

Setting Up Emails on iPhone, iPad or iPod Touch

Within this document you'll find **everything that you need to know** about setting up your emails on your iPhone, iPad or iPod Touch.



Thank You for choosing North Summit

Before we begin, we'd like to **thank you again** for **choosing North Summit Website** and Marketing as your chosen website designer. We look forward to continually working closely with you.



Please Read This Guide Carefully

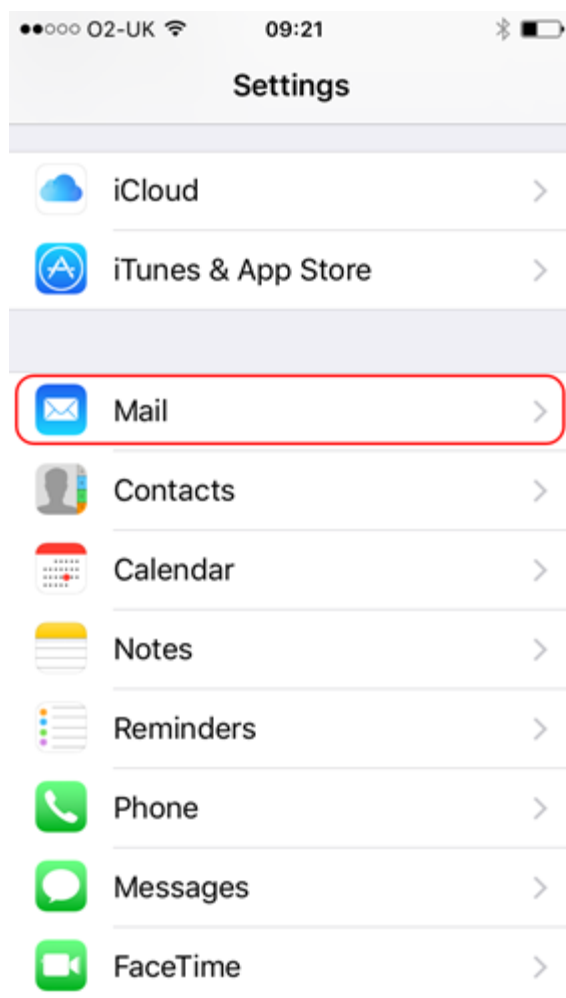
Please **read this guide carefully**. An error in entering the setting may cause for the emails not to send or receive from your device.

Step 1

Tap the **Settings** icon.

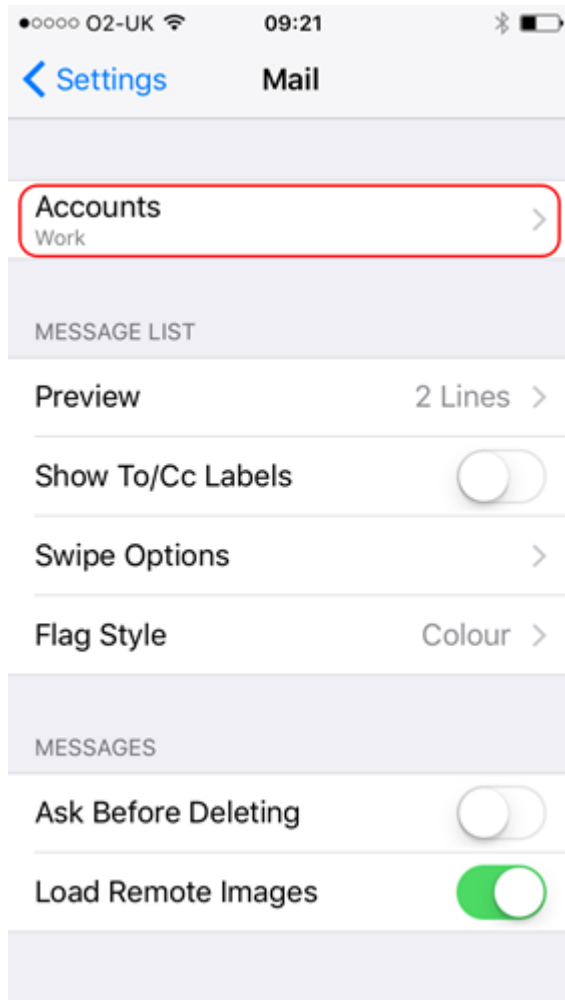
Step 2

Scroll down and press **Mail**.



