

# iOS 10 Email Configuration

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*This guide explains how to configure your iPhone to access your email account.*

*This tutorial was created using an iPhone running iOS 10. If you are using different hardware or a different OS version, these instructions may differ.*

## ***How do I find my email cluster?***

*In order to setup your email client, you will need to know which email cluster your account is hosted on. If you don't know this information, you can check with your email service provider, or try logging into webmail at:*

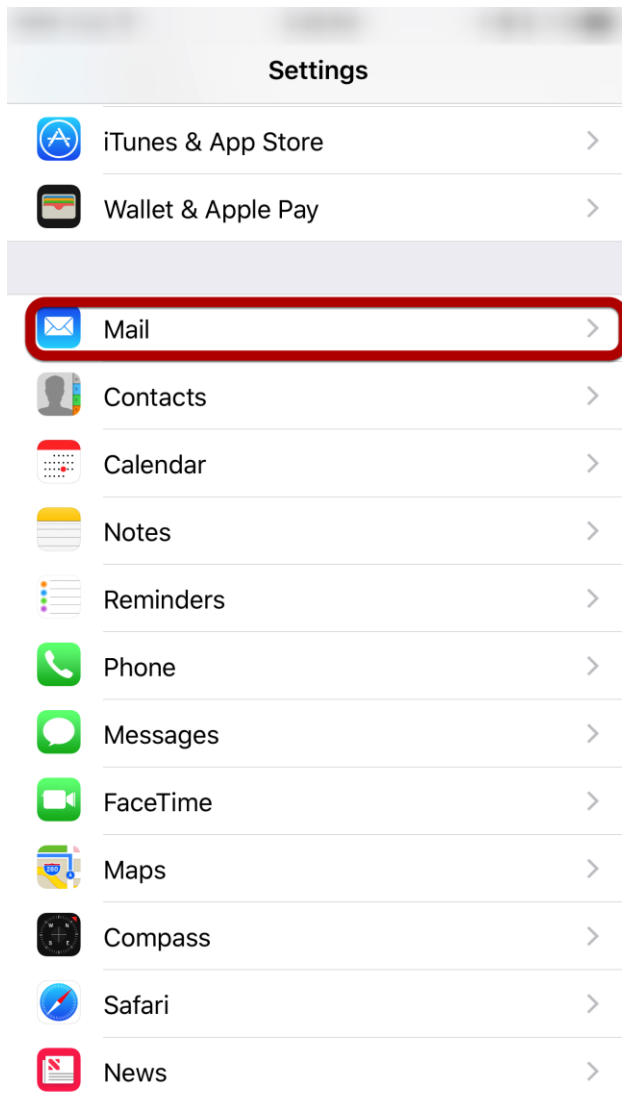
*<http://mail.b.hostedemail.com>*

*If you are able to successfully login to the webmail interface, then you have found your mail cluster. If you are not able to login to either cluster, please contact your email service provider for support.*

