



Email configurator

Apple iPhone/iPod Touch/iPad Mail Setup

iPhone Instructions

Configuring Apple iPhone/iPod Touch/iPad Mail settings (connection to Staffmail).

(This documentation is based on iPhone version 2.x but will also work with 3.x).

Follow these steps to check your Apple iPhone/iPod/iPad Mail setup for Staffmail email accounts:

1 Start the process by tapping the **Settings** icon.

2 Scroll down to the Mail, Contacts, Calendars setting and tap it.

3 Mail, Contacts, Calendars

If you have previously created mail accounts you will see them listed there. To add a new account for Staffmail, tap **Add Account...**





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Settings Mail, C	Contacts, Calen	
Gmail Mai		>
MobileMe Mail, Contacts, Caler	idars, Bookmarks	>
Add Account		>
Mail		
Show 50	Recent Messages	>
Preview	2 Lines	>
Minimum Font	Size Small	>
Show To/Cc La	bel ON	0
Ask Before Del	eting ON	

Add Account...

Choose Other from the list of account types.

5 New Account

- a. Set the Name to be your name
- b. Set Address to be your email address i.e. J.Soap@ed.ac.uk
- c. Set **Password** to be your EASE password.
- d. Set **Description** to be Staffmail or some other text to identify this mail account in menus
- e. Tap the **Save** button

6 Account information

- a. Check that the IMAP button is highlighted in blue (the default)
- b. Set the Incoming Mail Server Host Name to imap.staffmail.ed.ac.uk
- c. Set User Name to be your University Username (UUN)
- d. Your password should already be set, but if it is not set **Password** to be your EASE password
- e. Set Outgoing Mail Server Host Name to be smtp.staffmail.ed.ac.uk
- f. Set User Name to be your University Username (UUN)
- g. Set Password to be your EASE password
- h. Tap the Save button

The phone will attempt to connect to the server at this point and verify your password. If it succeeds you can proceed. If it fails you should check that your password is entered correctly in both outgoing and incoming mail server sections.

7 Account setup

Your mail account should now be setup and the phone will return you to the initial account setup screen. You should see your new account listed there. Tap on it to open up the settings again.



example@me.com

	-
Settings Mail, Contac	ts. Calend
Gmail Mai	>
MobileMe Mail, Contacts, Calendars, Bool	kmarks >
Add Account	>
Mail	
Show 50 Recent	Messages >
Preview	2 Lines >
Minimum Font Size	Small >
Show To/Cc Label	ON
Ask Before Deleting	ON



Name

Address

8 Advanced Settings

Scroll to the bottom of the settings and tap on Advanced

9 Mailbox behaviours

Tap on each of **Drafts Mailbox**, **Sent Mailbox** and **Deleted Mailbox** in turn and select the folder you wish to use for each of these. The default will be to store these messages only on the iPhone. You may wish to override this and set these folders to point to folders on the server. This is especially true for Sent mail. If you wish to change the setting, select the folder you wish to use by tapping on it. You can get back to the advanced settings screen after selecting a folder by tapping on **Advanced**

You may also change when the phone finally purges deleted messages from your folders, but do **NOT** change any of the Incoming Server settings at the bottom of the page.

IMPORTANT:

The password for your new email setup is your EASE password.

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