# Email Configuration Guide iOS 4.2 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 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.

Settings	Mail, Contacts, Calendars
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Picture Frame	mail.byte.org
General	ross@ultrarider.ca
Mail, Contacts, Calendars	ross@netidentity.com
Afari Safari	Add Account >
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Video	Fetch New Data Push >
🔎 Photos	Mail
Notes	Show 50 Recent Messages >
Store	Preview 2 Lines >
Apps	Minimum Font Size Medium >
Bloomberg	Show To/Cc Label
B Boxcar	Ask Before Deleting OFF
Canada Tax	Load Remote Images
Facebook	Organize By Thread ON
K Fieldrunners	
Flipboard	Always Bcc Myself OFF
o GoodReader	Signature Ross Rader @rossrader http://hov >

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.

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Notifications	On ross@hover.com
Picture Frame	mail.byte.org
General	ross@ultrarider.ca
Mail, Contacts, Calendars	ross@netidentity.com
M Safari	Add Account
iPod	
Wideo Video	Fetch New Data Push >
🔎 Photos	Mail
Notes	Show 50 Recent Messages >
🔄 Store	Preview 2 Lines >
Apps	Minimum Font Size Medium >
Bloomberg	Show To/Cc Label OFF
Boxcar	Ask Before Deleting OFF
🔛 Canada Tax	Load Remote Images ON
Facebook	Organize By Thread ON
Fieldrunners	
Flipboard	Always Bcc Myself OFF

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.

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_	Brightness & Wallp	paper	Add CardDAV Account	>
-	Picture Frame		Calendars	
	General		Add CalDAV Account	>
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Under the Mail section, tap Add Mail Account.

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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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### **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.

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

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

Click Save.

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Wi-Fi bov	ine rossrader@me.com Mail. Contacts. Catendars. Bookmarks. Notes. Find My IPad
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Notifications	On Mail, Notes
🙀 Brightness & Wallpaper	ross@hover.com
Picture Frame	mail.byte.org
🚳 General	ross@ultrarider.ca
Mail, Contacts, Calendars	ross@netidentity.com
🎢 Safari	Tucows
iPod	Mai
Video	Add Account >
👏 Photos	Fetch New Data Push >
Notes	Mail
Store	Show 50 Recent Messages >
Apps Bloomberg	Preview 2 Lines >
Boxcar	Minimum Font Size Medium >
🛃 Canada Tax	Show To/Cc Label OFF
Facebook	Ask Before Deleting OFF
Fieldrunners	Load Remote Images
Flipboard	Organize By Thread
GoodBeader	
Goodheader	Always Bcc Myself OFF

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.