

Apple iPhone/iPad Setup Guide

To set up IMAP, do the following:

1. Tap **Settings**  then **Mail, Accounts**

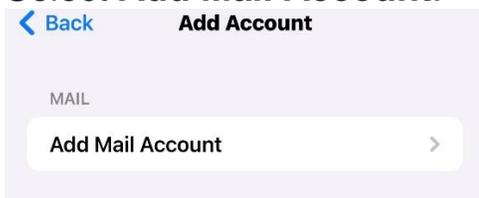
2. **Select Add Account**



3. Select **Other** at the bottom



4. Select **Add Mail Account.**



5. Enter the following information in the spaces provided:

| | | |
|------------------------|---------------------------|----------------------|
| Cancel | New Account | Next |
| Name | Your Name | |
| Email | your reagan email address | |
| Password | | |
| 6. Description | your reagan email address | |

6.

- Name—Enter your first and last name. This is the name that will appear in the **From** field of messages you send
- Address—Enter your entire email address (e.g., mname@mydomain.com).
- Password—Enter the password for your email account.
- Description—Enter a descriptive name for the account (e.g., Work Account). This description will be visible only to you.

7. Tap the **Next** button.

- **Note:** If **IMAP** is not already selected at the top, tap the **IMAP** button.

8. Under both

the **Incoming Mail Server** and **Outgoing Mail Server** sections, enter the following information:

Cancel **New Account** Next

Description Reagan

INCOMING MAIL SERVER

Host Name secure.emailsrvr.com

User Name your reagan address

Password

OUTGOING MAIL SERVER

Host Name secure.emailsrvr.com

User Name Your reagan address

Password

- Host Name—Enter the secure server name:
- **secure.emailsrvr.com**
- User Name—Enter your entire email address (e.g., myname@mydomain.com).
- Password—Enter the password for your email account.
*****You must enter this information for incoming and outgoing servers otherwise you will receive an error message*****

To Configure Default Folders

5. Once your device has finished 'verifying' your account please save your email settings by clicking Done. This will take you back to the Mail, Contacts, Calendars screen.
6. Please press the home (circle) button on the front of your iPhone/iPad to take you to your home page and click the Mail icon. Select your Reagan account from the mail accounts and you will now be in your inbox.
7. Click the home button on your device and go back to Settings then click Mail, Contacts, Calendars and select your Reagan

account. Click the Account. Then scroll down and click the Advanced tab at the bottom of the screen and

8. **Mailbox Behaviors**, tap **Drafts Mailbox**.
9. Under **On the Server**, tap **Drafts**.
10. Tap **Advanced** and Tap the **Sent Mailbox**.
11. Under **On the Server**, tap **Sent**.
12. Tap **Advanced** and then Tap **Deleted Mailbox**.
13. Under **On the Server**, tap **Trash**.

Tap Advanced then tap Account then tap Done. Your device and folders are now configured for use. Enjoy your account!