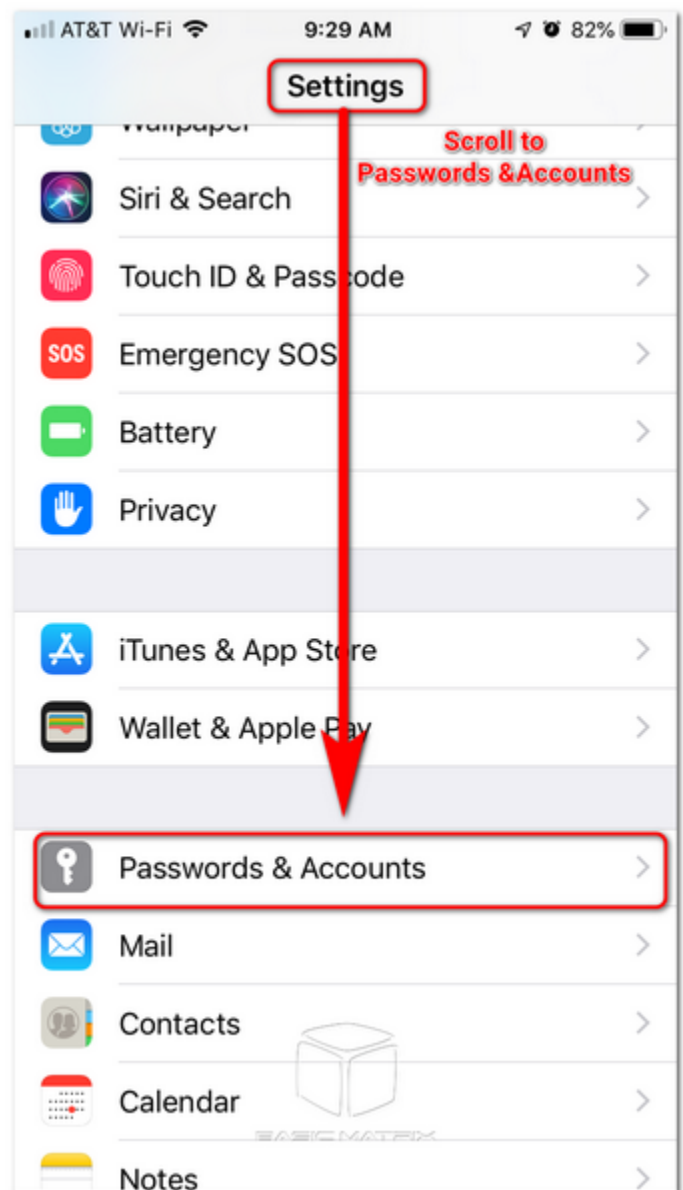


# INSTRUCTIONS: To Add / Delete / Modify an Email Account on an iPhone



These instructions are for email accounts you currently have on your phone.

1. ←Go to Settings.



2. Scroll down to "Passwords & Accounts" →

INSTRUCTIONS: To **Add** / **Delete** / **Modify** an Email Account on an iPhone

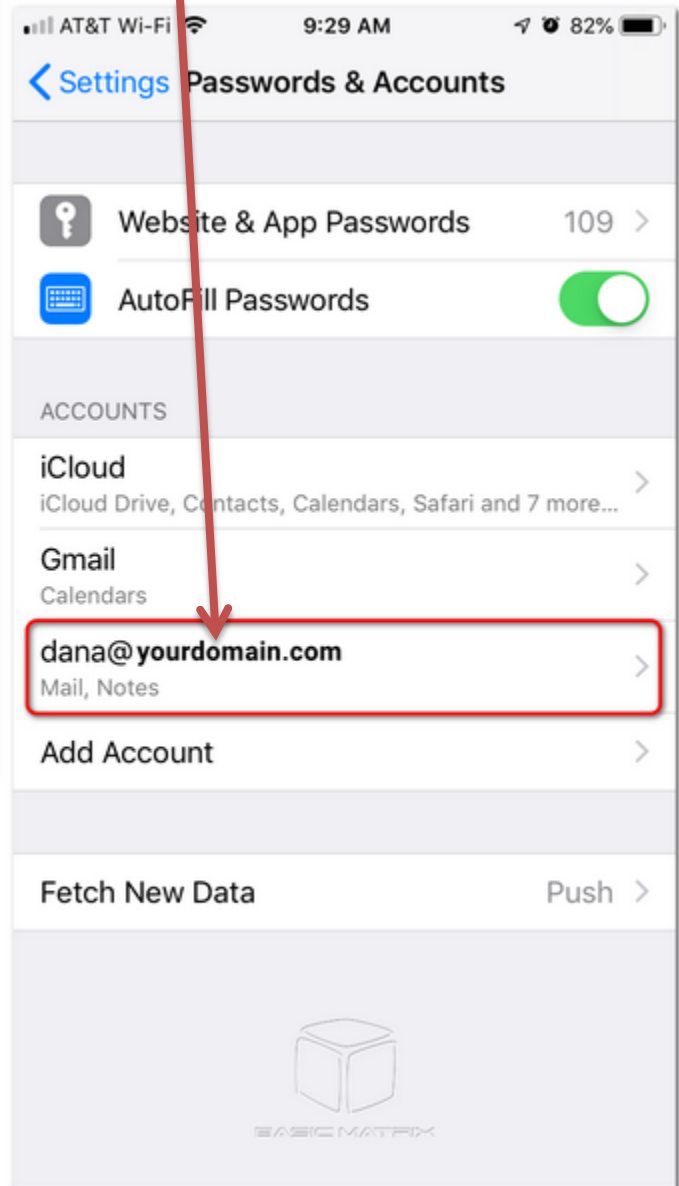
**DELETE / MODIFY / ADD** an Email Account:

