# IOS 7 / 8

What to have ready:

Before you begin, ensure that you have the following items ready:

- Email username (your full email address) and password

- Server settings for your email - we've created a separate article here with these settings for your reference

Setting up your iOS 7 or 8 device and adding a new email account:

1. From your Home Screen or the appropriate folder, select the **Settings** icon

2. Scroll down and choose **Mail, Contacts and Calendars**
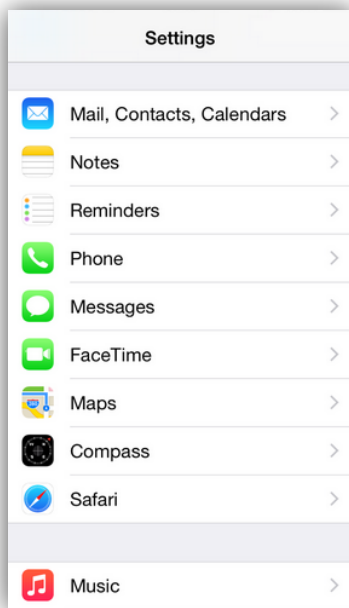
3. Under **Accounts**, choose **Add Account**

4. Choose **Other**

5. Choose **Add Mail Account**

6. Enter your display name as you want it to appear in the "From" section when sending email

7. Enter your full email address, including the portion after the @ symbol. Ex. example@xplornet.ca

8. Enter your email password

9. You may leave the **Description** blank

10. Select **Next**

11. Select **IMAP** or **POP**. Your selection will be highlighted in blue

12. Verify that you have entered your name, email address and description correctly

13. Enter your incoming mail server information

14. Your username is your full email address, including the portion after the @ symbol. Ex. example@xplornet.ca

15. Enter your email password

16. Enter your outgoing mail server information

17. Enter your username as your full email address

18. Once again, enter your email password

19. Should you receive a notification that the system cannot verify the server identity, select **Continue**

20. Should you receive a notification that you need a trust certificate for incoming email, choose **Trust**.

21. You may need to repeat steps 18 and 19 at this point for outgoing email as well.

22. You should now be able to save the account. The system may give you a warning that you may not be able to send or receive emails. Move past this section and select **Save**.

23. You will now be back at the Mail, Contact and Calendars screen. Select your newly created email account

24. Select **Advanced**

25. You will be able to choose additional settings for IMAP or POP, such as port numbers and SSL
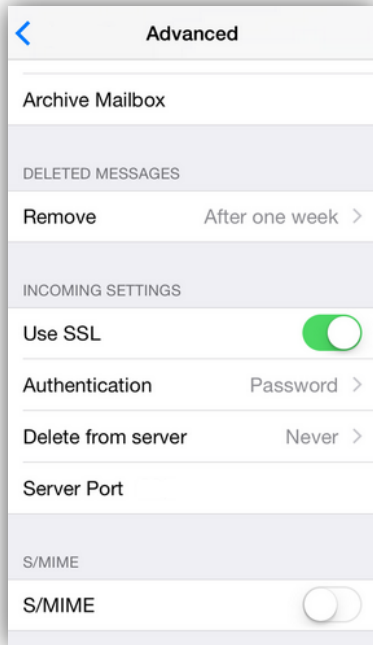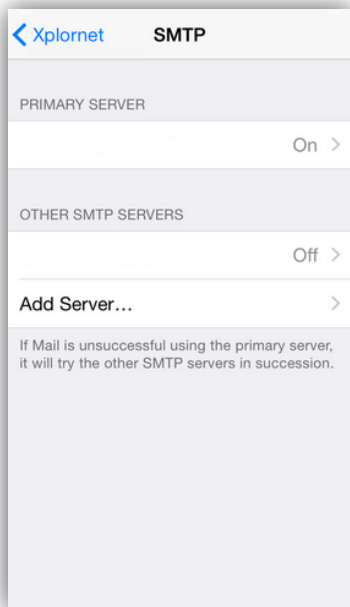

26. Go back to the previous screen and select **Done**

27. We suggest you send yourself a test email to make sure your settings are working correctly. It may take a few minutes to appear.

Making changes to an existing email address:

1. From your Home Screen or the appropriate folder, select the **Settings** icon

2. Scroll down and choose **Mail, Contacts and Calendars**
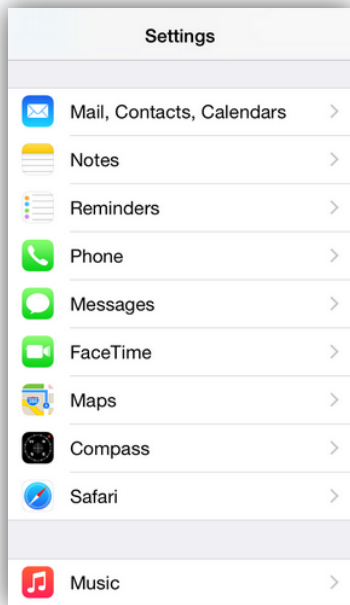
3. Select the email account you would like to change

4. The display name shown here is what will appear in the "From" section when sending email

5. Verify that your full email address is listed, including the portion after the @ symbol. Ex. example@xplornet.ca

6. Re-enter your email password to ensure it is correct

7. You may leave the **Description** blank

8. Select **Outgoing mail server**

9. Verify that the primary outgoing server matches the information for your email's server settings. If there is an error, select **Add server** and enter the outgoing server information again

10. You can turn your outgoing servers on and off from here. Turning an incorrect primary outgoing server off will allow you to set the newly added outgoing server as the primary.

11. We suggest you send yourself a test email to make sure your settings are working correctly. It may take a few minutes to appear.

12. If you are unable to send email after verifying these settings, we recommend you consult an IT professional trained on your device for assistance.