



Apple Mail Email Client Setup

To set up a new email address on the Apple Mail app, follow these detailed instructions:

Step 1: Open Settings on Your iPhone or iPad

1. Navigate to Settings: Tap on the "Settings" icon on your device's home screen.

Step 2: Add a New Email Account

1. Go to Mail: Scroll down and tap on "Mail".
2. Add Account: Select "Accounts", then tap on "Add Account".
3. Choose Other: "Other".
4. Add Mail Account: Tap "Add Mail Account".

Step 3: Enter Account Information

1. Fill in the Details:
 - Name: Enter your name or the name you want to appear when sending emails.
 - Email: Enter your new email address.
 - Password: Type in your email account password.
 - Description: Give your account a description (e.g., "Work Email").
2. Tap Next. (if your app fails to authenticate, move on to Step 4 and manually add in the 2 server names.)

Step 4: Configure IMAP Settings

1. Select IMAP: Ensure "IMAP" is selected for mail retrieval.
2. Incoming Mail Server:
 - Host Name: secure.emailsrvr.com
 - User Name: Your full email address.
 - Password: Your email account password.
3. Outgoing Mail Server (SMTP):
 - Host Name: secure.emailsrvr.com
 - User Name: Your full email address.
 - Password: Your email account password.
4. Tap Next to verify the account settings. If you see an alert stating the account must be manually configured, proceed with these settings.

Step 5: Verify and Save

- If all details are correct, the app will verify the account. If verification fails, double-check your credentials and server settings.
- Once verified, tap "Save" to complete the setup.

Step 6: Configure IMAP Folder Sync Settings

1. Go to Settings > Mail > Accounts: Find your newly added email account.
2. Advanced: Scroll down and tap on "Advanced".
3. Mailbox Behaviors: Here you can set which folders to sync by selecting the appropriate folder under:
 - Drafts Mailbox: Choose "Drafts"
 - Sent Mailbox: Choose "Sent Items"
 - Deleted Mailbox: Choose "Trash"

This step ensures your folders are correctly mapped and duplicates are avoided.

Step 7: Final Adjustments

- SMTP Settings: If needed, ensure the SMTP settings are set correctly under the account settings. Uncheck "Automatically manage connection settings" if you need to manually adjust the settings:
 - Outgoing Mail Server (SMTP):
 - Server: secure.emailsrvr.com
 - Port: 465 (for SSL)
 - Authentication: Password
 - Use SSL: Ensure SSL is enabled for both incoming and outgoing servers for security.
 - Incoming Mail Server
 - Imap server is secure.emailsrvr.com
 - use SSL password authentication
 - server port 993

Step 8: Test the Setup

- Open Mail App: Go back to the Mail app and check if you can send and receive emails. If there are issues, revisit your settings to ensure all information is entered correctly.

By following these steps, you should have your new email account set up and functioning on your Apple Mail app.