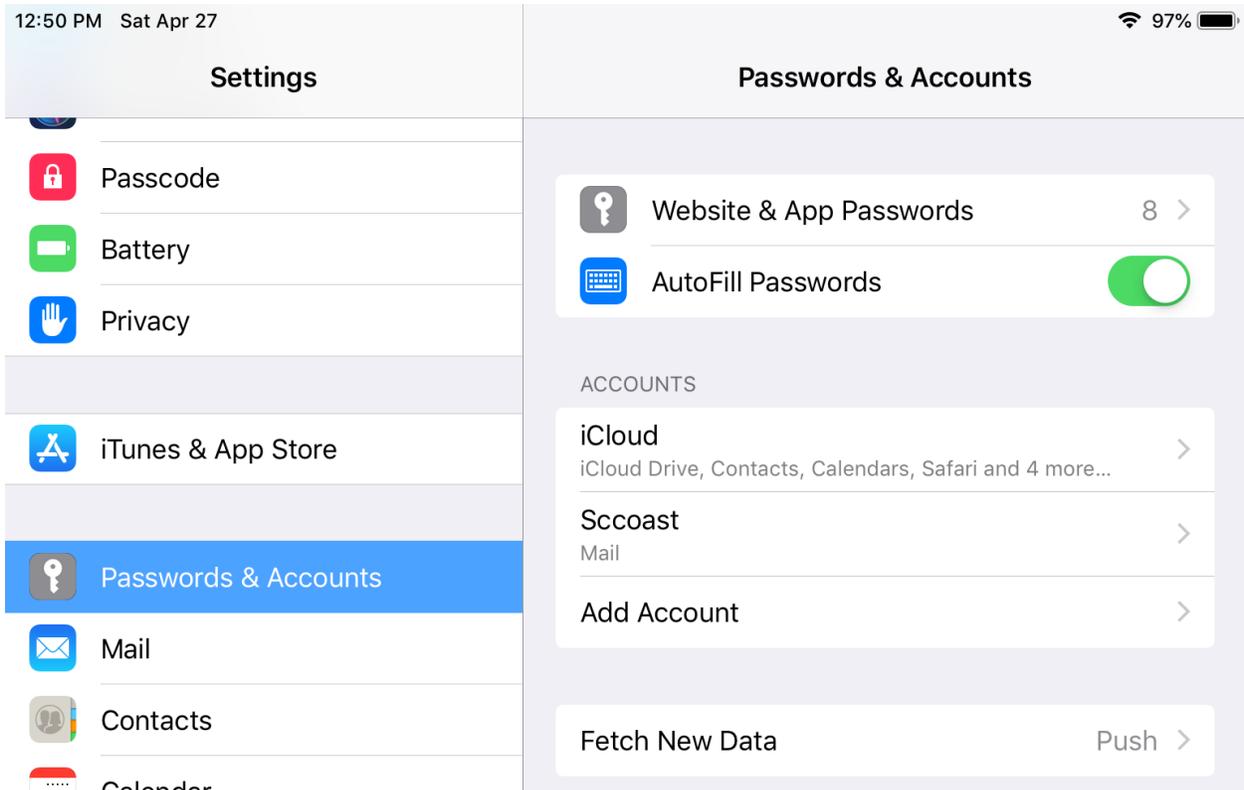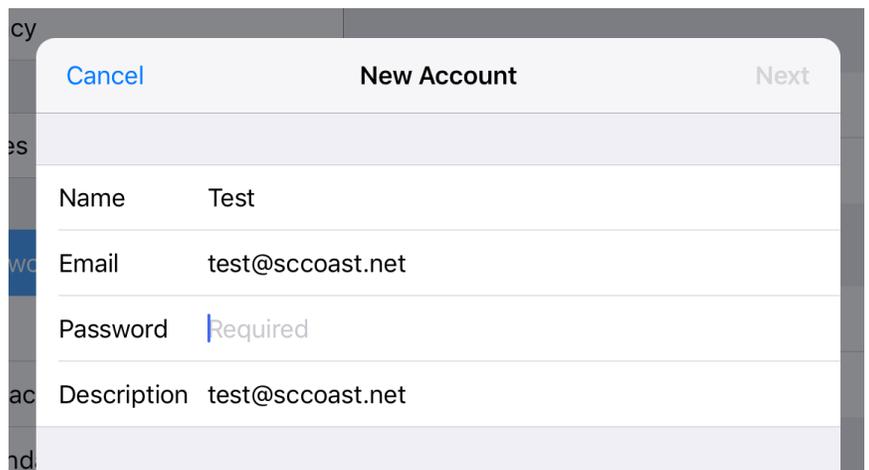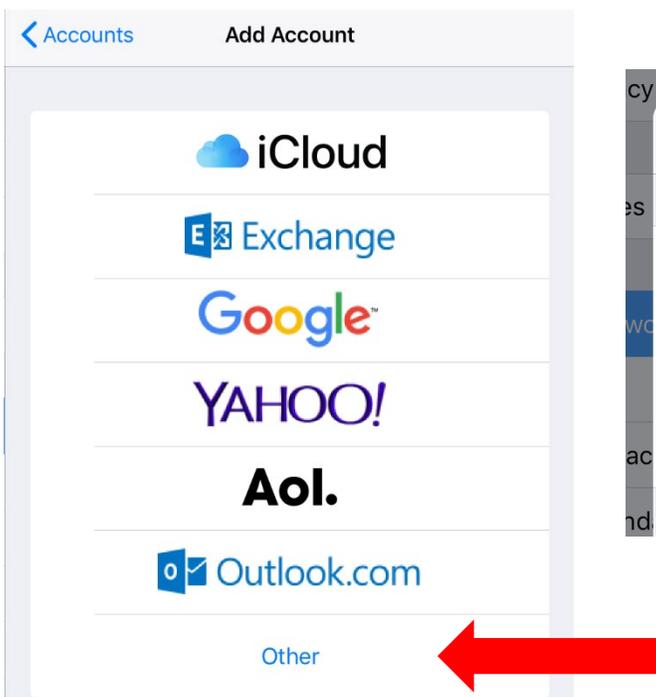1. On your IPhone or IPad, open **Settings** (typically on the home screen).
2. Locate and tap on Passwords & Accounts

