## Technical Manual: User Guide

Steps are compatible with 3G and 4.0.

## To set up IMAP, do the following:

1. Tap Settings, Mail, Contacts, Calendars, Add Account, Tap Other and then Add Mail Account.



- 2. 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.
- Address—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.
- 3. Tap the Save button.

Note: If IMAP is not already selected, tap the IMAP button.

- 4. Under both the **Incoming Mail Server** and **Outgoing Mail Server** sections, enter the following information:
- 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.

Incoming Mail Server

Host Name secure.emailsrvr.com

User Name myname@mydomain.com

Password ••••••

Outgoing Mail Server

Host Name secure.emailsrvr.com

User Name myname@mydomain.com

Password ••••••

5. Tap the **Save** button and the device will verify settings and return to the **Mail**, **Contacts**, **Calendars** screen.

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## **Configure Default Folders**

1. Tap **Settings**, **Mail**, **Contacts**, **Calendars**, Select your **account**, scroll down and Tap **Advanced**.



- 2. Under Mailbox Behaviors, tap Drafts Mailbox.
- 3. Under On the Server, tap Drafts.
- 4. Tap Advanced and Tap the Sent Mailbox.
- 5. Under On the Server, tap Sent.
- 6. Tap Advanced and then Tap Deleted Mailbox.
- 7. Under On the Server, tap Trash.