

# Incoming Mail Server : Ask DESC Designs

## Step 1

Steps 9 – 13 are **VERY** important or your emails will not send

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This iPhone guide is based on iOS 11.3.1

On your iPhone, select the "**Settings**" app.

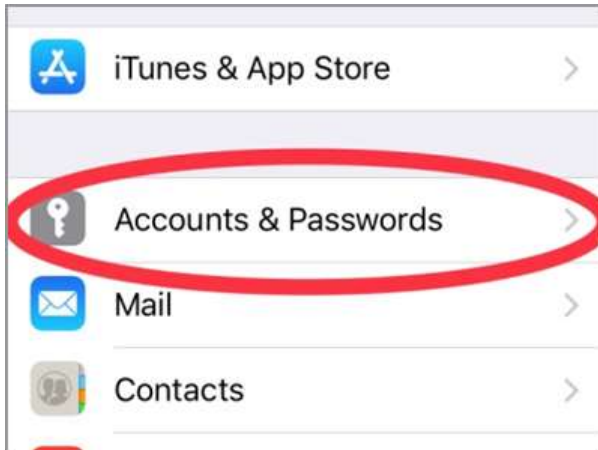


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## Step 2

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Go into **Settings** then Scroll down and select "**Accounts & Passwords**"

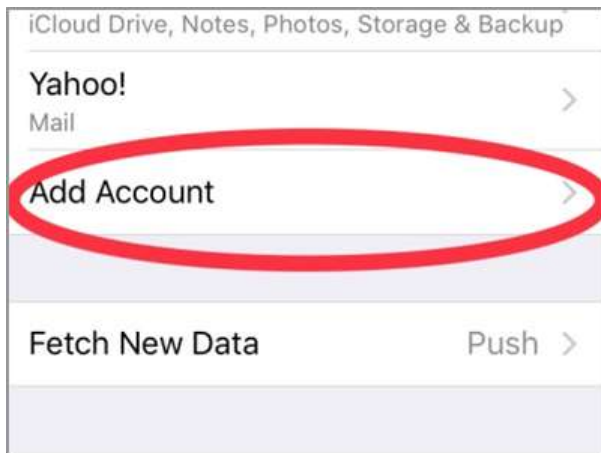


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### Step 3

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Then select "**Add Account**"

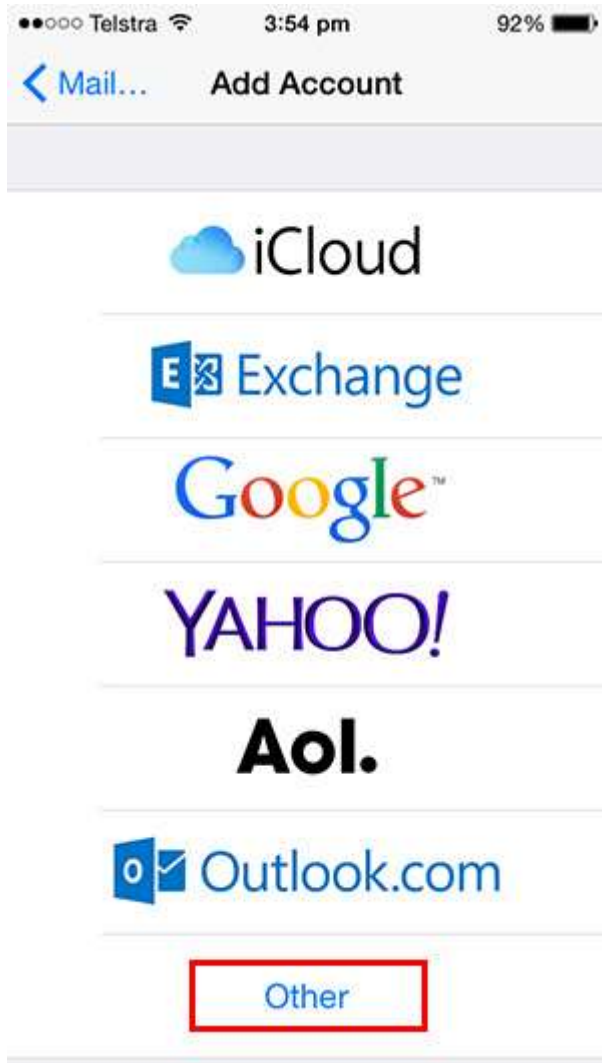


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## Step 4

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From the Add Account list, choose the very bottom choice "**Other**".

