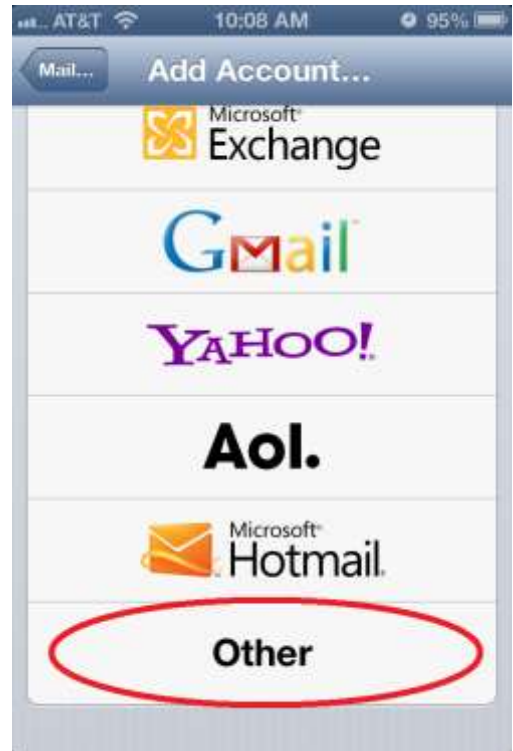1. From the **Home** screen, tap **Settings**.
   Note, your Settings may be on another screen
   if you have moved it.

2. Tap **Mail, Contacts, Calendars**

3. Under Accounts, tap **Add Account...**

4. Tap **Other**

5. In the **New Account** window tap **Name** and
   type in your **Full Name**

6. Tap the **Address** field and type in your **email address**.

7. Tap the **Password** field and type in your **password**.

8. Tap the **Description** field to change the description name if you wish. (Optional)

9. Tap the **Next** button.

10. Tap **IMAP**

11. Under **Incoming Mail Server**, tap the **Host Name** field and type in
    mail.(yourdomain.com)
    example:mail.microsoft.com

12. Tap the **User Name** field and type in **your User Name**

13. The password should be filled in for you from the previous screen.

14. Scroll to the **Outgoing Mail Server** section.

15. Tap the **Host Name** field and type in
    mail.(yourdomain.com)
    example:mail.microsoft.com

16. The **User Name** & **Password** fields should be filled in with your login used in for the incoming server.

17. Tap the **Next** button at the **top of the screen**.

18. Once verified you will see this page, simply tap **Save** to finish up the wizard.