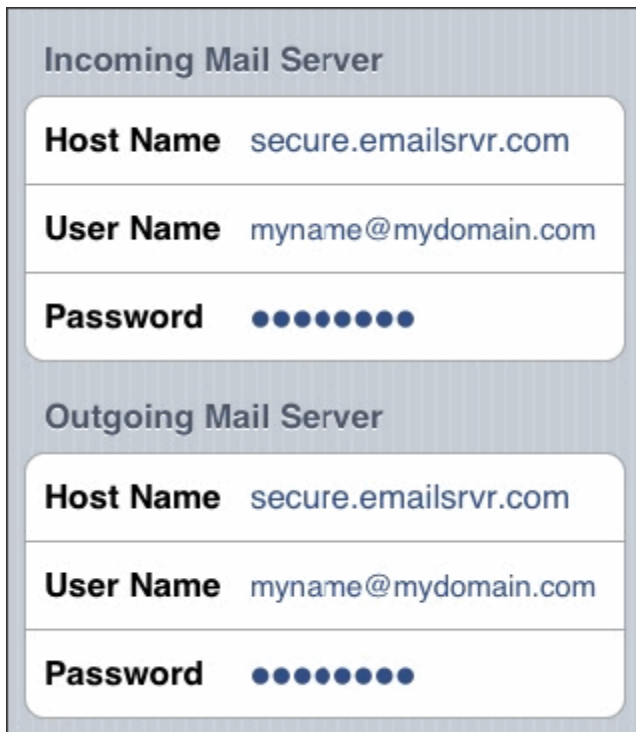


Set Up Your New Keystone Email With the iPhone™, iPad™, & iPod®

If you would like to learn more about the differences between POP and IMAP, please see the help topic, "[POP vs. IMAP](#)." Steps are compatible with 3G and 4.0.

To set up IMAP, do the following:

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.
 - Address—Enter your entire email address (e.g., [myname@mydomain.com](#)).
 - Password—Enter the password for your email account.
 - Description—Enter a name for the account (e.g., Work Account). This description will be visible only to you.
 - Tap the **Save** button.
 - If **IMAP** is not already selected, tap the **IMAP** button.
 - 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



The screenshot shows the 'Add Mail Account' screen with two sections: 'Incoming Mail Server' and 'Outgoing Mail Server'. Each section contains three input fields: 'Host Name' (secure.emailsrvr.com), 'User Name' (myname@mydomain.com), and 'Password' (masked with dots).

When entering the Incoming & Outgoing Mail Server information, it will likely pre-populate the username and password fields. You **MUST** re-type the username and password in both the Incoming and Outgoing server sections for the account to work properly.



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