NOTE: `dana@yourdomain.com` is a **placeholder** for the email that you want to delete or modify. Your account will have your actual email as the name.

← To **Add** an Account:

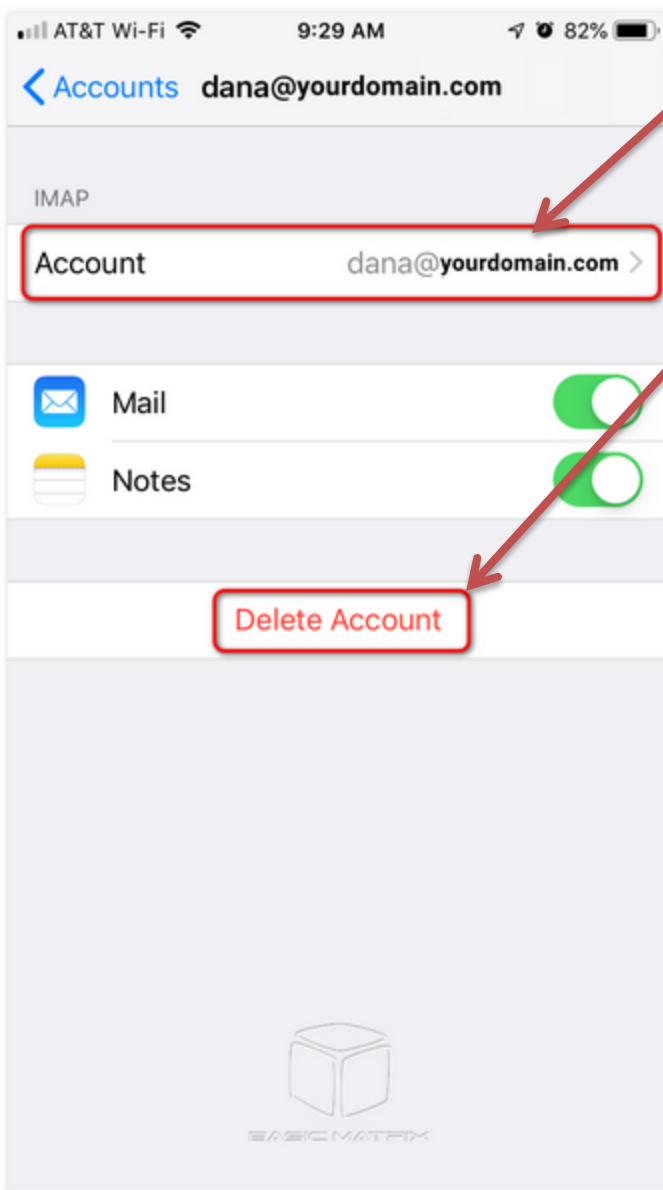
Click "**Add Account**"

To **Modify** an Account: Find the email that you would like to **modify** and click on it. To **Delete**, you must click on the account first.



