## Tap on Settings

## Tap on Mail



# Tap on Accounts

## Tap on Add Accounts

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Settings	Mail	
ALLOW MAIL TO ACCESS		
💦 Siri & Search	>	
Notifications Badges	>	
🖤 Cellular Data		
Accounts	5 >	
MESSAGE LIST		
Preview	2 Lines >	
Show To/Cc Labels		
Swipe Options		
MESSAGES		
Ask Before Deleting		
Load Remote Images		
THREADING		
Organize by Thread		
Collapse Read Messages		
Most Recent Messag	je on Top	

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< Mail	Accounts		
ACCOUNTS			
iCloud iCloud Drive, Co	ontacts, Calendars, Safari and 8	more	>
Exchange Mail, Contacts,	Calendars, Reminders, Notes		>
<b>Gmail</b> Mail, Contacts,	Calendars		>
<b>Gmail</b> Mail, Contacts,	Calendars		>
Add Accoun	t		>
	<b>v</b>		
Fetch New D	Data	Push	>

## Tap on Other at the bottom

## Tap on Add Mail Account



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Add Account	Add Account	
MAIL		
Add Mail Accour	nt 🧹	>
CONTACTS		
Add LDAP Accou	unt	>
Add CardDAV Ad	ccount	>
CALENDARS		
Add CalDAV Acc	ount	>
Add Subscribed	Calendar	>

Enter information in **all** fields. Description will fill itself out. Then tap on **Next** at the top

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Cancel	New Account	Next
Name	John Appleseed	
Email	user@example.com	
Password	Required	

Description My Email Account

Make sure **IMAP** is selected. **All** fields are required even the ones that say **optional**. See next image.

1:46		ıı ? ■	
Cancel	New Account	Next	
4	◆		
IMA	P	РОР	
Name	John Doe		
Email	consolidated@ndsup	ernet.com	
Description	Ndsupernet		
INCOMING MA	IL SERVER		
Host Name	mail.example.com		
User Name	Required		
Password			
OUTGOING MAIL SERVER			
Host Name	smtp.example.com		
User Name	Optional		
Password	Optional		

Host name is: **ndsupernet.com** Username is 1<sup>st</sup> part of email address. This example the username is: **consolidated** 

Make sure password is entered in both fields. Tap **Next**.



#### Tap on Save. You are all finished!

