

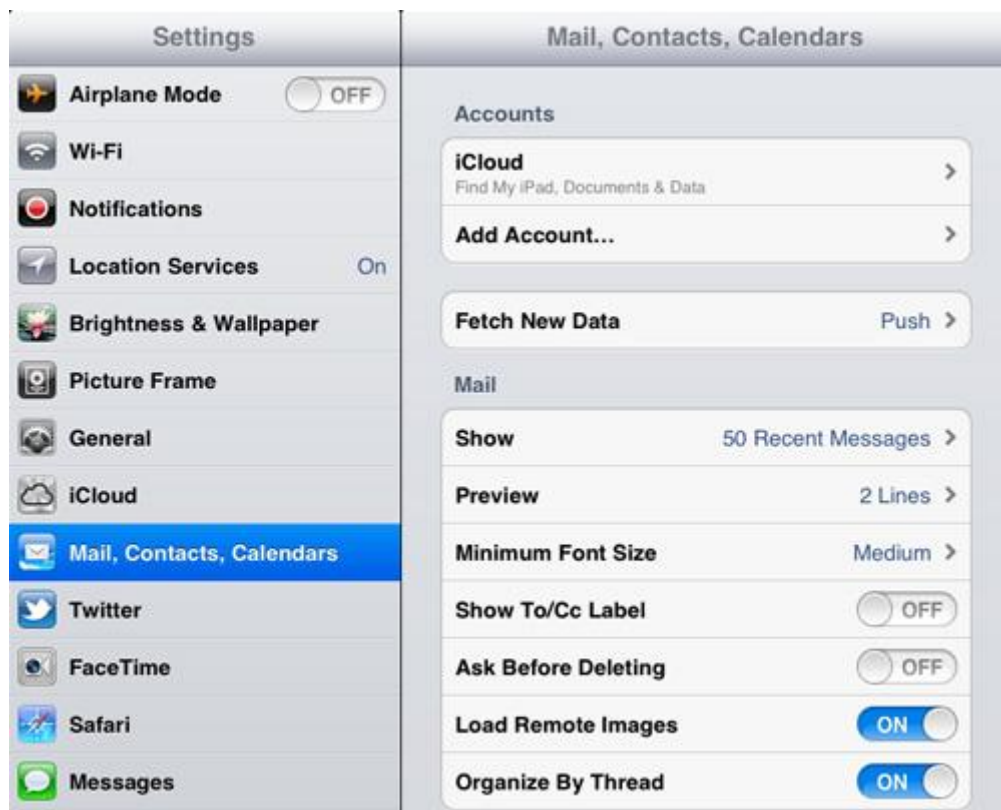
Setting up iPad for my email accounts

To configure your iPad (software version 5.x) for email, please follow these steps:

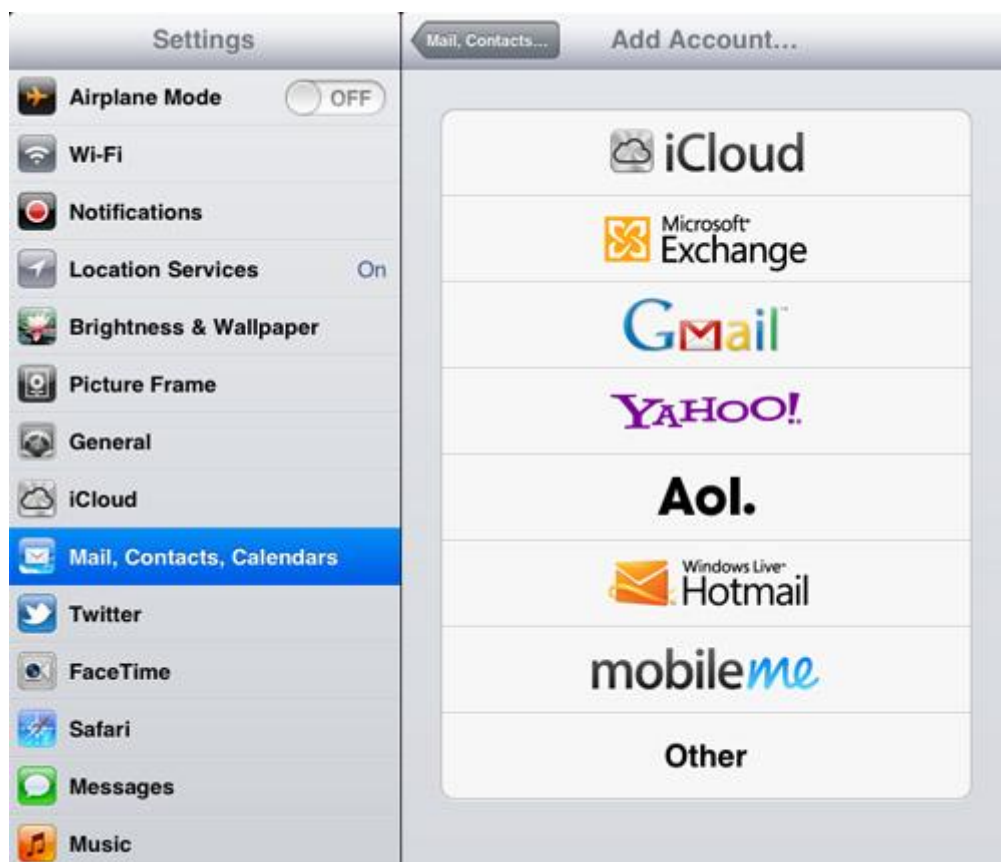
1. From the Dashboard, click **Settings**.