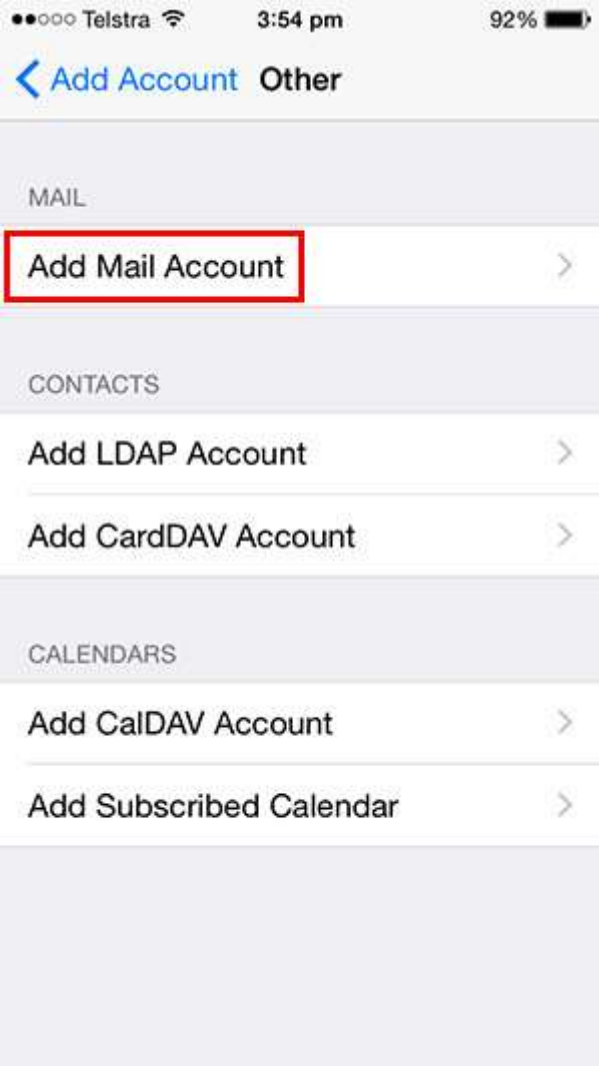


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## Step 5

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Select "Add Mail Account"



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## Step 6

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Enter in your Name, Email and Password as shown below. Once done, select 'Next'.

<b>Name:</b>	The name you wish to appear when sending your recipients emails
<b>Email:</b>	The full email address you wish to setup. Eg. <a href="mailto:youremail@yourdomain.com.au">youremail@yourdomain.com.au</a> .
<b>Password:</b>	Contact Us for this information
<b>Description:</b>	This is for your reference only to help you identify the email account. You can enter in your email address here for example.



The screenshot shows an iPhone interface for creating a new account. At the top, the status bar displays 'Telstra', signal strength, Wi-Fi, time '3:56 pm', and battery '92%'. Below the status bar is a navigation bar with 'Cancel' on the left, 'New Account' in the center, and 'Next' on the right. The form consists of four rows of text input fields:

- Name:** John Smith
- Email:** example@studiomedia.co...
- Password:** A field containing ten black dots for password masking.
- Description:** My Email Account

At the bottom of the screen, a standard QWERTY keyboard is visible, with keys for letters, numbers, space, and return.

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## Step 7

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Fill in the your mail server settings as per below. Once finished, click 'Next'.

