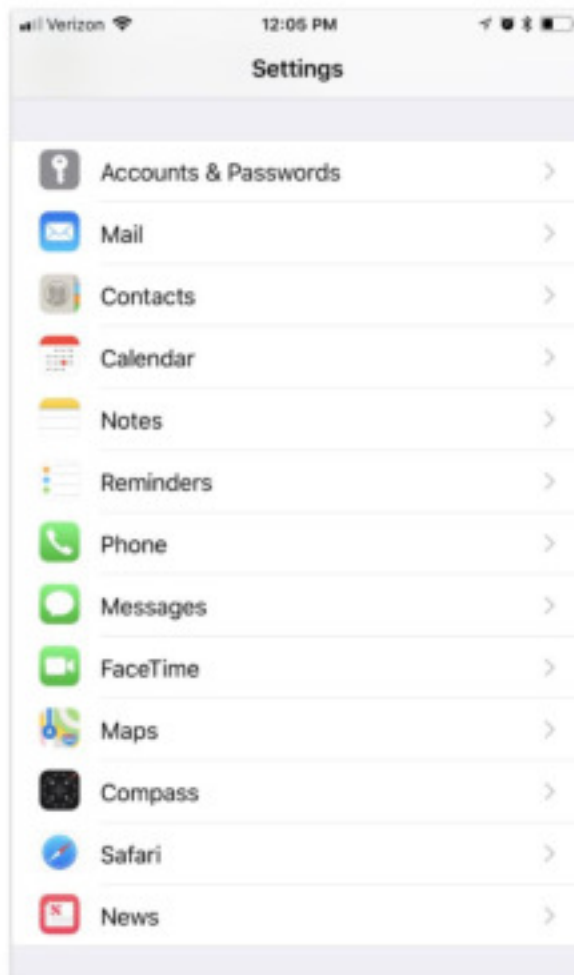


iPhone Email Set Up Instructions

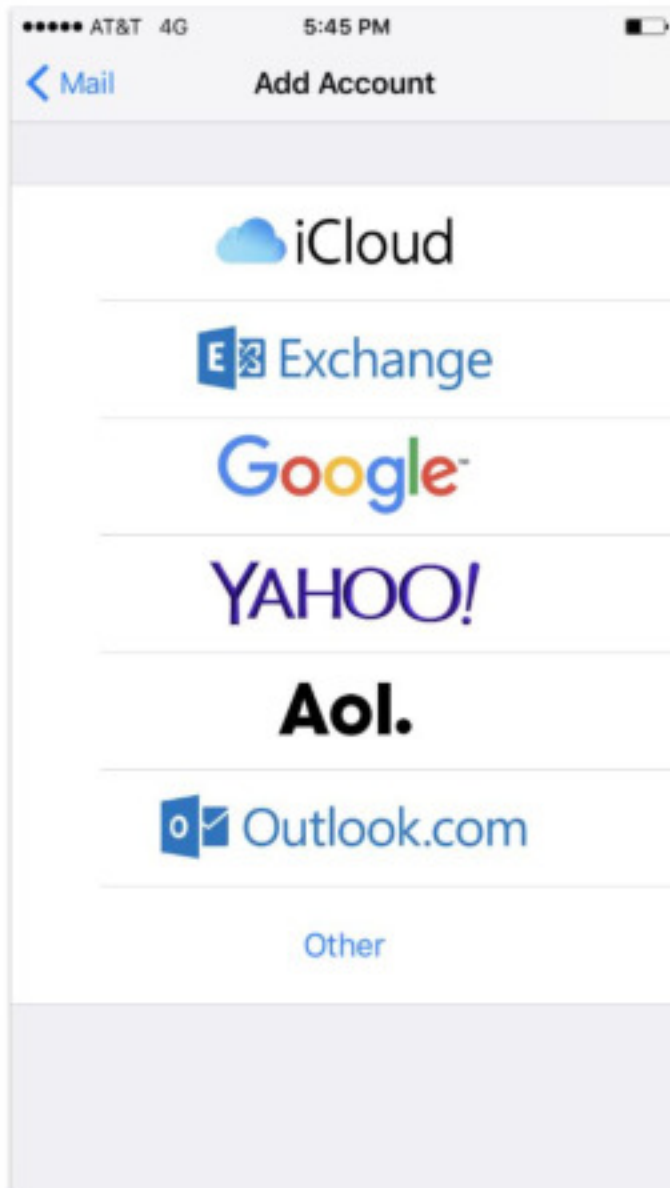
iOS: iPhone (iOS 11 - IMAP)

This article will assist you in setting up your iPhone with your Hosted Email mailbox. This article assumes that you have iOS 11 installed. If you have an older version, the screenshots below may not align exactly. We recommend running the latest version of iOS. This will ensure your phone has the latest features and security patches.

