

Description
A description of your email account

Tap **Next**.

Tap **IMAP**.

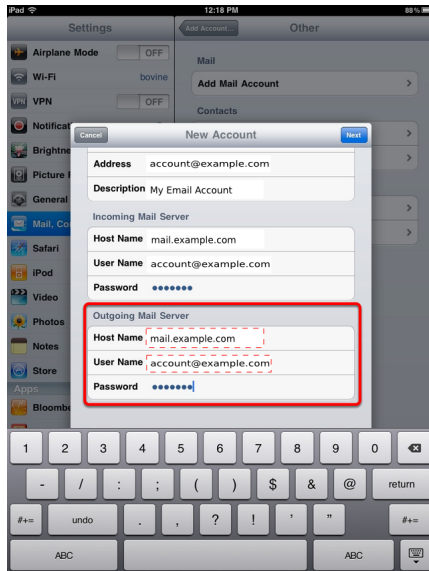# Incoming Mail Server Details

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
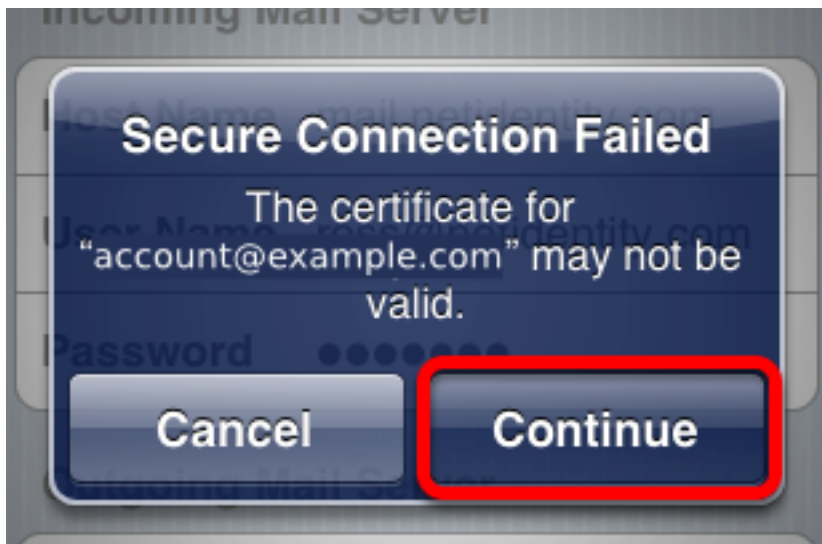
Outgoing Mail Server Details

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

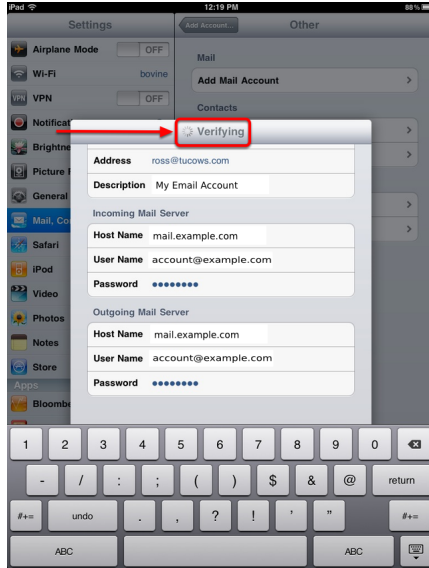**Host Name:**
mail.your_domain

User Name:
Your email account

Password:
Your email account password

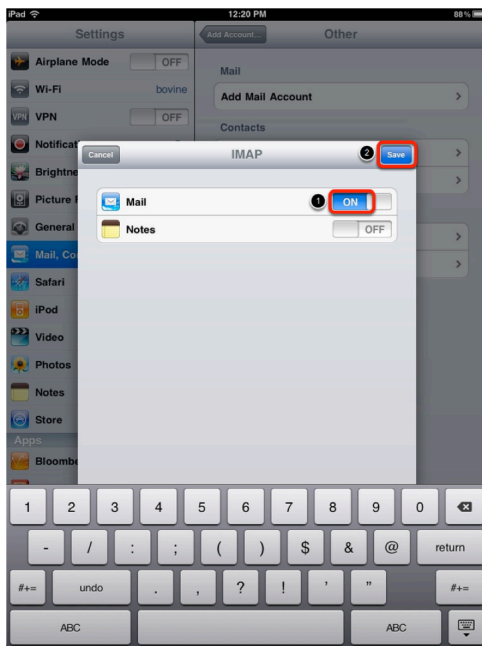If you receive a certificate error message, tap the **Continue** button.

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

Select **ON** to enable mail your email to be downloaded to your iPad.

Click **Save**.

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.