2. Under **Settings**, select **Mail, Contacts, Calendars** > **Add Account**.



3. Select **Other** as the type of account.

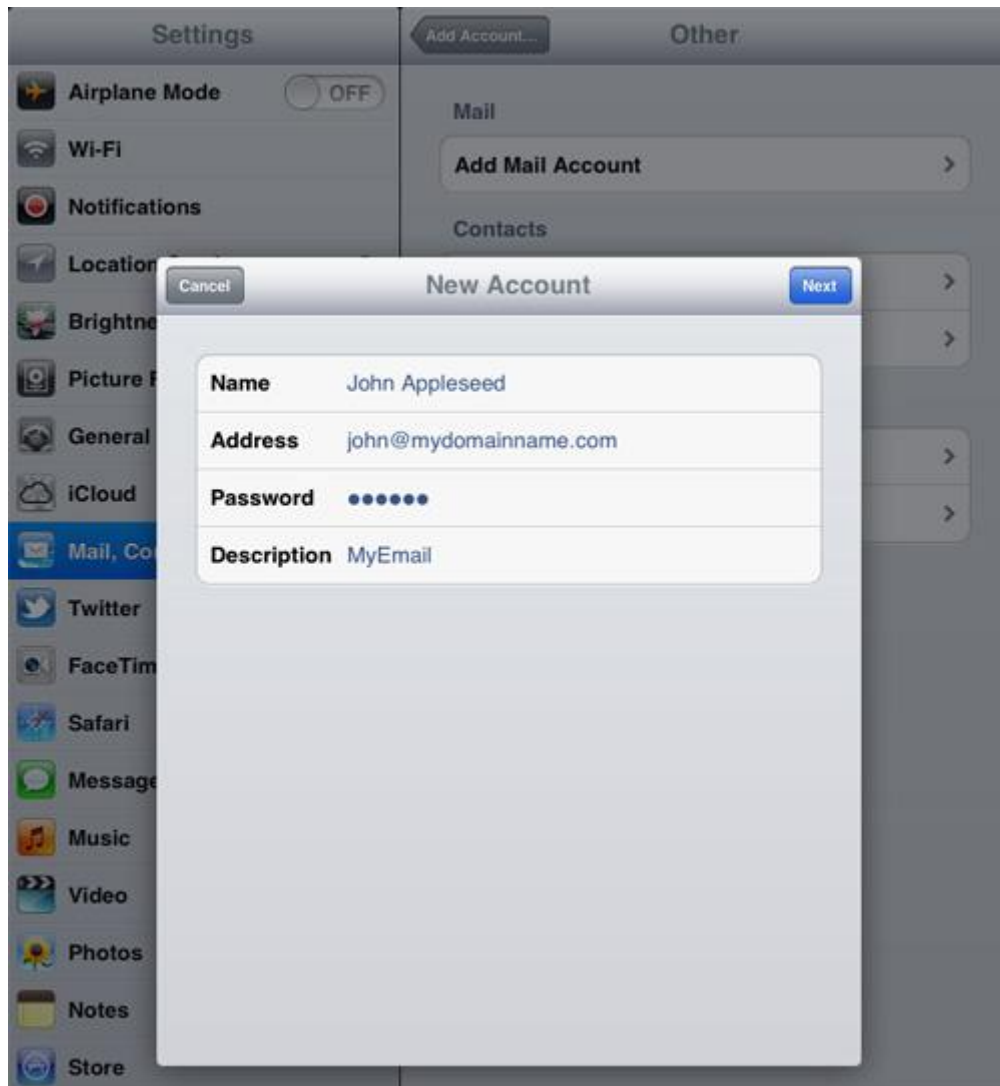


4. Select **Add Mail Account**.



Enter the requested information:

