How to add your new email account to an iOS (Apple) device

This document explains how to set up a connection between your iOS mobile device and your new email address, so that you can use your iOS device to send and receive emails.

Please Note: You will need to be connected to the internet on your device

1: Go to "Settings"



2: Select "Accounts & Passwords"

	Settings			
(P	Accounts & Passwords		
		Mail	>	
		Contacts	>	
		Calendar	>	
		Notes	>	
		Reminders	>	
		Phone	>	
		Messages	>	
	6	Maps	>	
	(\pm)	Compass	>	
	\checkmark	Safari	>	

3: Select "Add Account"

4: Select "Other"

Settings Accounts & Passwords			
App & Website Passwords			
ACCOUNTS			
iCloud iCloud Drive, Contacts, Calendars, Safari and 7 m			
Outlook Mail, Notes			
Gmail Mail			
Add Account			
Fetch New Data			
Accounts Add Account			
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YAHOO!			
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o∎ Outlook.com			
Other			

5: Select "Add Mail Account"

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6: Fill in your details and tap "Next"

Name: Enter the name you would like to appear when someone receives an email from you

Email: Enter the email address of the account you would like to add

Password: Enter the password of the email address you would like to add

Description: Enter a name for the email account on your phone (using your full email address is recommended)

Cancel	New Account	Next
		\bigcirc
Name	Your Name	
Email	yourname@yourdoma	in.co.uk
Password	•••••	
Description	yourdomain.co.uk	
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7: Select "IMAP" and fill in the "Incoming Mail Server" and "Outgoing Mail Server" details. Please note, your IMAP Server/SMTP information may differ from the example given below, please check with the Webforward team before entering these details.

Host Name: Enter "imap.stackmail.com"

Username: Enter the full email address for the account you would like to add.

Password: Enter the password of the email address you would like to add.

(these details should be the same for both "Incoming" and "Outgoing")

The system should automatically start "Verifying" your details. If verifying does not happen automatically - tap "Next" in the top right-hand corner of the screen.

Cancel	New Account	Next
IMAF	F	POP
Name	Your Name	
Email	yourname@yourdom	ain.co.uk
Description	yourdomain.co.uk	
INCOMING MAI	L SERVER	
Host Name		
Username	yourname@yourdom	ain.co.uk
Password	•••••	
OUTGOING MA	IL SERVER	
Host Name		
Username	yourname@yourdom	ain.co.uk
Password	•••••	

	Verifying
Name	Your Name
Email	yourname@yourdomain.co.uk
Description	yourdomain.co.uk
INCOMING MAIL	SERVER
Host Name	
Username	yourname@yourdomain.co.uk
Password	
OUTGOING MA	IL SERVER
Host Name	
Username	yourname@yourdomain.co.uk
Password	

8: Your account will appear under "Accounts & Passwords" - Select the account and ensure the "Mail" setting is activated – the button should be green.

App & Website Passwords > Account CCOUNTS Cloud Cloud Drive, Contacts, Calendars, Safari and 7 more > Cloud Drive, Contacts, Calendars, Safari and 7 more > Mail Dutlook tail, Notes Smail tai Account Mail Note Mail	Settings Accounts & Passwords	
Account	Ann 9 Mahaita Desaurada	
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yourdomain.co.uk	Gmail	>
Add Account	/ourdomain.co.uk	,
Add Account	Mail	_
	Add Account	>
	Fetch New Data Push	1 >

9: To access the emails on your new account return to your home screen and select the "Mail" application



		Edit
Ν	lailboxes	
	All Inboxes	1 >
	Outlook	1 >
	Gmail	>
*	VIP	>
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	Inbox	1 >
	Drafts	>
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