Step 3

Press **Accounts**.



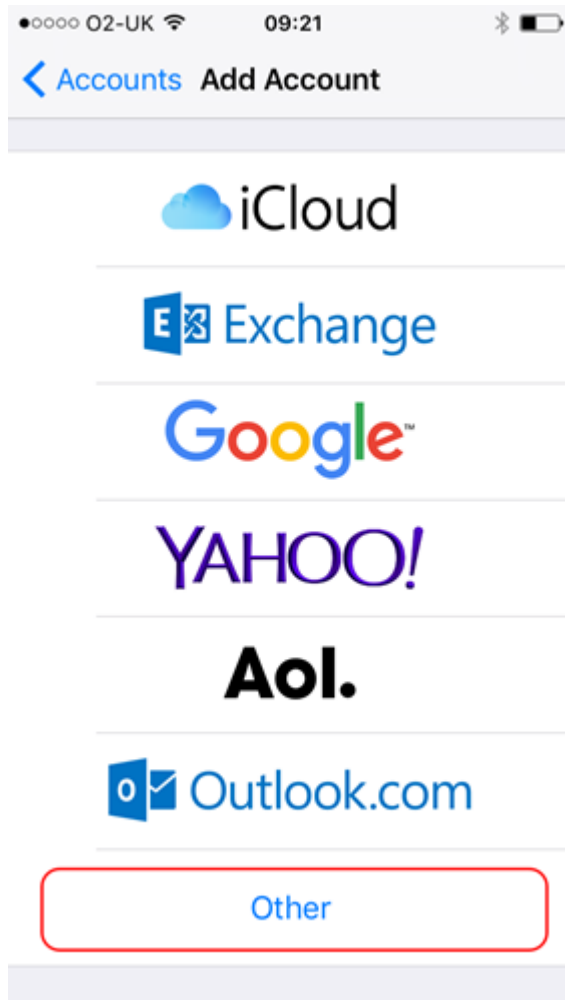
Step 4

Press **Add Account**.



Step 5

Press **Other**.



Step 6

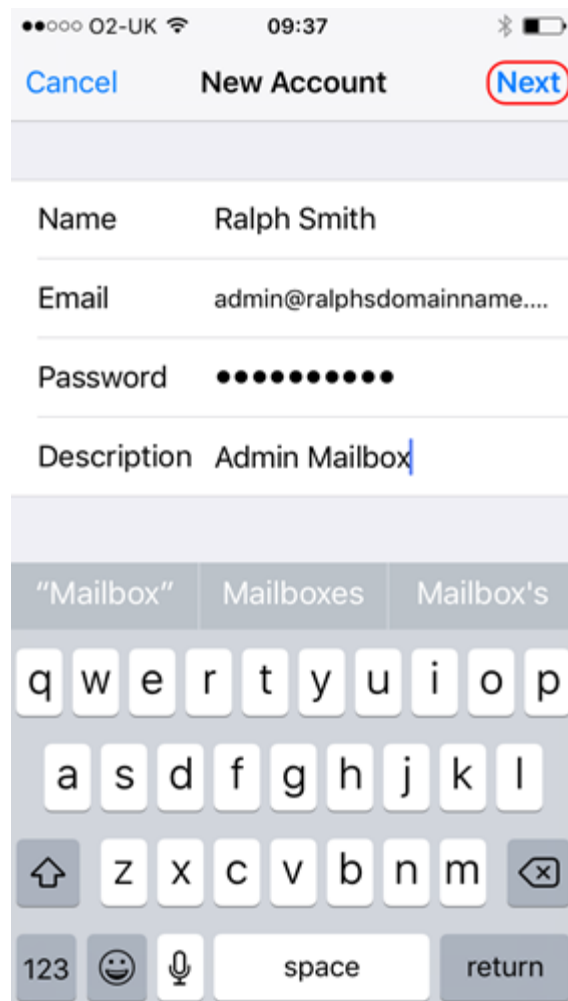
Press Add Mail Account.