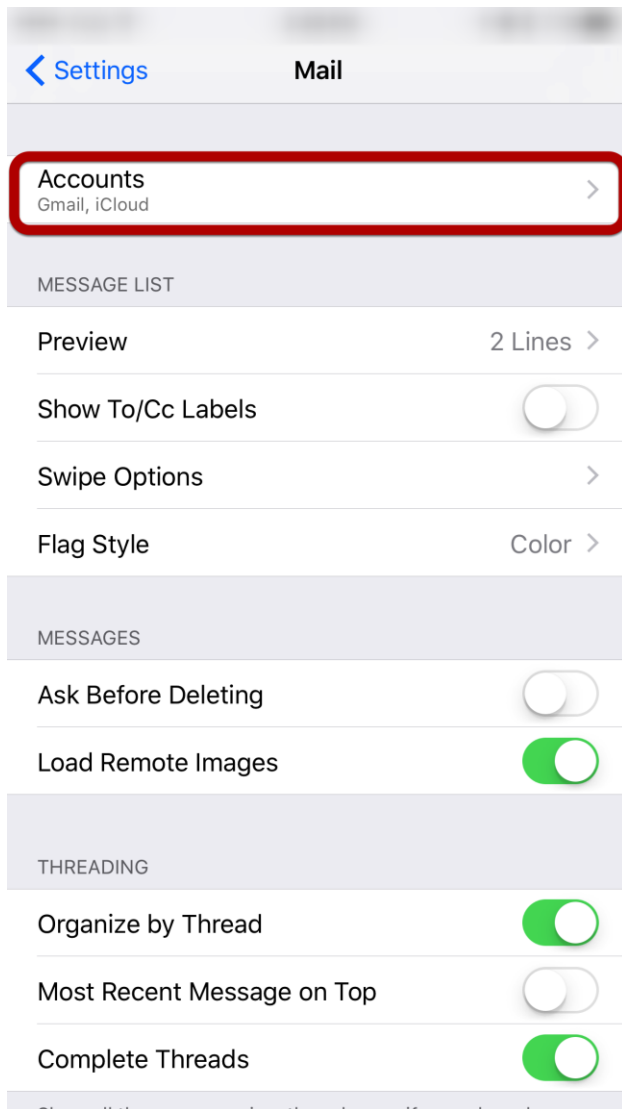
**Step 1: Click on Settings on the home screen.**