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

Cancel	New Account	Next

Name	Test
Email	test@sccoast.net
Description	test@sccoast.net

INCOMING MAIL SERVER

Host Name	imap.sccoast.net
User Name	test@sccoast.net
Password	••••••••

OUTGOING MAIL SERVER

| Host Name	smtp.sccoast.net
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.
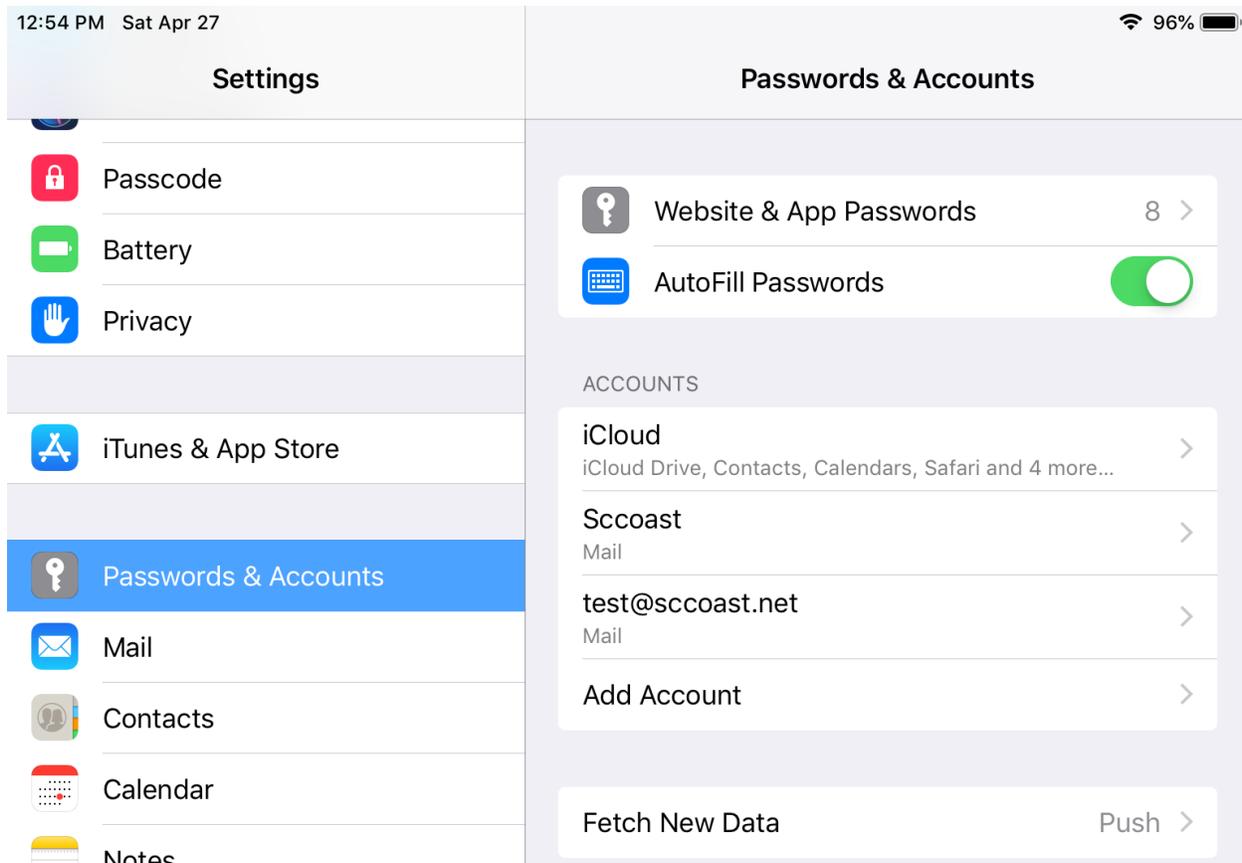
7. You will then click your account name once more.
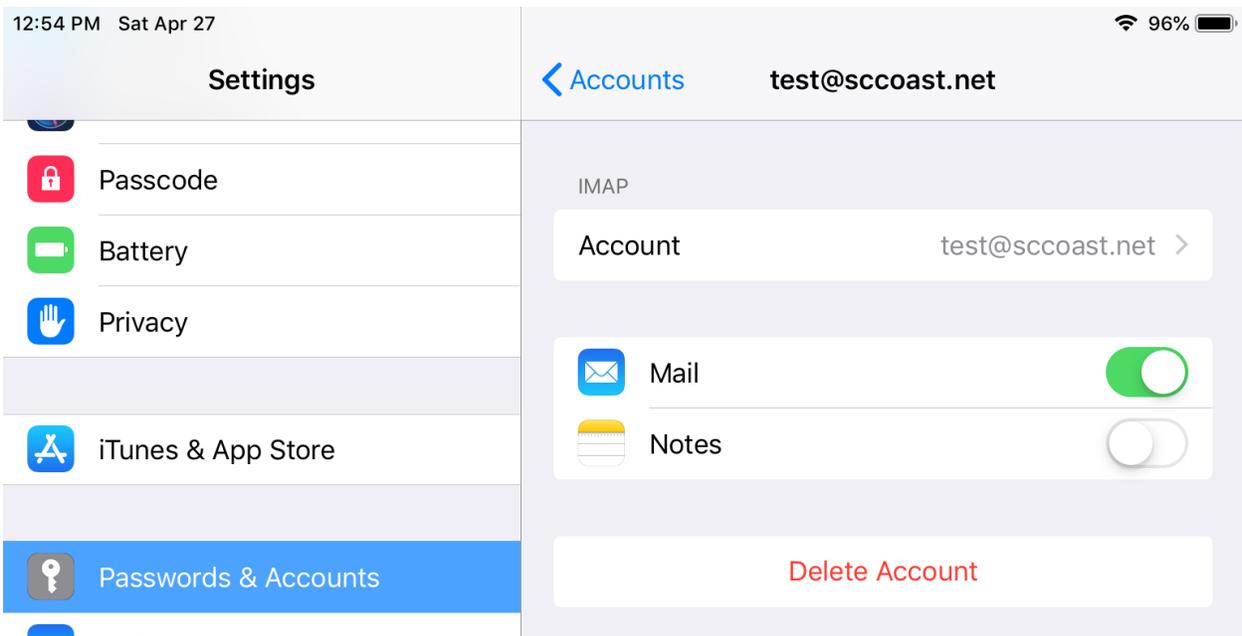
8. You will the tap SMTP as shown below.