Step 7

Enter the following information and press **Next**:

- **Name:** Enter your name. People will see this when you send them an email from your device.
- **Email:** Enter the full email address you are setting up. For example *ralph@ralphsdomainname.com*.
- **Password:** Enter your mailbox password.
- **Description:** Enter an optional description to help you identify this mailbox.



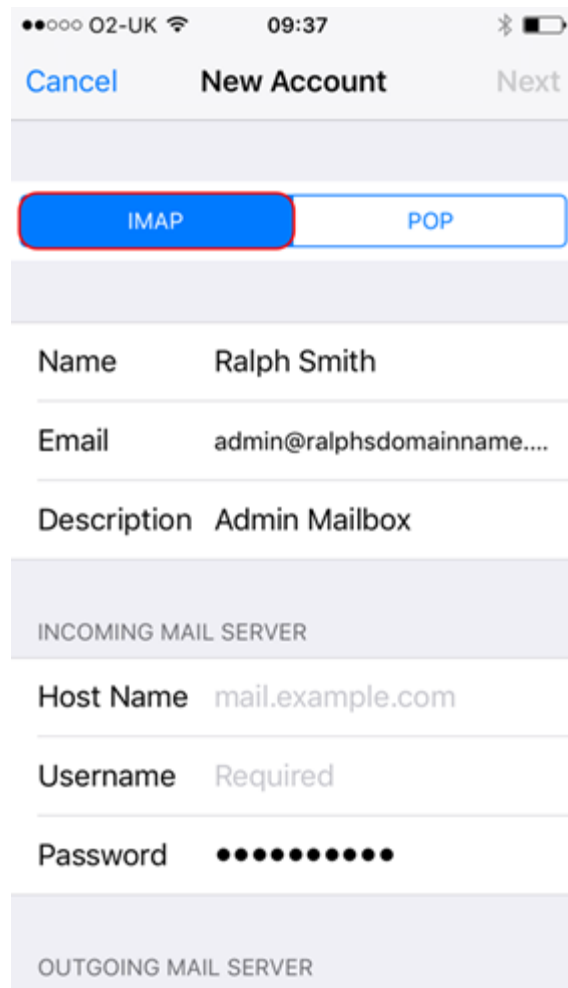
The screenshot shows the 'New Account' screen on an iPhone. At the top, there are status icons for signal strength, carrier (O2-UK), Wi-Fi, time (09:37), and battery. Below the status bar are three buttons: 'Cancel', 'New Account', and 'Next' (which is circled in red). The form fields are as follows:

- Name:** Ralph Smith
- Email:** admin@ralphsdomainname....
- Password:** A series of 10 black dots representing a masked password.
- Description:** Admin Mailbox

At the bottom of the screen, a standard QWERTY keyboard is visible, with the 'return' key highlighted.

Step 8

When using a mobile device, we recommend using **IMAP**. This will give you greater flexibility sharing information between your various devices. You should now be able to enter your various email server settings, and the screen will look similar to this:



••••• O2-UK 09:37 Bluetooth Battery

Cancel New Account Next

IMAP POP

Name Ralph Smith

Email admin@ralphsdomainname....

Description Admin Mailbox

INCOMING MAIL SERVER

Host Name mail.example.com

Username Required

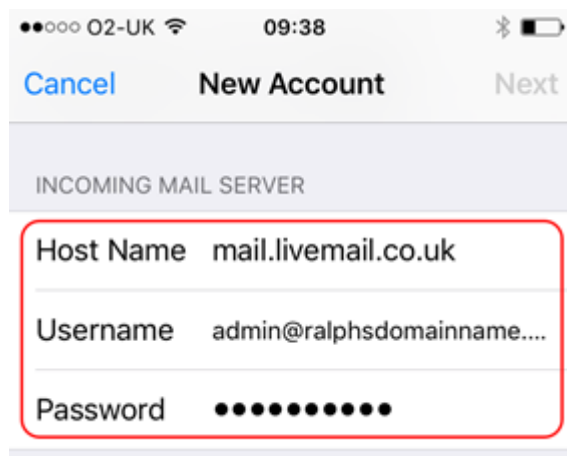
Password ●●●●●●●●

OUTGOING MAIL SERVER

Incoming mail server

Lets now enter the *INCOMING MAIL SERVER* settings. These settings control your ability to receive email on your device.

