This guide takes you step-by-step through the process of setting up a new email account on your iPhone or iPad.

Check your password

- *First, check your password by browsing to [Webmail](#) and trying to log in. If you aren't able to log in, then you have the incorrect password. Forgotten passwords can be reset – you will need to get your domain or web administrator to update it for you.*
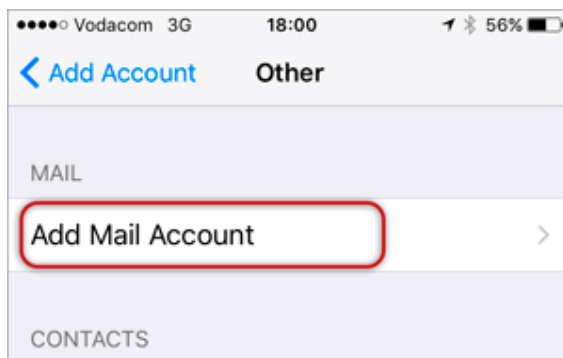
Add Mail Account

1. **Select the settings icon** *on your home screen*

2. *Select* **Passwords & Accounts**

3. *Select* **Add Account**

4. *Select* **Other** *from the menu*
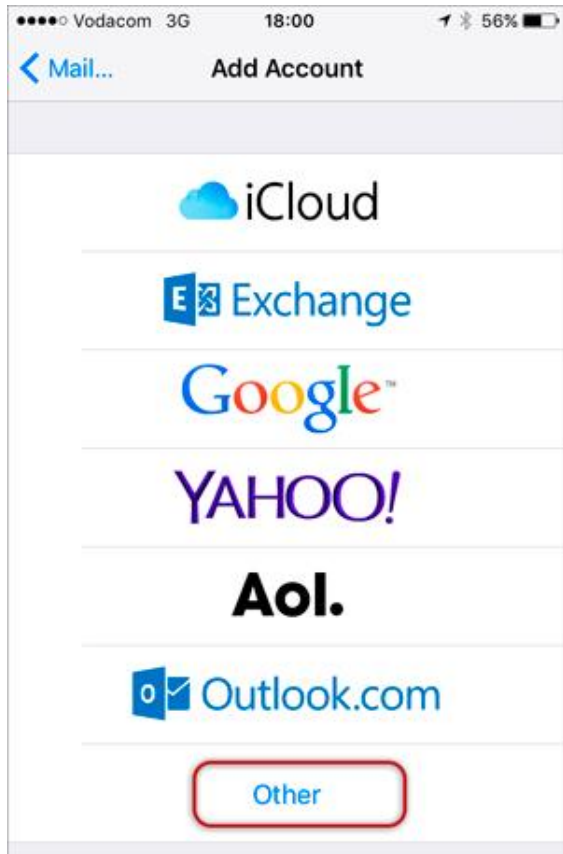
5. Select **Add Mail Account**

Enter your account information

1. Enter your Name, Email & Password > **Next**

Configure Incoming and Outgoing Servers

1. *Select **IMAP***

2. *Scroll down to **Incoming Mail Server** and enter all the relevant details, then do the same for **Outgoing Mail Server**, as in the screen below and then select **Next**.*

- *Ensure that **User Name** is the full email address*

- **User Name** *&* **Password** *are the same for both* **Incoming** *&* **Outgoing** *servers*

Verify Server Identity
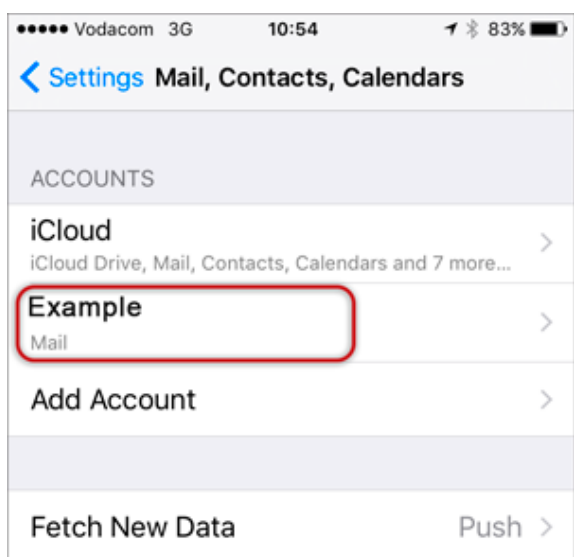
1. *You may receive a prompt asking you to verify the incoming and outgoing servers – you can click* **Continue** *for each.*
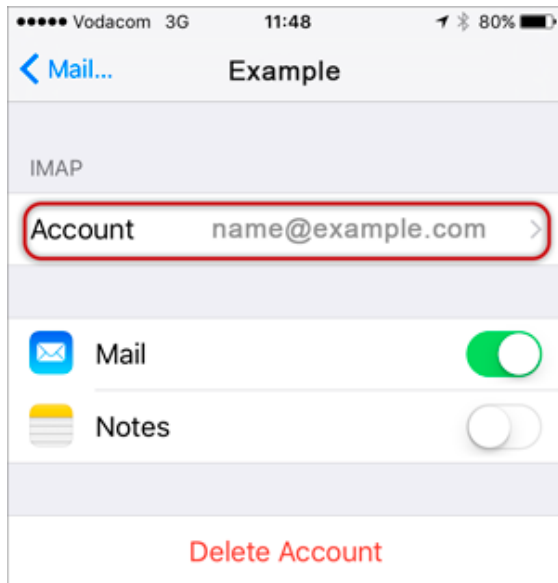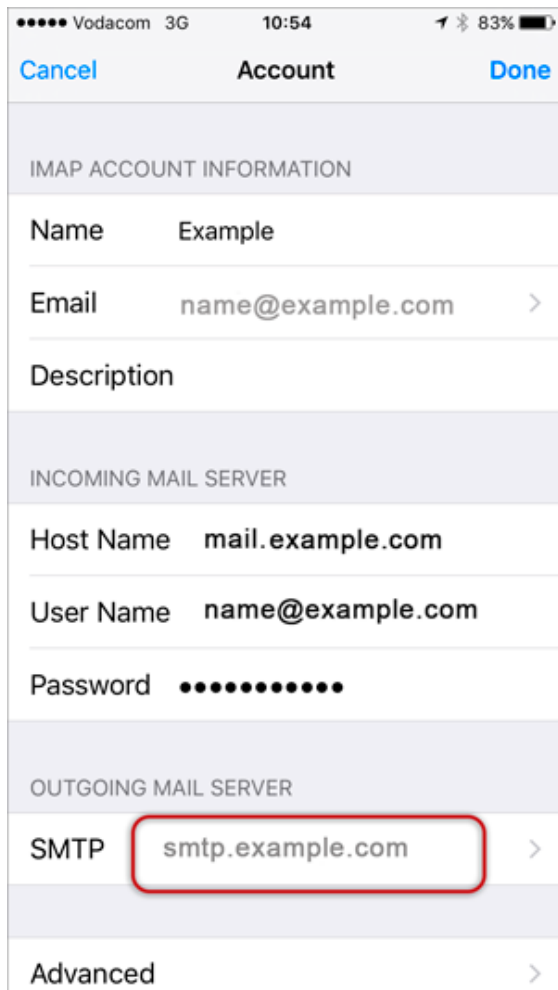
Cannot Verify Server Identity

