Email Configuration Guide iOS 3.2 on iPad

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Introduction

This guide explains how to configure your iPad to access your email account.

This tutorial was created using a iPad running iOS 3.2. If you are using different hardware or a different OS version, these instructions may differ.

The domain example.com is used throughout this guide as a substitute for your domain name. If your domain is johnsmith.com, use johnsmith.com in place of example.com.

Configuration of your device

Follow the steps below to set up email on your iPad.

Launch Settings



Tap the **Settings** button on your iPad home screen. If you have installed custom applications from the Apple AppStore, this button may be located on a different home screen than the one pictured. By default, it is on your main home screen.

Settings		9:33 PM 8 614 Mail, Contacts, Calendars	
?	Wi-Fi Moondance	Accounts	
•	Notifications On	ross@hover.com	>
2	Brightness & Wallpaper	Add Account	>
2	Picture Frame		
0	General		'ush >
	Mail, Contacts, Calendars	Mail	
	Safari	Show 50 Recent Messa	
0 222	iPod Video		nes > ium >
	Photos	Show To/Co-Label	OFF
-	Store	Ask Before Deletting	OFF
Ар		Load Remote Images	
٦	AirVideoFree		
đ	Archie	Always Bcc Myself	OFF
è	Crosswords	Signature Butterscotch.c	
0	Dictation	Default Account ross@hover.c	
f	Facebook	Messages created outside of Mail will be sent fi the default account.	om
	iBooks		First >
	Keynote	Display Order First, L	
2	Pages	Calendars	
2	Scramble	New Invitation Alerts	
2	outample		

This is the main Settings screen. You will need to scroll down to the section labeled **Mail, Contacts, Calendars** as pictured.

Tap Mail, Contacts, Calendars.

iPad 🙃	9:33 PM	* 58%
Settings	Mail, Contact	s, Calendars
Wi-Fi Moondance	Accounts	
Notifications On	ross@hover.com	>
Brightness & Wallpaper	Add Account	>
Picture Frame	\smile	
🐼 General	Fetch New Data	Push >
🔄 Mail, Contacts, Calendars	Mail	
🛃 Safari	Show	50 Recent Messages >
🐻 iPod	Preview	2 Lines >
Video Video	Minimum Font Size	Medium >
📌 Photos	Show To/Cc Label	OFF
Store	Ask Before Deleting	OFF
Apps	Load Remote Images	ON
Archie	Always Bcc Myself	OFF
Crosswords	Signature	Butterscotch.com >
Dictation	Default Account	ross@hover.com >
Facebook	Messages created outside the default	
iBooks	Contacts	account.
Reynote	Sort Order	Last, First >
🛃 Numbers	Display Order	First, Last >
🜠 Pages	Calendars	
Scramble	New Invitation Alerts	ON
_		

If you have already configured an email account on your iPad, you will need to tap the **Add Account...** option.

If you have not configured any mail accounts on your iPad you can skip to the next step.

iPad 🤶		12:17 PM		88 % 📟
Settings		Mail, Contacts	Add Account	
🎦 Airplane Mode	OFF			
🛜 Wi-Fi	bovine		Exchange	
VPN VPN	OFF		mobileme	
Notifications	On			
Brightness & Wallp	aper		Gmail	
Picture Frame			YAHOO!	
General				
Mail, Contacts, Cal	endars		Aol.	
Mafari Safari			Other	
iPod			other	_
🚰 Video				
🔎 Photos				
T Notes				
Store				
Apps				
Bloomberg				
Boxcar				
Canada Tax				
Facebook				
Fieldrunners				
Flipboard				
GoodReader				



Tap the **Other** option at the bottom of the list.

Complete the following fields:

Name

Your name as you wish it to appear on your outgoing email messages

Address Your email address

Password Your email password

Description A description of your email account

Tap Next.





Enter your name as you wish it to appear on your outgoing email messages, your email address, and your email password. The **Description** field can contain any description you want for your email account.

Tap Save.

Тар ІМАР.

Incoming Mail Server Details



Enter the following information in the **Incoming Mail Server** section:

Host Name: mail.your_domain

User Name: Your email account

Password: Your email account password

Outgoing Mail Server Details



Enter the following information in the **Outgoing Mail Server** section:

Host Name: mail.your_domain

User Name: Your email account

Password: Your email account password



If you receive a certificate error message, like the example above, simply tap the **Continue** button.

Verifying Account Information



Your iPad will now attempt to verify the details that you entered. This process may last a few minutes.

	Setting	5	Mail, Contacts, Calendars		
?	Wi-Fi	Moondance	Accounts		
•	Notifications	On	ross@hover.com		>
2	Brightness & Wa	llpaper	Mail		
0	Picture Frame		Add Account		>
0	General		Fetch New Data	Push	>
2	Mail, Contacts, C	alendars	Mail		
1	Safari	<u> </u>	Show	50 Recent Messages	>
8	iPod		Treview	2 Lines	>
222	Video		Minimum Font Size	Medium	>
e	Photos		Show To/Co Label	OF	F
-	Store		Ask Before Deleting	OF	F
Ap	AirVideoFree	_	Load Remote Images	ON	
-	Archie		Always Bcc Myself	OF	F
	Crosswords		Signature	Butterscotch.com	>
6	Dictation		Default Account	ross@hover.com	>
f	Facebook		Messages created outsid the defau	e of Mail will be sent from	
	iBooks		Contacts		
ņ	Keynote		Sort Order	Last, First	>
٤	Numbers		Display Order	First, Last	>
<i>K</i>	Pages		Calendars		
S	Scramble		New Invitation Alerts	ON	

This is the main Settings screen. You will need to scroll down to the section labeled **Mail, Contacts, Calendars** as pictured.

Tap Mail, Contacts, Calendars.

Settings	Mail, Contacts, Calendars		
Wi-Fi Moondance	Accounts		
	account@example.	com >	
Brightness & Wallpaper	Add Account	>	
Picture Frame			
General	Fetch New Data	Push >	
Mail, Contacts, Calendars	Mail		
🚰 Safari	Show 50	Recent Messages	
iPod	Preview	2 Lines >	
Video Video	Minimum Font Size	Medium >	
👷 Photos	Show To/Cc Label	OFF	
Store	Ask Before Deleting	OFF	
Apps	Load Remote Images	ON	
AirVideoFree			
Archie	Always Bcc Myself	OFF	
Crosswords	Signature	Butterscotch.com >	
Dictation	Default Account	ross@hover.com >	
Facebook	Messages created outside of the default ac		
🧾 iBooks	Contacts		
👎 Keynote	Sort Order	Last, First >	
🥺 Numbers	Display Order	First, Last >	
🜠 Pages	Calendars		
Scramble	New Invitation Alerts	ON	

Now your iPad is ready to receive your email!

In the Settings application, your account will be listed in the configuration section under **Mail, Contacts, Calendar**.

You can change the behavior of your mailbox by tapping the account name you just created and by changing the other options displayed.