- Change your **Host Name** to *mail.livemail.co.uk*.
- Enter the email address, e.g. *ralph@ralphsdomainname.com*, for the **Username**.
- Enter the **Password** will be the same you entered earlier.

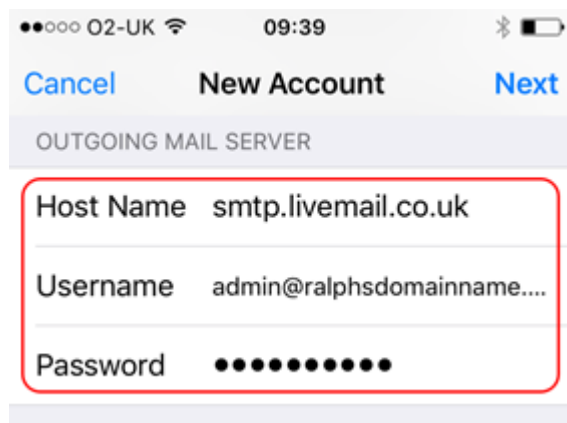


A screenshot of an iPhone's 'New Account' setup screen for an incoming mail server. The status bar at the top shows '02-UK', signal strength, Wi-Fi, time '09:38', and battery level. Below the status bar are 'Cancel', 'New Account', and 'Next' buttons. The section is titled 'INCOMING MAIL SERVER'. Three input fields are visible: 'Host Name' with the value 'mail.livemail.co.uk', 'Username' with the value 'admin@ralphsdomainname...', and 'Password' with ten black dots. A red rectangular box highlights these three fields.

Outgoing mail server

Lets now enter the *OUTGOING MAIL SERVER* settings. These settings control your ability to send email from your device.

- Enter *smtp.livemail.co.uk* as your **Host Name**.
- Enter the email address, e.g. *ralph@ralphsdomainname.com*, for the **Username**.
- Enter the **Password**.



A screenshot of an iPhone's 'New Account' setup screen for an outgoing mail server. The status bar at the top shows '02-UK', signal strength, Wi-Fi, time '09:39', and battery level. Below the status bar are 'Cancel', 'New Account', and 'Next' buttons. The section is titled 'OUTGOING MAIL SERVER'. Three input fields are visible: 'Host Name' with the value 'smtp.livemail.co.uk', 'Username' with the value 'admin@ralphsdomainname...', and 'Password' with ten black dots. A red rectangular box highlights these three fields.

and finally...

Press **Next**

Your device will then **Verify** the settings. This can take a couple of minutes.



Once everything has been verified, press the **Save** button to save your new account.

Additional Services Available

For a lot of businesses, a website is just a starting block into the world of 21st century marketing and promotion.

There's a lot more we can do to help you reach out further to your existing, and more importantly, new potential clients.



Design and print

- Business cards
- Flyers
- Posters
- Postcards
- Banners
- Letterheads

And much more! Printed on high quality materials



Marketing and promotion services

Let's push a new product or service out to the public using the industry's latest methods and technology.

We'll create a solution to help achieve the recognition your business needs.



Search engine optimisation (SEO)

With the internet now being the first place information is requested from, make sure that your business is easy to find on search engines, such as Google.



Contact Us

If you want to contact us, to either thank us again or tell us something's wrong, here's the information you'll need to do it with.

For us to respond to your message as fast as possible, please ensure that you give as much information as possible.

It's our company policy to respond within 24 hours, including bank and public holidays. If we can't meet this, we'll let you know.

Main Contact Details

Telephone:

01706 231000

Email:

hello@northsummit.co.uk