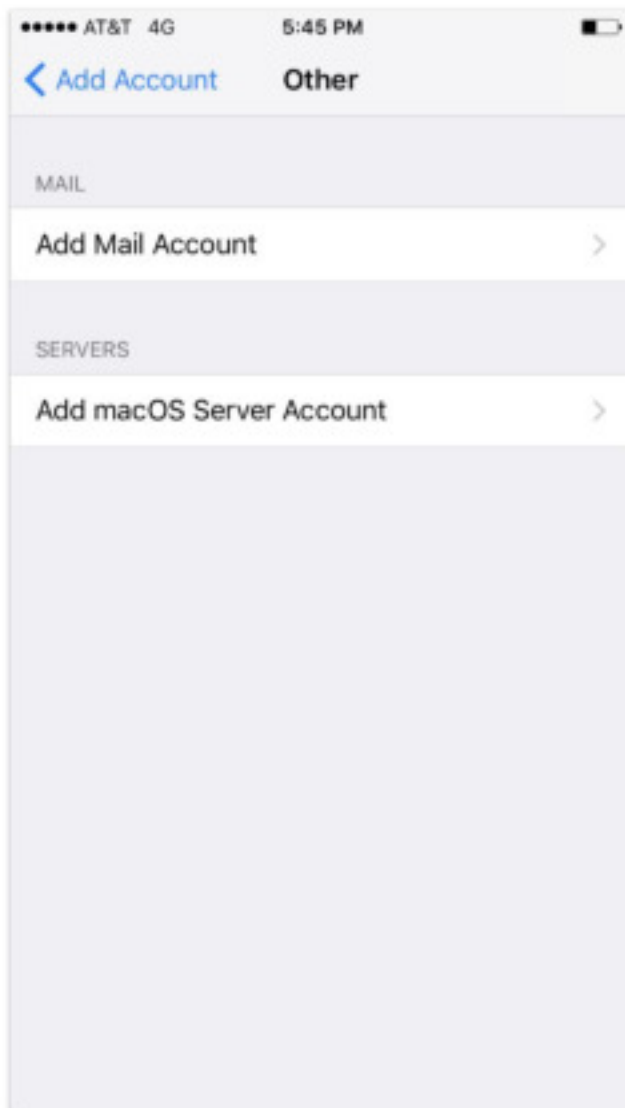
1. On the home screen, tap the **Settings** icon.
2. Within Settings, scroll down and tap **Accounts and Passwords**



4. Tap **Other**, at the bottom



5. Tap Add Mail Account



6. The next screen will ask for basic account information:

Name: Your first and last name

Email: cs@mededlabs.com

Password: Your mailbox password

Description: Anything you'd like!

7. Tap Next

••••• AT&T 4G 5:45 PM

Cancel New Account Next

Name

Email cs@mededlabs.com

Password

Description

8. Make sure **IMAP** is selected

Enter the following server details:

Name: Your first and last name

Email: cs@mededlabs.com

Description: Should already be prefilled from last section

Password: Your mailbox password

Incoming Server Settings

Host Name: secure.emailsrvr.com

User Name: cs@mededlabs.com

Password: Your mailbox password

Outgoing Server Settings

Host Name: secure.emailsrvr.com

User Name: cs@mededlabs.com

Password: Your mailbox password

Note: Even though it says optional, they are **NOT** optional. If you skip these fields, you will **NOT** be able to send out email.

