- 1. On your IPhone or IPad, open **Settings** (typically on the home screen).
- 2. Locate and tap on Passwords & Accounts



3. Click on Add Account, then Other, then Add Mail Account. Now complete the form and tap Next when finished.



	Cancel	New Ac	count	Next
s				
	Name	Test		
vc	Email	test@sccoast.net		
	Description	test@sccoast.net		
iC	INCOMING MAI	L SERVER		
d	Host Name	imap.sccoast.net		
;	User Name	test@sccoast.net		
۱C	Password	•••••		
N	OUTGOING MA	IL SERVER		
aç	Host Name	smtp.sccoast.net		
ïr	User Name	test@sccoast.net		
	Password	•••••		

4. Update your INCOMING MAIL SERVER settings:

- a. Edit the Host Name field to: imap.sccoast.net
- b. Ensure the User Name is your full *@sccoast.net* email address.
- c. In the **Password** field enter: Your email password. Password is Required

5. . Update your **OUTGOING MAIL SERVER**

- a. In the Host Name field enter: smtp.sccoast.net
- b. In the User Name field enter: Your full @sccoast.net email address.
- c. In the Password field enter: Your email password. Password is Required
- d. Tap Next.

6. You will the click on your newly added account a pictured below.

12:54 PM Sat Apr 27	? 96% 🔳
Settings	Passwords & Accounts
Passcode	
Battery	Website & App Passwords 8 >
Privacy	AutoFill Passwords
	ACCOUNTS
iTunes & App Store	iCloud iCloud Drive, Contacts, Calendars, Safari and 4 more
	Sccoast
Passwords & Accounts	test@sccoast.net
Mail	Mail
(0) Contacts	Add Account >
Calendar	Eatch Now Data
Notes	

7. You will then click your account name once more.

12:54 PM Sat Apr 27		? 96% ()
Settings	Accounts	test@sccoast.net
Passcode	IMAP	
Battery	Account	test@sccoast.net >
🖐 Privacy		
	🖂 Mail	
iTunes & App Store	Notes	\bigcirc
Passwords & Accounts		Delete Account
—		

8. You will the tap SMTP as shown below.

Cancel	Account	Don	е
IMAP ACCOUN	T INFORMATION		
Name	Test		
Email	test@sccoast.net		>
Description	test@sccoast.net		
	L SERVER		
Host Name	imap.sccoast.net		
User Name	test@sccoast.net		
c Password	•••••		
N – OUTGOING MA	IL SERVER		
SMTP		smtp.sccoast.net	>
1			
Advanced			>

9. You will the tap on **smtp.sccoast.net** as shown below.

;y	〈 Account	SMTP	
5	PRIMARY SERVER		
	smtp.sccoast.net		On >
	OTHER SMTP SERVERS		
С	smtp.sccoast.net		Off >
d	smtp.sccoast.net		Off >
	smtp.sccoast.net		Off >
ıc	smtp.sccoast.net		Off >
N	smtp.sccoast.net		Off >
aç	smtp.sccoast.net		Off >
ir	smtp.sccoast.net		Off >
	smtp.sccoast.net		Off >
	smtp.sccoast.net		Off >

10. Inside your SMTP Outgoing Server

- a. Ensure that your **Host Name** is **smtp.sccoast.net**
- b. Ensure that you User Name is your *@sccoast.net* account
- c. Ensure that your password is entered and correct
- d. Make sure that Use SSL is turned on (GREEN)
- e. Ensure that your Authentication is set to password as shown
- f. Server port should be 587

;y			
	Cancel	smtp.sccoast.net	Done
s			
	Server		
٧C	OUTGOING MA	IL SERVER	
	Host Name	smtp.sccoast.net	
C	User Name	test@sccoast.net	
d	Password	•••••	
	Use SSL		
1C	Authenticati	on	Password >
N	Server Port	587	
aç			
ïr		Delete Server	

11. Then you will click **Done** and if all information is entered in correctly your newly added account will now be fully functional