<b>IMAP/POP3:</b>	Select POP3 or IMAP. If you are unsure which to choose, see the following Knowledge Base article link on <a href="#">Should I choose POP3 or IMAP?</a> . For iPhones, <b>IMAP</b> is recommended.
<b>Incoming / Outgoing - Host Name:</b>	?? .studiocoast.com.au
<b>Incoming / Outgoing - User Name</b>	Your username will be the same as your full email address. Eg. <a href="#">youremail@yourdomain.com.au</a> .
<b>Incoming / Outgoing - Password</b>	Tient356

**Both your Incoming Mail Server and Outgoing Mail Server settings must be the same.**

IMAP  POP

Name John Smith

Email example@studiomedia.co...

Description My Email Account

INCOMING MAIL SERVER

Host Name delta.studiocoast.com.au

User Name example@studiomedia.co...

Password ●●●●●●●●

OUTGOING MAIL SERVER

Host Name delta.studiocoast.com.au

User Name example@studiomedia.co...

Password ●●●●●●●●

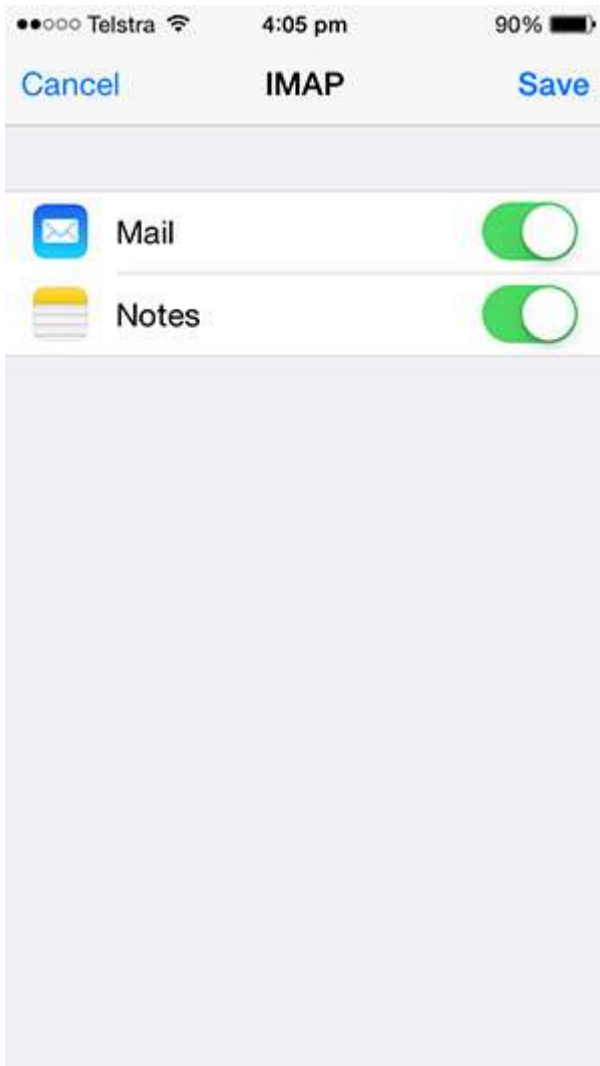


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## Step 8

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iPhones can sometimes take a couple of minutes to verify. If successful, you will be brought to the following page. Click '**Save**'.



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## Step 9

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This will bring you back to the 'Mail, Contacts, Calendars' page where your new email account will be listed. We now have one final setting to change. Select your new account from the list.

