



## 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...**



## 4 Add Account...

Choose **Other** from the list of account types.



## 5 New Account

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



## 6 Account information

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



## 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.