# INSTRUCTIONS: To Add / Delete / Modify an Email Account on an iPhone

## Modify / Delete Account



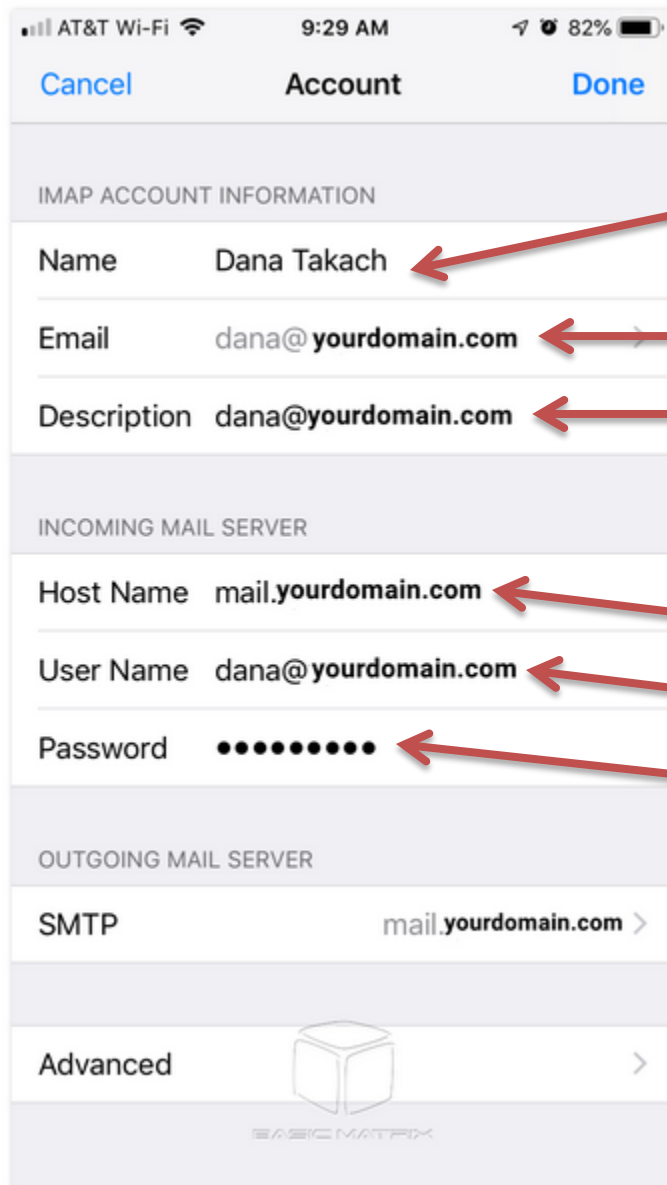
3. ← Here, you can choose to **modify** the account by selecting the account

OR

You can **delete** your email account by selecting "**Delete Account**"

## INSTRUCTIONS: To Add / Delete / Modify an Email Account on an iPhone

### Account Settings (**Modifying** Accounts that will not Send/Receive):



4. Your account should be similar to the image on the right. **Your account will have:**

- \* Your name (People will see this when you send an email)
- \* Your full email address
- \* The Description, which should be your full email address

#### **Incoming Mail Server:**

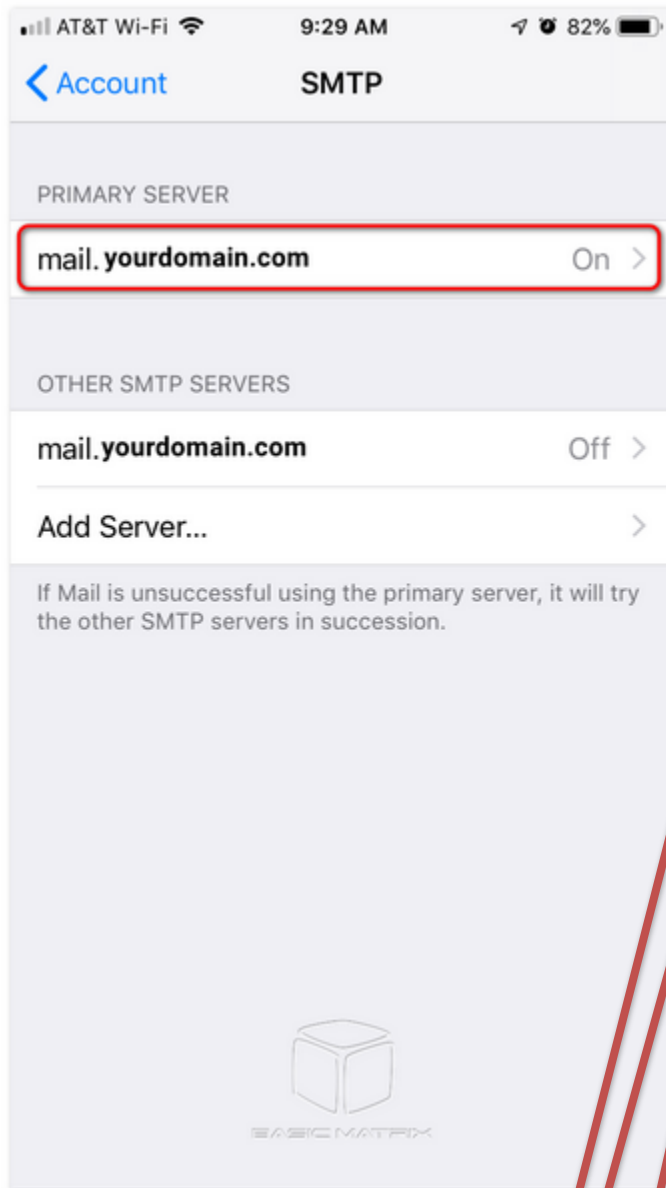
- \* Host is **mail.yourdomain.com**
- \* User is your full email address
- \* Password: Be careful when typing this as you cannot see it. Passwords are case-sensitive. This is the most common problem if you cannot **receive** mail on your phone.