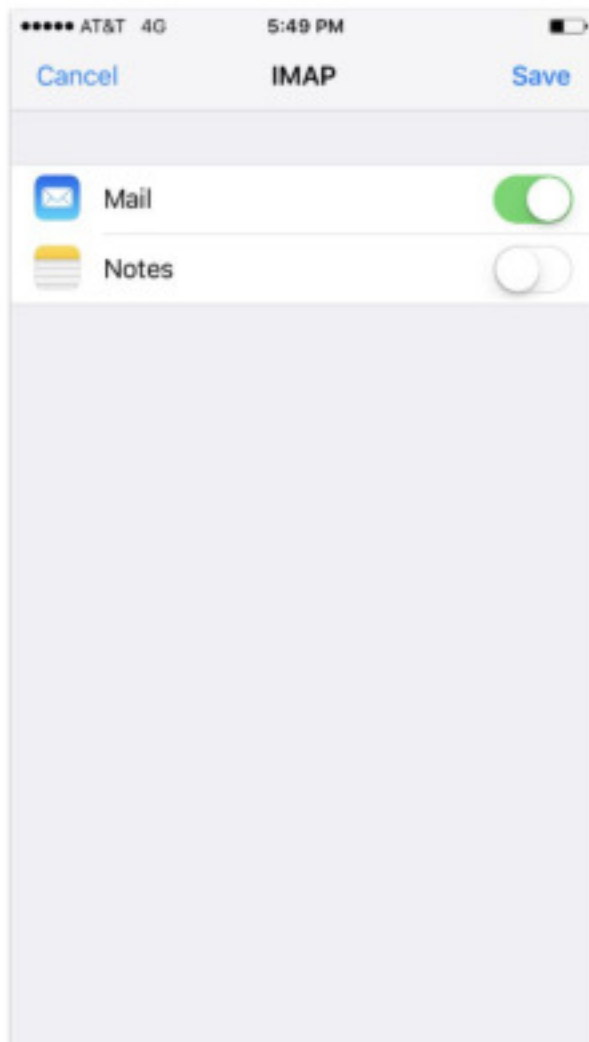
The screenshot shows an iPhone 'New Account' setup screen. At the top, the status bar shows 'AT&T 4G' and '5:48 PM'. The title bar contains 'Cancel', 'New Account', and 'Next'. Below the title bar are two tabs: 'IMAP' (selected) and 'POP'. The form fields are as follows:

- Name: (empty)
- Email: cs@mededlabs.com
- Description: (empty)
- INCOMING MAIL SERVER section:
 - Host Name: secure.emailsrvr.com
 - User Name: cs@mededlabs.com
 - Password: (masked with 15 dots)
- OUTGOING MAIL SERVER section:
 - Host Name: secure.emailsrvr.com
 - User Name: cs@mededlabs.com
 - Password: (masked with 15 dots)

9. Tap Next

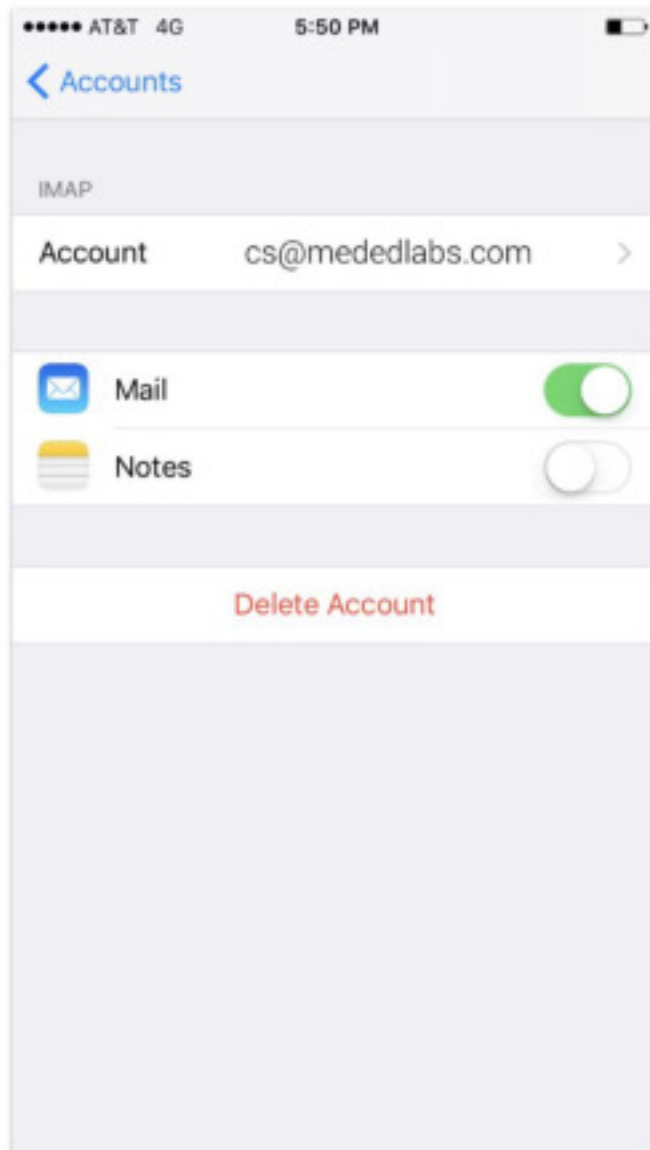
Authentication failed? Click me for tips!

