

Setting up a new account for iPad

- **Select settings**

1. Start by selecting the settings icon from your home screen.



- **Select Mail**

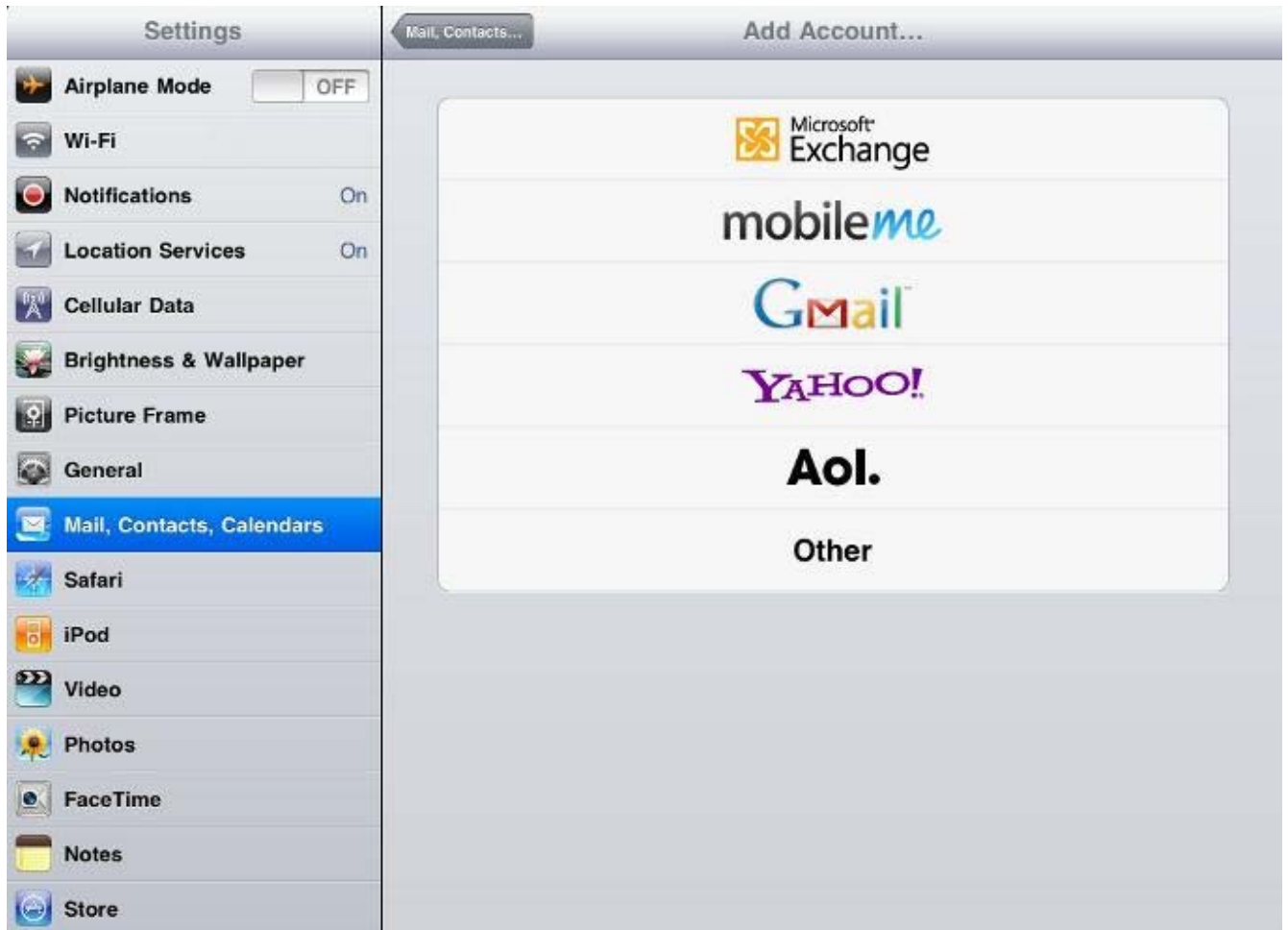
2. Select "Mail, Contacts, Calendars" from the settings menu:

3. Select "Add Account..." from the list of accounts:



- **Select Other**
-

4. Select "Other" from the menu:



- **Select Add Mail Account**
-

5. Select "Add Mail Account" from the list:



- Enter your account information

6. Fill in the required fields as below and select "Next":

The image shows a 'New Account' dialog box with the following fields:

- Name**: Name Surname
- Address**: you@your-domain.com
- Password**: 12 masked characters (dots)
- Description**: (empty)

- **Configure Incoming and Outgoing Servers**

6. Scroll down to "Incoming Mail Server" and fill in the relevant fields.

7. Scroll down to "Outgoing Mail Server" and fill in the relevant fields and select "Next":

The screenshot shows the 'New Account' setup screen. At the top, there are 'Cancel' and 'Next' buttons. The screen is divided into two sections: 'Incoming Mail Server' and 'Outgoing Mail Server'. Each section has three input fields: 'Host Name', 'User Name', and 'Password'. The 'Host Name' for the incoming server is 'pop.your-domain.com', and for the outgoing server, it is 'smtp.your-domain.com'. The 'User Name' for both is 'you@your-domain.com'. The 'Password' fields are masked with dots.