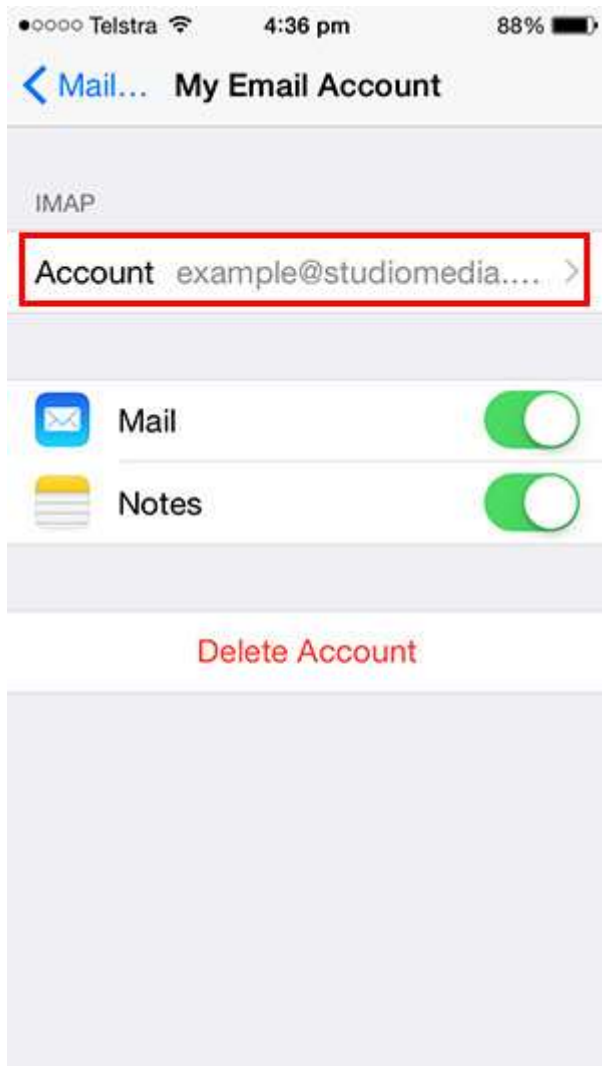


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## Step 10

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Select your email account again.



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## Step 11

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Down the very bottom select **SMTP** which will be set to your outgoing mail server.

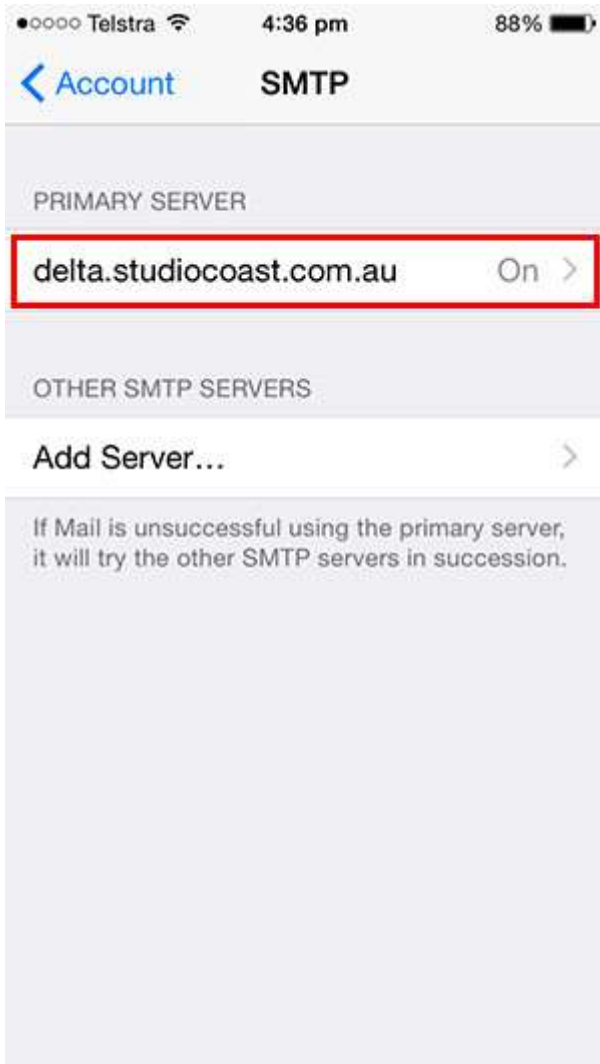


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## Step 12

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Select the server name from the SMTP list.



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## Step 13

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Down the very bottom, **change the Server Port to 26**. Click 'Done' to save.



**Your new email account has now been setup and ready to use!**