Cancel	Account	Done

IMAP ACCOUNT INFORMATION

Name	Test	
Email	test@sccoast.net	›
Description	test@sccoast.net	

INCOMING MAIL SERVER

Host Name	imap.sccoast.net
User Name	test@sccoast.net
Password	••••••••

OUTGOING MAIL SERVER

SMTP	smtp.sccoast.net ›

Advanced	›

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

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

Cancel	smtp.sccoast.net	Done

Server 🟢

OUTGOING MAIL SERVER

Host Name   smtp.sccoast.net

User Name   test@sccoast.net

Password   ●●●●●●●●

Use SSL   🟢

Authentication   Password ›

Server Port   587

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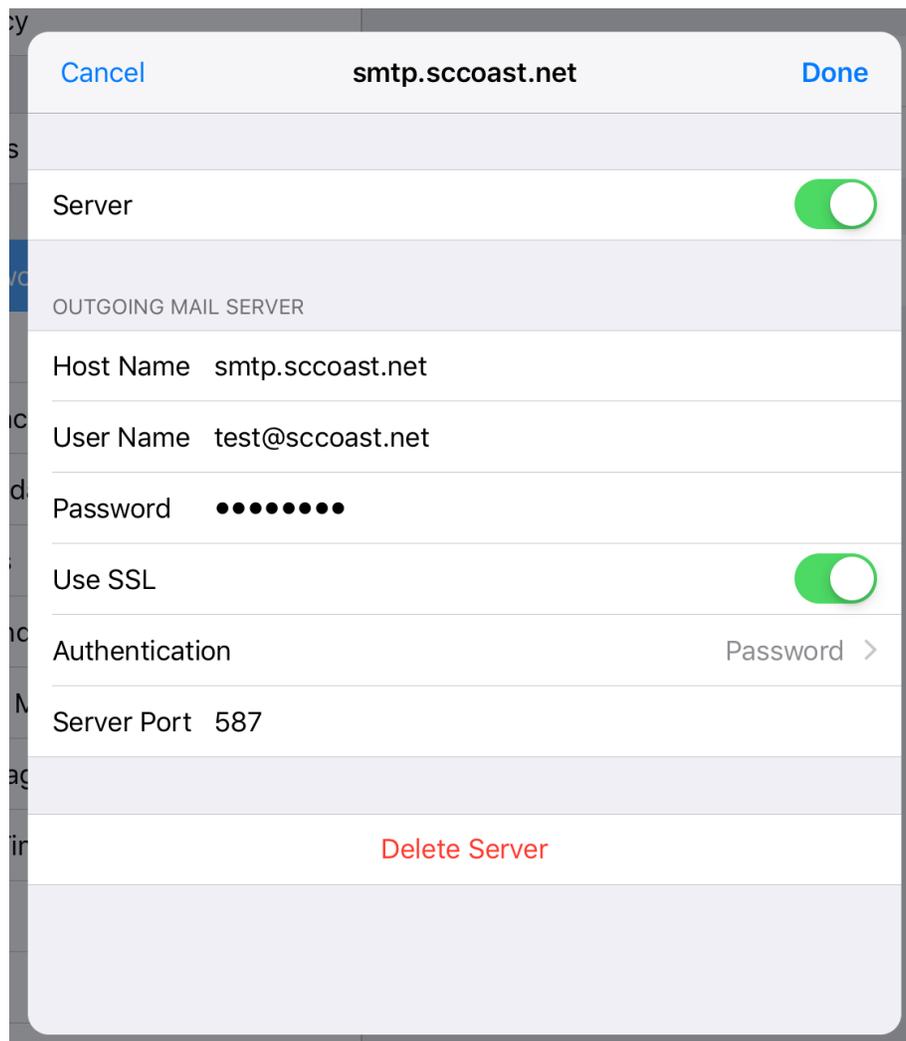
11. Then you will click **Done** and if all information is entered in correctly your newly added account will now be fully functional