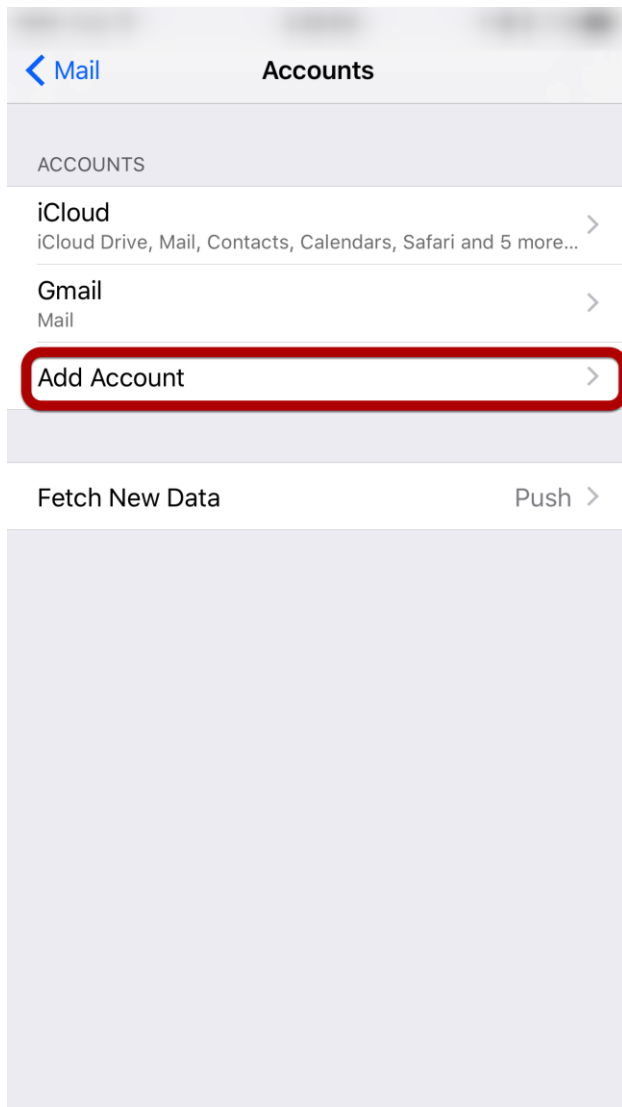
Step 2: Click on Mail



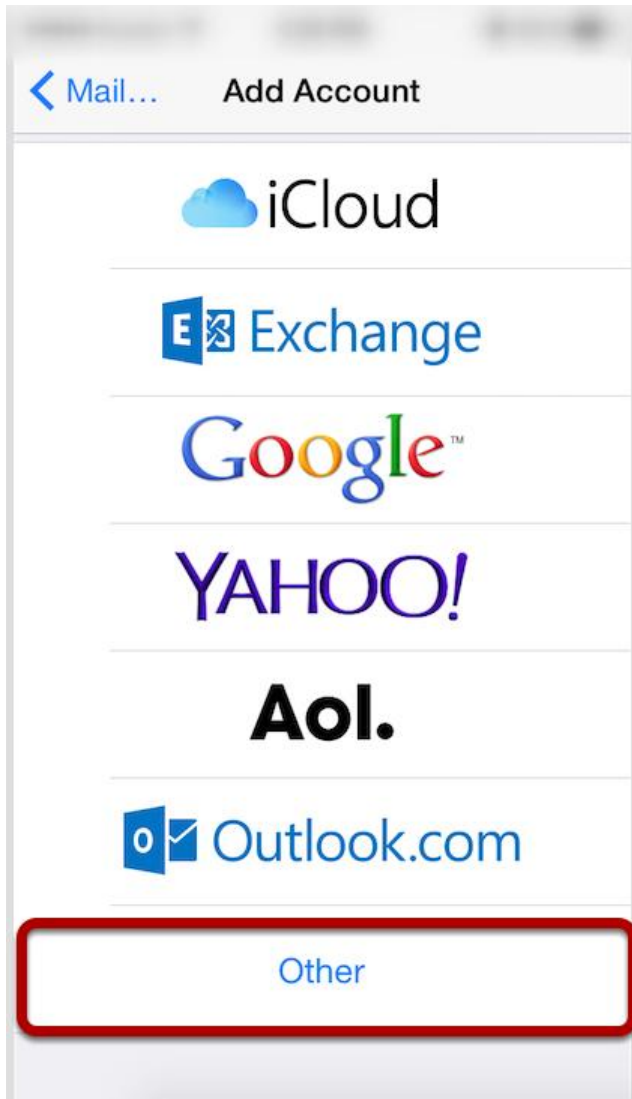
### Step 3: Click on Accounts



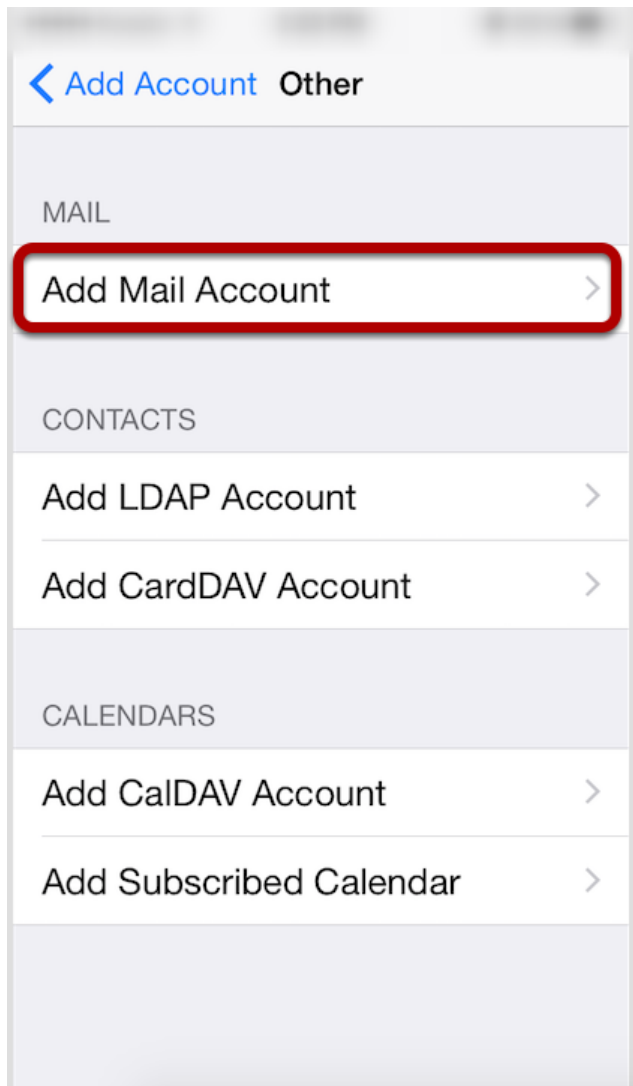
## Step 4: Click on Add Account



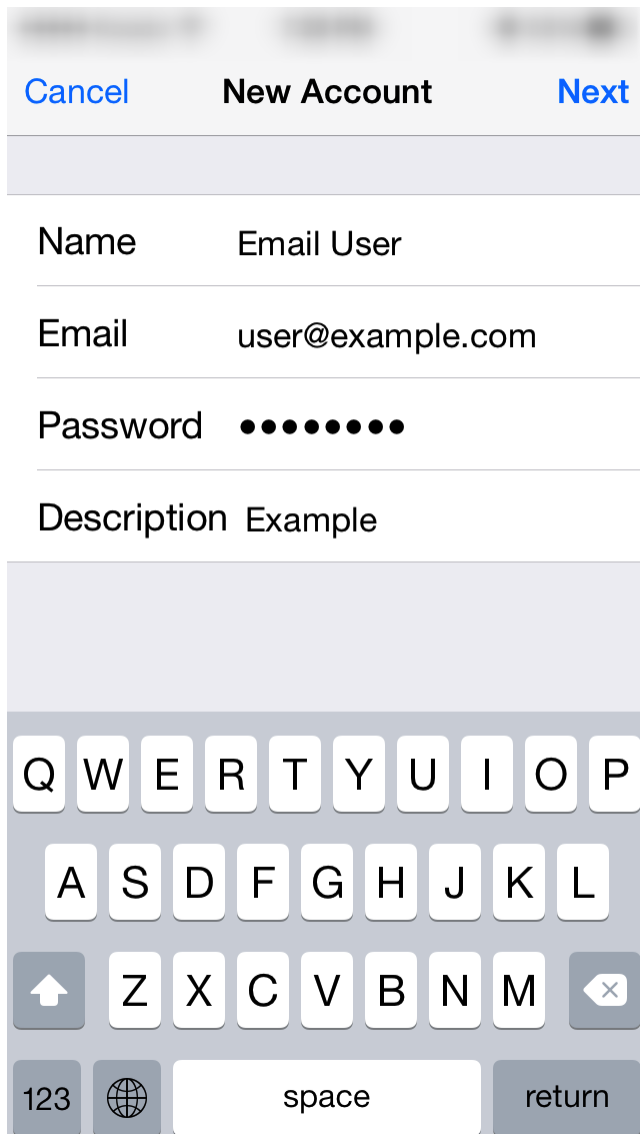
## Step 5: Select "Other"



Step 6: Click "Add Mail Account"