Settings cannot verify the identity of "mail.example.com". Would you like to continue anyway?

Cancel

Details

Continue

2. **Save**

●●●●● Vodacom 3G   18:08   ⚡ ∗ 55% ▮▭⟩

Cancel   **IMAP**   Save

✉️ Mail

🗒️ Notes
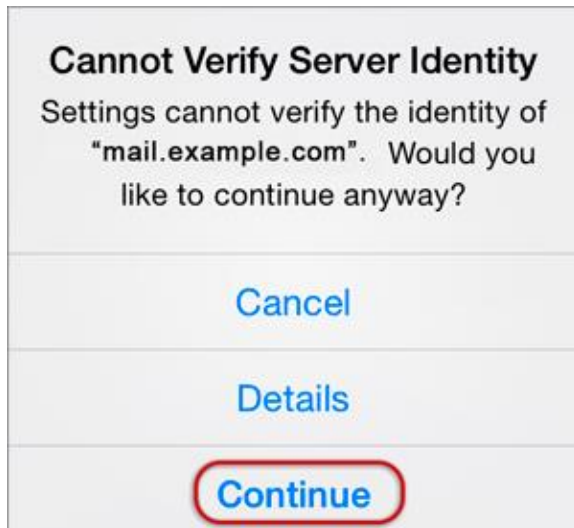
3. *Choose the* **new account** *that you've just created*

●●●●● Vodacom 3G   10:54   ⚡ ∗ 83% ▮▭⟩

‹ Settings **Mail, Contacts, Calendars**

ACCOUNTS

iCloud   ›
iCloud Drive, Mail, Contacts, Calendars and 7 more...

Example   ›
Mail

Add Account   ›

Fetch New Data   Push ›

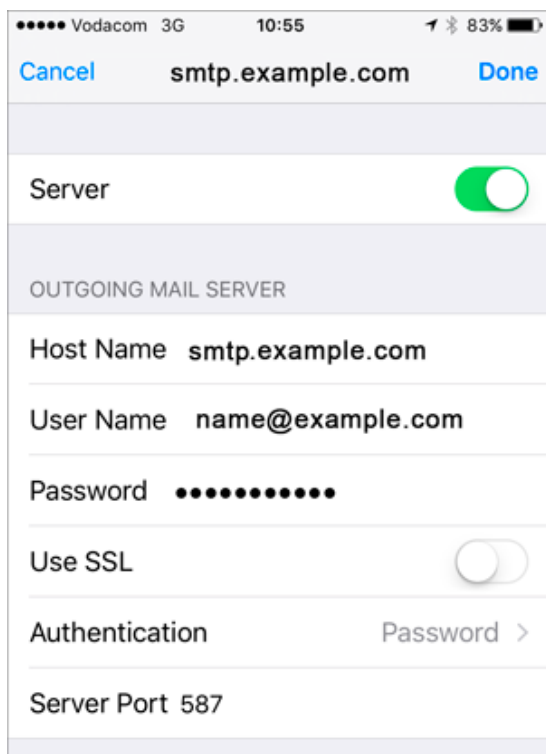*then*

4. Choose the **SMTP server**

then

5. **Check** *the SMTP settings:*

- **User Name** *is the full email address*

- **Use SSL** *is off*

- **Athentication** *is Password*

- **Server Port** *is 587*

- **> Done**

You have completed your account setup.

Congratulations! You have now successfully configured your email account on your iPhone.