

To set up **IMAP**, perform the following steps:

1. Tap **Settings**



2. Tap **Mail, Contacts, Calendars**

3. Tap **Add Account**

4. Tap **Other**

5. Tap **Add Mail Account**

6. Enter the following information in the spaces provided:

•**Name**: Enter your first and last name  
This is the name that will appear in the "From" field of messages you send

•**Email**: Enter your entire email address (e.g., myname@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

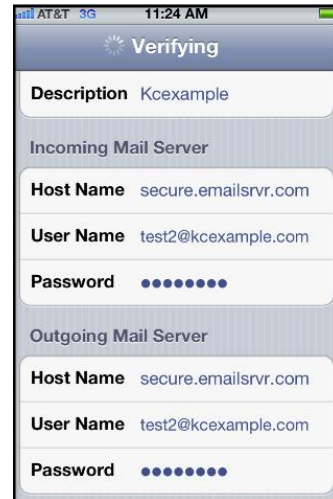
8. Tap the **IMAP** button if it is not already selected

9. Enter the following information for BOTH the **Incoming Mail Server** and **Outgoing Mail Server** sections:

•**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



10. Tap the **Save** button

11. The device will verify settings and return to the **Mail, Contacts, Calendars** screen

## Mapping Your Folders

Mapping your folders allows you to synchronize email across all your devices, email clients and the web. By default, some email clients and mobile devices create their own folders for Sent, Trash, Spam etc. You can map your Sent, Deleted, and Spam messages to their proper folders as well as access any sub-folders you've created by following the procedure below:

1. After you've set up your mail account, go back to your home screen and Tap your **Mail** icon.

2. Select the newly created **Mailbox** and let all your mail synchronize and then go back to your home screen.

3. From the home screen tap **Settings, Mail, Contacts, Calendars**, select your **Account**, and then select your **Account** one more time.

4. You'll then tap **Advanced** located at the bottom, tap **Drafts** and on the next screen, select **Drafts** under the **Server** option.

*Note: Repeat step number 4 for your **Sent** and **Trash** folders.*

*Note: You'll see that all your sub-folders have populated under the **Server** option*