

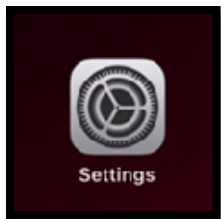
iPhone/iPad Email Setup Instructions

This document is to show you how to configure the iPhone or iPad email client.

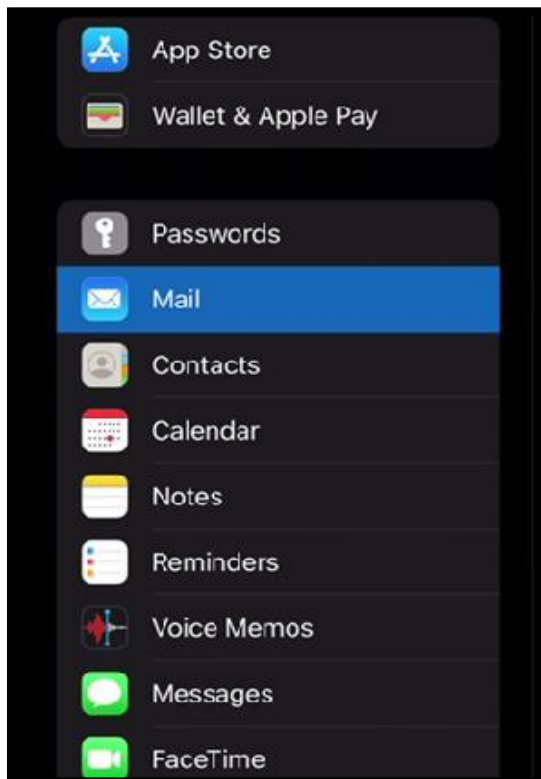
Step 1: Make sure you have the proper username and password for your account.

Step 2: Open your iPad or iPhone.

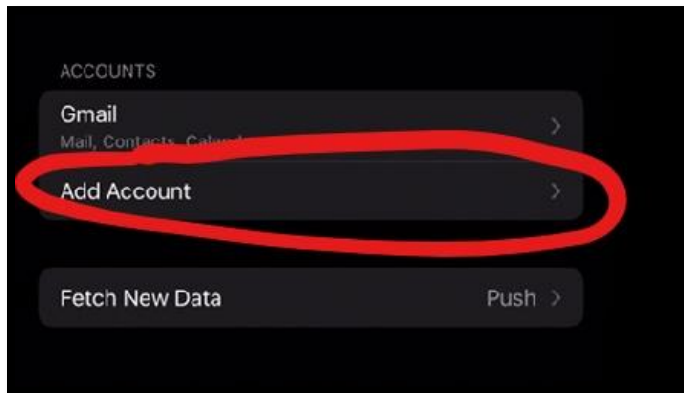
Step 3: Enter settings by tapping on the Settings icon. (This icon should look like a gear)



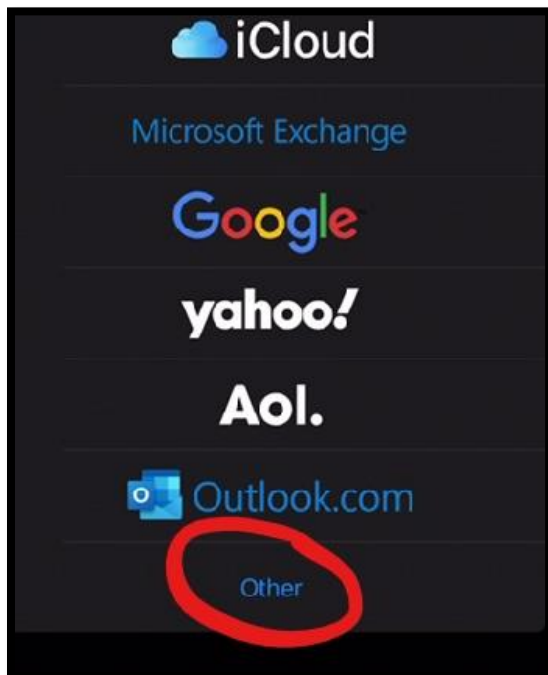
Step 4: Once in settings, locate and tap on Mail.