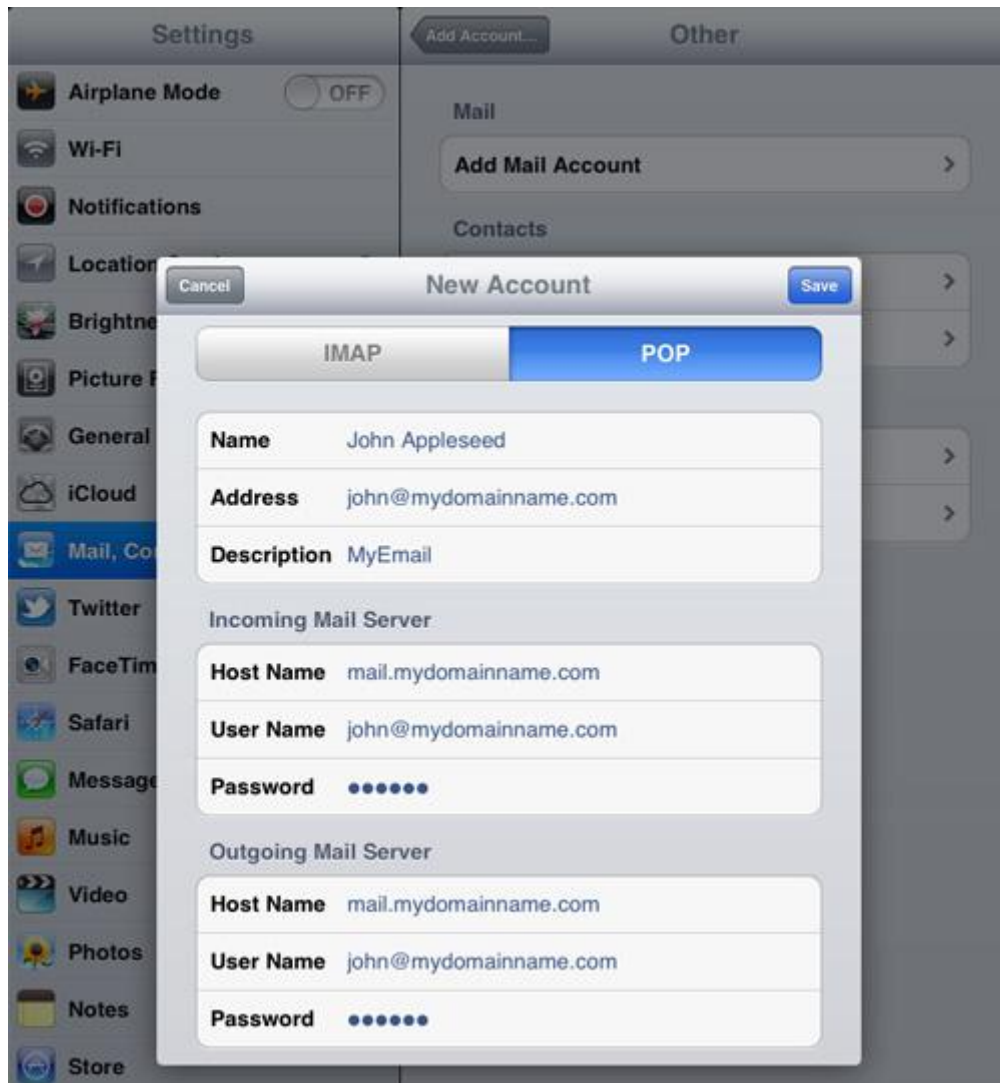
- 5.
- **Name:** the name of the mail user
 - **Address:** the email address of the mail user
 - **Password:** enter the users password (incoming mail server and external mail server)
 - **Description:** a description of the mail user



