

iOS Mail with IMAP Email Setup Guide

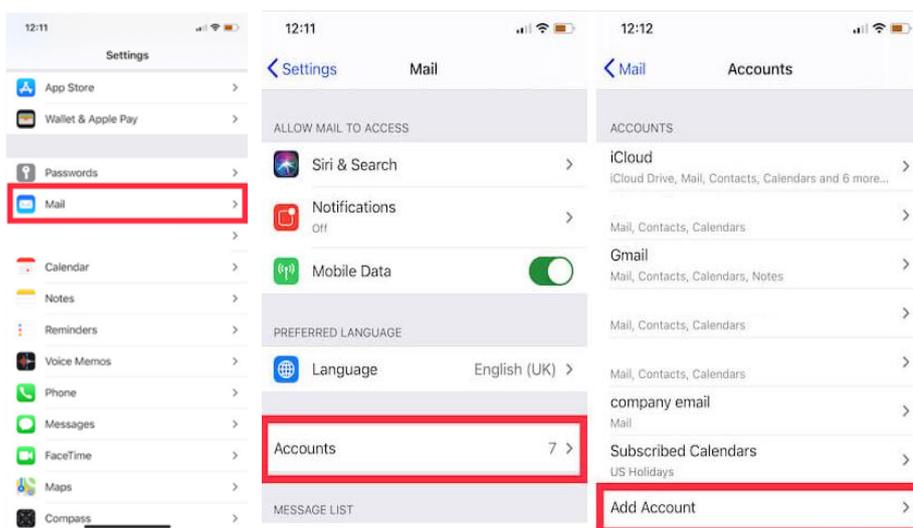
October 2023

iPad/iPhone Email

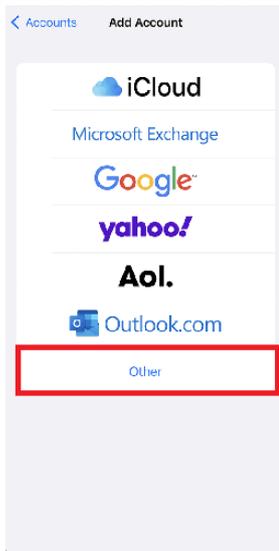
1. To set up an email account on iOS, firstly tap "Settings" from the home screen.



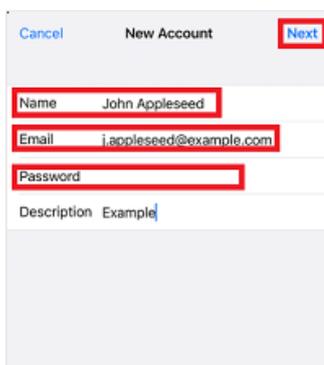
2. Next, scroll down the Menu and tap "Mail" > Tap "Accounts" > Tap "Add Account".



3. You will then be taken to another page displaying a list of options. Tap “Other”, this should be at the very bottom of the list.



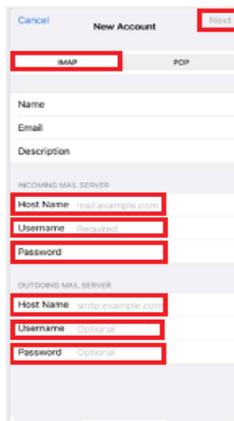
4. The “New Account” window will appear, enter the following details on this page and tap “Next”:
 - **Name:** Enter a friendly name you want others to see.
 - **Email:** Enter your email address.
 - **Password:** Enter your password.
 - **Description:** Enter a description about your email account e.g., Work



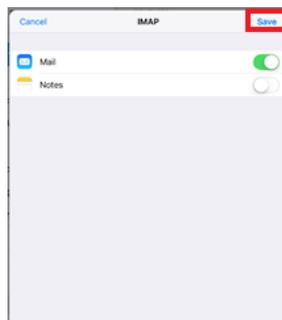
5. Before you enter any details make sure you are on the **IMAP** tab not the one for **POP3**.

Then enter the information that is required on this page for the incoming and outgoing servers and tap “Next”.

- **Host name:** mail.webnetism.com
- **Username:** Your email address.
- **Password:** Your Password.



6. Decide whether you want to use Notes and then tap “Save”. You will now be able to access mail from the Mail app.



For basic mail setup (Sent Items not saved on server) follow only appendix A, for more secure mail setup with sent items and drafts being saved to server follow Appendix A + B

Appendix A – Settings overview

Your name	[the name displayed so people can identify you and reply to you e.g., "Webnetism Support" for support@webnetism.com]
Username	[your email address]
Password	[your password]
E-Mail Address	[your email address]
Account Type:	IMAP
Incoming mail server:	mail.webnetism.com
Outgoing mail server (SMTP):	mail.webnetism.com
My outgoing server (SMTP) requires authentication	True (ticked): <i>Use same settings as my incoming mail server</i>
Incoming server IMAP (port):	993
Incoming server encrypted connection:	SSL
Outgoing server SMTP (port):	465
Outgoing server encrypted connection:	TLS