- **Select IMAP**

Select "IMAP" from the top of the screen:

The screenshot shows the 'New Account' setup screen with a selection screen. At the top, there are 'Cancel' and 'Next' buttons. Below them, there are two large buttons: 'IMAP' and 'POP'. The 'IMAP' button is highlighted in blue, indicating it is the selected option.

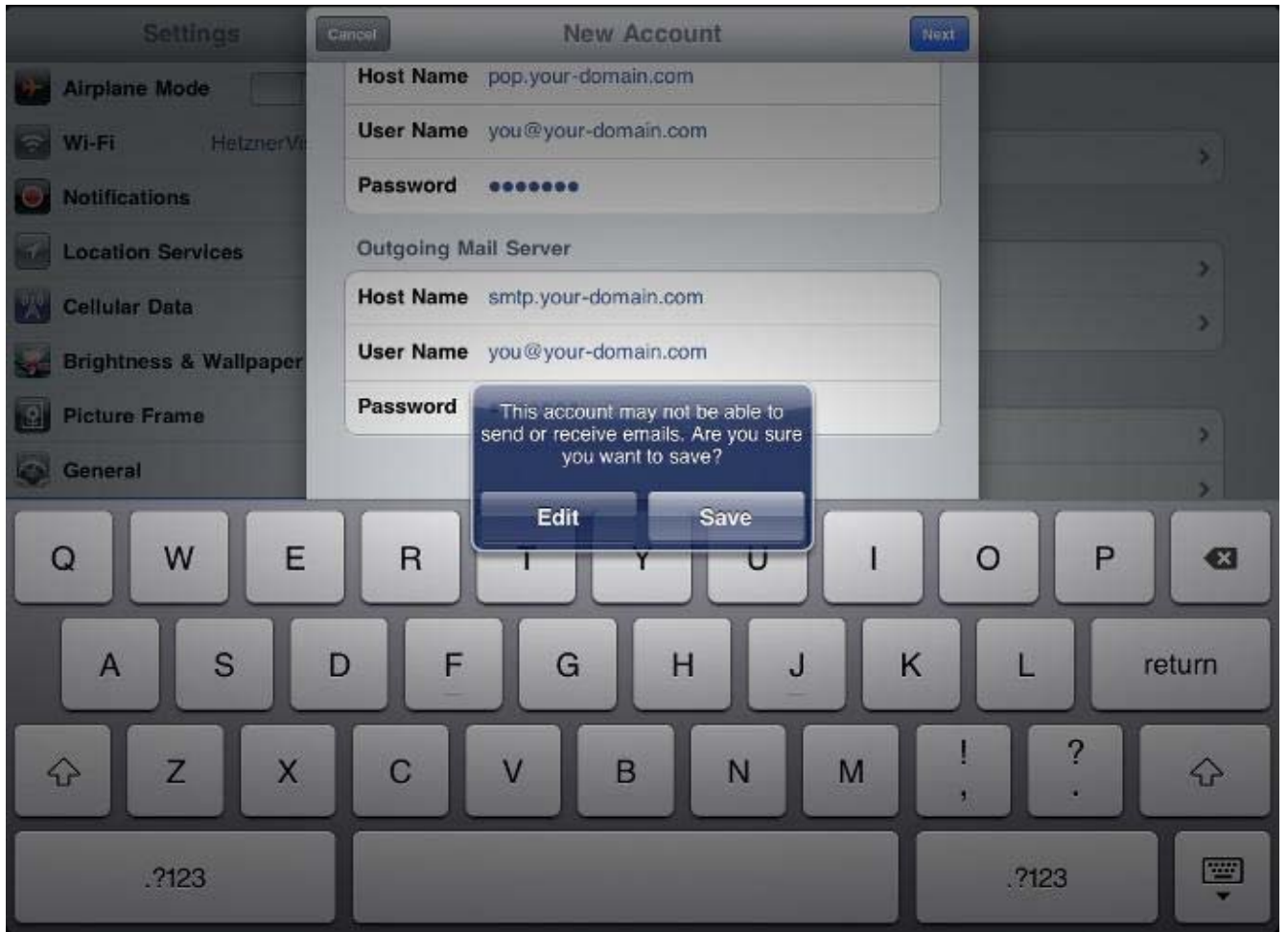
- **Select Yes**

8. When prompted with the below pop up message. Select "Yes":



- **Select Save**

9. You will then be prompted to "Save" or "Edit", you can select "Save".



- **You have completed your account setup**

Congratulations, you have now successfully configured your email account on your iPad.