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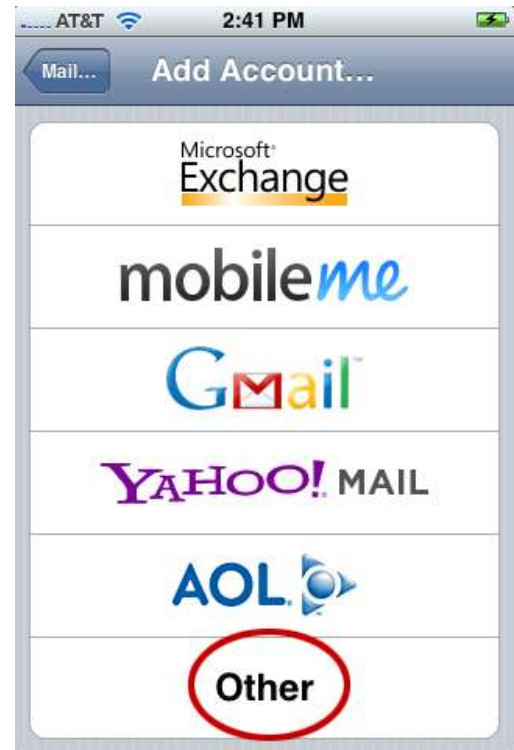   if you have moved it.

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

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

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 **Save** button.

10. Tap **IMAP**

11. Under **Incoming Mail Server**, tap the **Host Name** field and type in **keywest.beaconnet.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. Touch and scroll to the **Outgoing Mail Server** section.
15. Tap the **Host Name** field and type in **keywest.beaconnet.com**
16. The **User Name** field stays empty
17. The **Password field** stays empty
18. Tap the **Save** button at the **top of the screen**.