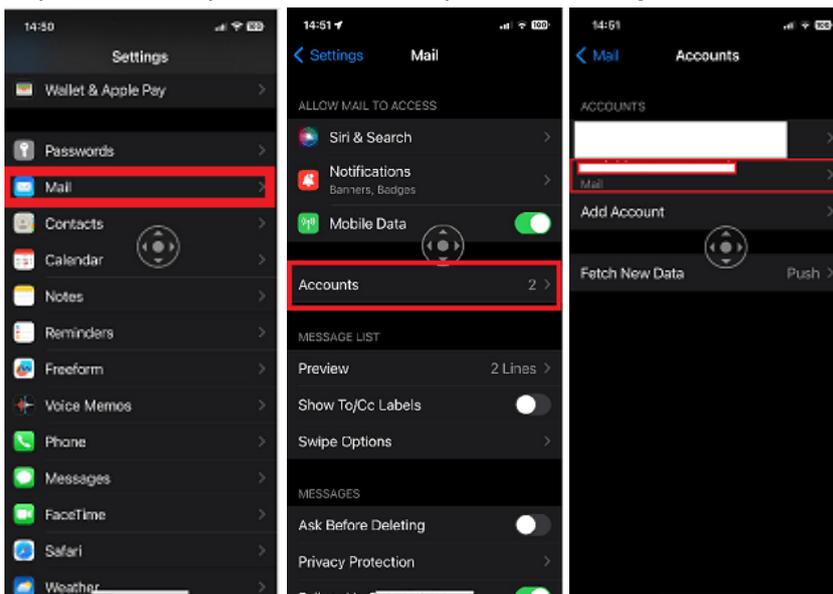
Appendix B - Redirecting sent and deleted IMAP folders to mail server

If you wish to redirect your sent and deleted folders to the server to ensure emails are safe in case of device loss, and you are using an IMAP account then follow the steps below.

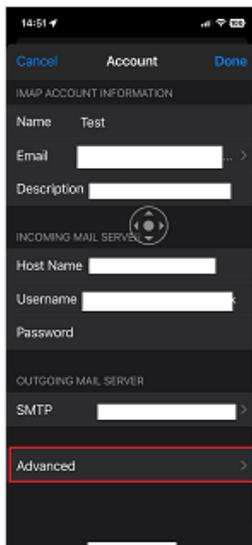
1. Firstly, tap the "Settings" icon and go down the "Settings" menu to accounts and passwords.



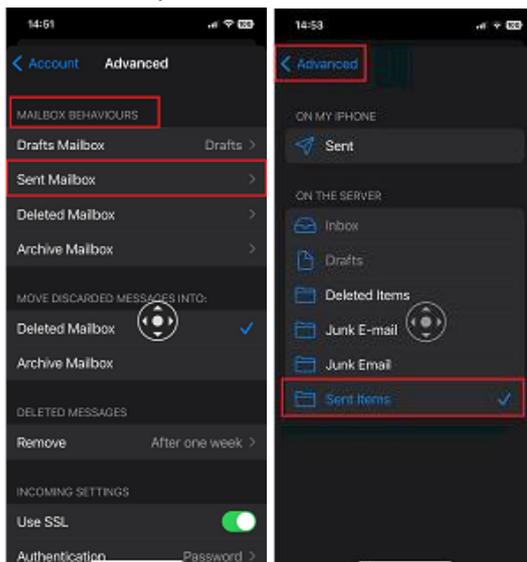
2. Tap "Mail" > Tap "Accounts" > Tap the account you wish to modify.



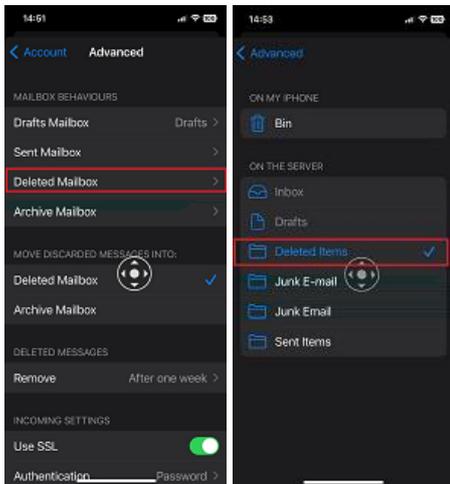
- You will now be on the “Account” page > Scroll down > Tap “Advanced”.



- You will be taken to the “Advanced” page > Tap “Sent Mailbox” > Tap “Sent Items” under the “On the server” heading. A blue tick should be seen next to “Sent Items” > Tap the back “< Advanced” to return to the previous menu.



5. Tap the “Deleted Mailbox” option under “Mailbox Behaviours” > Tap “Sent Items” under the “On the server” heading. A blue tick should be seen next to “Sent Items” > Tap the back “< Advanced” to return to the previous menu.



6. Your sent and deleted items should now be redirected to the server.