

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".

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Settings		Settings	Mail		< Mail	Accounts	
App Store	>				1994		
Wallet & Apple Pay	>	ALLOW MAIL TO ACCESS			ACCOUNTS		
Passwords	>	Siri & Search >		iCloud iCloud Drive, Mail, Contacts, Calendars and 6 more		and 6 more >	
🖂 Mail	>	Off Notifications		Mail, Contacts,	Calendars	>	
Calendar	>	🕅 Mobile Data		Gmail Mail, Contacts,	Calendars, Notes	>	
Notes	>			Mail, Contacts,	Calendars	>	
Voice Memos	>	Language	e Eng	jlish (UK) ≯	Mail, Contacts,	Calendars	>
Phone Messages	>			_	company er Mail	mail	>
FaceTime	>	Accounts 7 >		Subscribed US Holidays	Calendars	>	
Compass	>	MESSAGE LIST		Add Accour	nt	>	

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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.

< Accounts Add Account
iCloud
Microsoft Exchange
Google
yahoo!
Aol.
Outlook.com
Other

- 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

Name John Appleseed Email i.appleseed@example.com Password Description Example	Cancel	New Account	Next
Email i,appleseed@example.com Password Description Example	Name	John Appleseed	
Password Description Example	Email	i.appleseed@exam	ple.com
Description Example	Password		
	Description	Example	



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.

Cancel	New Account	Next
IMAG	,	POP
Name		
Email		
Description		
INCOMING MAIL	SERVER	
Host Name	mail.example.com	
Username	Required	
Password		
OUTDOING MA	L SERVER	
Host Name	smtp.example.con	
Usemame	Optional	
Password	Optional	

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



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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)	True (ticked): <i>Use same settings as my</i>
requires authentication	incoming mail server
Incoming server IMAP (port):	993
Incoming server encrypted	SSL
connection:	
Outgoing server SMTP (port):	465
Outgoing server encrypted	TLS
connection:	

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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.



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3. You will now be on the "Account" page > Scroll down > Tap "Advanced".



4. 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.</p>



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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.</p>



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