6. Click **Next**.

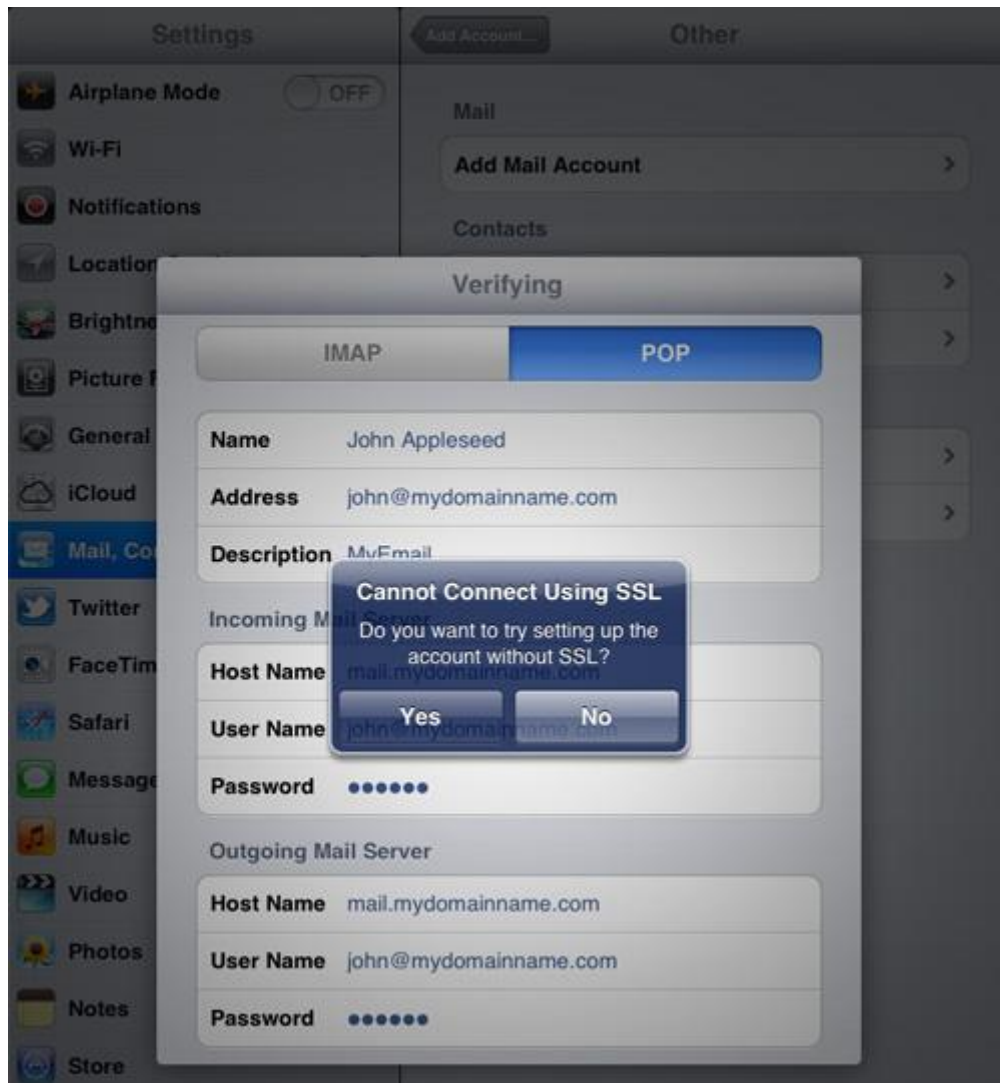
Click **POP** and enter the **Incoming Mail Server** information:

- 7.
- **Host Name:** enter the mail server address
 - **User Name:** enter the full email address
 - **Password:** enter the users password



Scroll down and enter the **Outgoing Mail Server** information:

8.
 - **Host Name:** enter the mail server address
 - **User Name:** enter the full email address
 - **Password:** enter the users password



9. Click **Save**.
10. If you see a message that says "Cannot Connect Using SSL", click **Yes** when asked to setup the account without SSL.