

iPad3 Email Account Setup

Settings \ Mail, Contacts, Calendars \ Accounts \ Add Account...

Select OTHER

Mail \ Add Mail Account

SETTINGS:

Name: << type in what you want to appear, such as: Mr. John Doe >>

Email: <<type in your complete email address, such as: jdoe@saylesschool.org >>

Password: << type in your EMAIL password, this is NOT your network password >>

Description: << type in what you would refer to this account as, such as WORK >>

Select NEXT to proceed

At the top of the next screen, select POP

SETTINGS:

First 3 settings will pull from the previous page

Name: << type in what you want to appear, such as: Mr. John Doe >>

Email: <<type in your complete email address, such as: jdoe@saylesschool.org >>

Description: << type in what you would refer to this account as, such as WORK >>

INCOMING MAIL SERVER:

Host Name: mail.saylesschool.org

User Name: <<type in your complete email address, such as: jdoe@saylesschool.org >>

Password: << type in your EMAIL password, this is NOT your network password >>

OUTGOING MAIL SERVER:

Identical to “incoming mail server”

Host Name: mail.saylesschool.org

User Name: <<type in your complete email address, such as: jdoe@saylesschool.org >>

Password: << type in your EMAIL password, this is NOT your network password >>

Select SAVE

A message will appear: Cannot Connect Using SSL – Do you want to try setting up the account without SSL?

Select YES

Account will go through a “verifying” function

Once the settings have been verified as correct, it will return you to the main setting page. Email account is now ready for use. If account did not verify, check settings and try again.