## Step 7: Enter Account Information



Enter the following settings:

**Name**

The name displayed when you send email

**Address**

Your full email address

**Password**



Your email account password

## Description

Account description of your choice

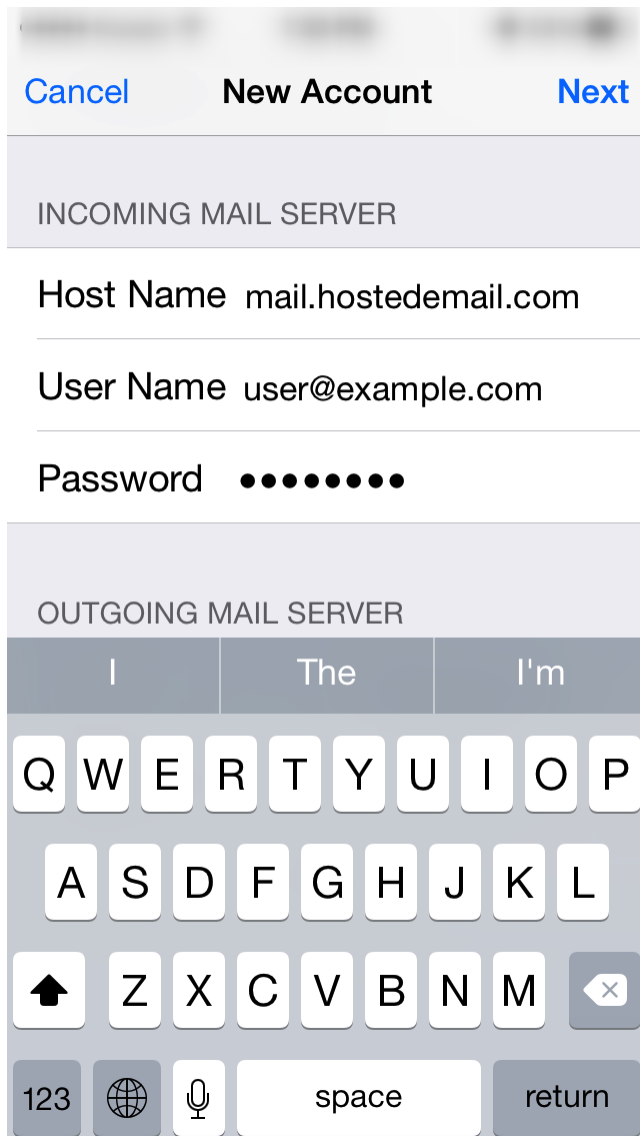
Tap **Next**.