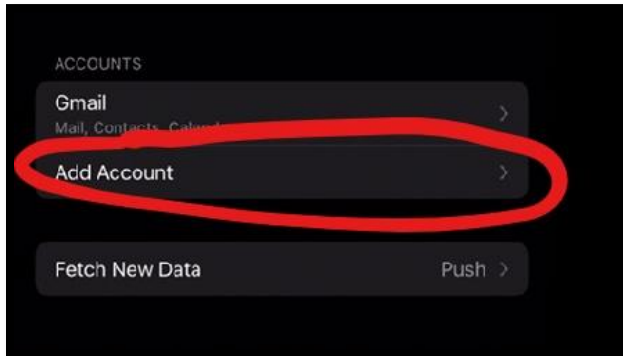
Step 5: Next tap on Add Account.



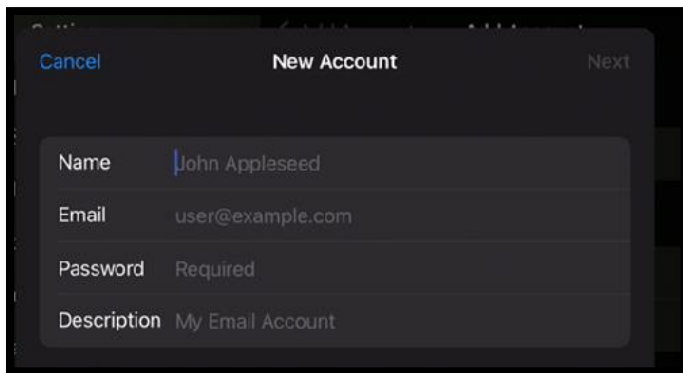
Step 6: A new window will open. Tap on **Other**.



Step 7: In the next window to open tap on **Add Account**.



Step 8: In the next window to open fill out the fields as required. Name, email address, password, the description field may auto fill. You can edit that if you like.



Step 9: Tap **next** when all fields are filled.

Step 10: A new window will open; IMAP should be highlighted. If not, tap on IMAP.

The screenshot shows the 'New Account' screen in an email application. At the top, there are 'Cancel' and 'Next' buttons. Below them are two radio buttons for selecting the mail protocol: 'IMAP' (which is selected and highlighted) and 'POP'. The screen is divided into several sections for account configuration. The first section contains fields for 'Name' (with the example text 'Example'), 'Email' (with the example text 'username@cheqnet.net'), and 'Description'. The second section, titled 'INCOMING MAIL SERVER', contains fields for 'Host Name' (pre-filled with 'mail.cheqnet.net'), 'User Name', and 'Password'. The third section, titled 'OUTGOING MAIL SERVER', contains fields for 'Host Name' (pre-filled with 'mail.cheqnet.net'), 'User Name', and 'Password'.

Incoming Mail Server Settings

1. Set the hostname to **mail.cheqnet.net**
2. Enter your username and password

Outgoing Mail Server

1. Set the hostname to **mail.cheqnet.net**
2. Enter your username and password. *It will say Optional, but it is required.*
3. When all is completed tap **Next**.

Your email should now be configured and working properly on you iPad or iPhone.

If your email is not working use the following steps to verify all settings are correct.

1. Enter settings by tapping on the Settings icon.
2. Enter mail by tapping on the Mail option. (This is the same as creating a new account.)
3. Tap on **Account**.
4. In the next window that opens, tap on **SMTP** under Outgoing Mail Settings.
5. Tap on **mail.cheqnet.net** under Primary Server.
6. Verify that the Host Name is entered properly with no spelling errors.
7. Verify that your username and password are entered. You can reenter to verify.
8. Make sure **Use SSL** is enabled.
9. Verify the Server Port is **587**. Change to 587 if needed.
10. You can now tap on **Done** to close that window.
11. Next tap on **Account** to go back to the main screen.
12. Tap on **Advanced** at the bottom of the page.
13. Under Incoming setting verify that Use SSL is enabled, and the **Server port is 993**. If it is not change it to 993.