#### **Outgoing Mail Server:**

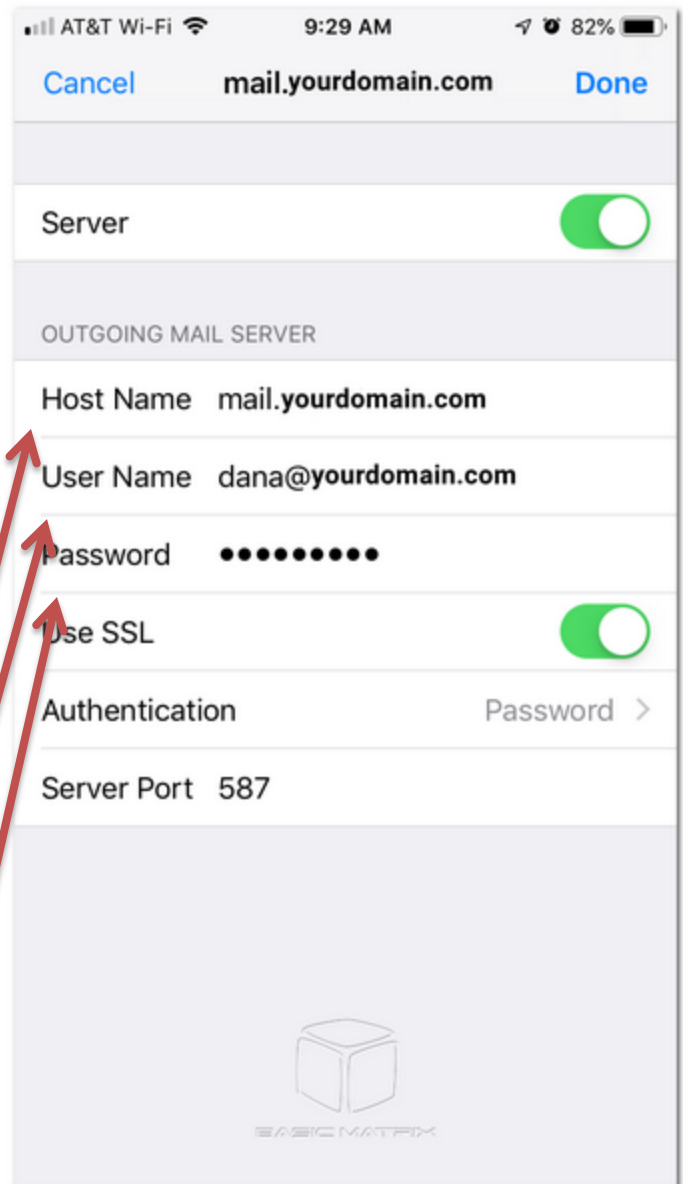
\*\* This is NOT optional. Please fill out the Outgoing server just like your Incoming Server.

# INSTRUCTIONS: To Add / Delete / Modify an Email Account on an iPhone

## Outgoing Server:



5. ← Click on SMTP then on your account under Primary Server.



Make sure your information here is correct.

\* Host is **mail.yourdomain.com**

\* User is your full email address

\* Password: Be careful when typing this as you cannot see it. Passwords are case-sensitive. This is the most common problem if you cannot **SEND** mail on your phone.

**INSTRUCTIONS:** To **Add** / **Delete** / **Modify** an Email Account  
on an iPhone

Some accounts may either use or not use SSL. If you are getting a certificate error, switch off SSL.

6. When you click "**Done**" you should see the account is verified. If there is an error, something is not submitted correctly.

If you continuously get an error, we recommend **deleting** the account and **adding** it "fresh."