## Step 8: Select Account Type

The screenshot shows the 'New Account' screen in the iOS Mail app. At the top, there are three buttons: 'Cancel' (blue), 'New Account' (black), and 'Next' (grey). Below these are two buttons for selecting the account type: 'IMAP' (blue, selected) and 'POP' (white with blue border). The screen is divided into two main sections: 'INCOMING MAIL SERVER' and 'OUTGOING MAIL SERVER'. Under 'INCOMING MAIL SERVER', there are four fields: 'Name' with the value 'Email User', 'Email' with 'user@example.com', 'Description' with 'Example', and 'Host Name' with 'mail.example.com'. Under 'OUTGOING MAIL SERVER', there are two fields: 'User Name' with 'Required' and 'Password' with a masked password represented by seven dots.

Select your account type on this page. We recommend IMAP for mobile devices as messages are stored on the server which provides better syncing with multiple devices.

## Step 9: Enter Incoming Mail Server Information



Under the **Incoming Mail Server** section, enter the following settings.

**Host Name:**

mail.b.hostedemail.com

**User Name:**

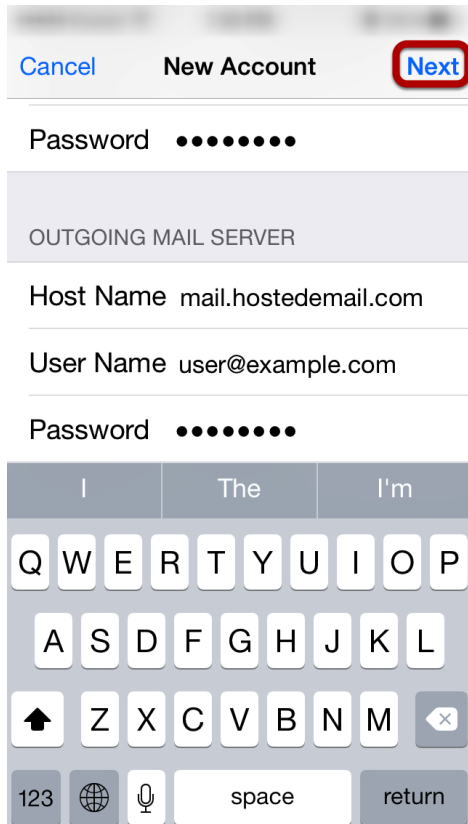
Your email account

**Password:**

Your email account password

Scroll down to the **Outgoing Mail Server** section.

## Step 10: Enter Outgoing Mail Server Information



Under the **Outgoing Mail Server** section, enter the following settings:

**Host Name:**

mail.b.hostedemail.com

**User Name:**

Your email account

**Password:**

Your email account password

**Please note that the outgoing mail server setting is not optional. You will need to enter this information in order to properly configure the account.**

Tap **Next** to complete account setup.