10. Select the desired settings and tap Save



Next, we are configuring your iPhone to sync your various IMAP folders and prevent duplicate folders from showing up. We call this Folder Mapping; below are the steps to do so.

1. Within the **Mail** settings window, select the account that you just added.
2. Under **IMAP**, tap **Account**



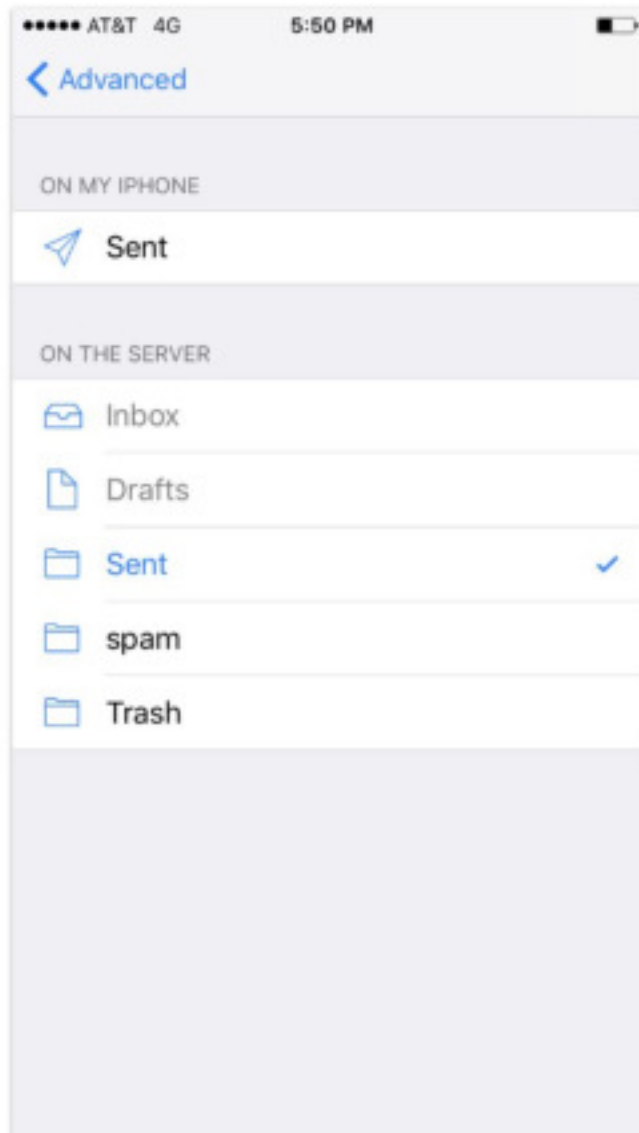
3. Within the account settings, select **Advanced** at the bottom



4. Under MAILBOX BEHAVIORS, select **Sent Mailbox**



5. Select the appropriate folder under **ON THE SERVER**.



6. Now repeat the previous step for **Deleted Mailbox**.

Ignore the **Archive Mailbox**, it won't be used.

7. Last step! Make sure **Deleted Mailbox** is selected under **MOVE DISCARDED MESSAGES**

INTO. This will ensure deleted messages go to the Deleted Mailbox folder.

8. **Now you're done!** Go back to the home screen and launch the Mail app. Your email should appear within a few minutes, depending on the amount of items to sync.

