

# SETTING UP BOWLAND'S IMAP EMAIL ON AN IPHONE

### Step 1 - Go to Settings > Accounts & Passwords

Open Settings on your iPhone and tap Accounts & Passwords.





# Step 2 - Tap Add Account

#### Tap Add Account.

Locked SIM 🗢	13.17	\$ 99 % 💻
Settings Acco	unts & Passwo	ords
App & We	bsite Password	is >
ACCOUNTS		
iCloud iCloud Drive, Contac	ts, Calendars, Saf	ari and 6 more >
Add Account	-	>
Fetch New Data		Push >

# Step 3 - Tap Other

Select **Other** as the account type.



Locked SIM 🗢	13.18	\$ 99 % 🔳
Accounts	Add Account	
	📥 iCloud	k
	8 Exchang	e
	Google	
	YAHOO	!
	Aol.	
0	Outlook.co	om
	Other	



# Step 4 - Tap Add Mail Account

#### Tap Add Mail Account.

Locked SIM 🗢	13.18	\$ 99 % 💻
Add Account	Other	
MAIL		
Add Mail Account	-	$\rightarrow$
CONTACTS		
Add LDAP Account	t	>
Add CardDAV Acc	ount	>
CALENDARS		
Add CalDAV Acco	unt	>
Add Subscribed C	alendar	>
SERVERS		
Add macOS Serve	er Account	>

### Step 5 - Enter your account details

Enter the account details for the email you want to add:

- **Name:** this will be visible as the sender.
- **Email:** the address you want to add.
- **Password:** the password you use to log in to Webmail.
- **Description:** a name for the account on your device.

Tap **Next** to continue.



Locked SIM 🗢	13.19	\$ 99 % 🔳
Cancel	New Account	Next
		1
Name	Mary Jones	/
Email	mail@one-example.c	om
Password	•••••	
Description	One-Example	
q w e	rtyu	i o p
a s	d f g h j	k I
δZ	x c v b n	m 🗵
123	space	return



### Step 6 - Select IMAP

#### Tap **IMAP** as the account type.

Locked SIM 🗢	13.20	\$ 98 % 🔳 ·
Cancel	New Account	Next
IMAF		POP
Name	Mary Jones	
Email	mail@one-example.o	com
Description	One-Example	
INCOMING MAI	L SERVER	
Host Name	mail.example.com	
Username	Required	
Password	•••••	
OUTGOING MA	IL SERVER	
Host Name	smtp.example.com	
Username	Optional	

### Step 7 - Enter your server settings

Enter the following settings:

#### **Incoming server:**

- Host Name: imap.one.com
- **Username:** your email account
- Password: the one you use for Webmail

#### **Outgoing server:**

- Host Name: send.one.com
- Username: your email account
- Password: the one you use for Webmail



#### Tap **Next** to continue.

Locked SIM 🗢	13.22	\$ 97 % 🔳
Cancel	New Account	Next
INCOMING M	AIL SERVER	
Host Name	imap.one.com	
Username	mail@one-example.c	om
Password	•••••	
00100140 M	MIL SERVER	
Host Name	e send.one.com	
Username	mail@one-example.c	om
Password	•••••	
q w e	ertyu	i o p
a s	d f g h j	k I
δZ	x c v b n	m 🛛
123	space	return



# Step 8 - Save the account

Tap **Save** to create the account. Note that syncing of notes is not supported via IMAP, so we recommend disabling the option.

Locked SIM 🗢	13.25	\$ 97 % 🔳
Cancel	IMAP	Save
🖂 Mail		
Notes		$\bigcirc$



# Step 9 - Tap the account you added

Tap the account you just added. You'll recognise it by the description.

Locked SIM 🗢	13.25	\$ 96 % 🔳
Settings Acc	ounts & Passwo	ords
App & W	ebsite Password	ls >
ACCOUNTS		
iCloud iCloud Drive, Cont	acts, Calendars, Saf	ari and 6 more >
One-Example Mail	-	• · · ·
Add Account		>
Fetch New Dat	a	Push >



# Step 10 - Tap your account again

Tap your account again to open your settings.

Locked	SIM 🗢	13.25	\$ 96 % 🔳
< Acc	counts	One-Example	
IMAP			
Acco	ount 🔫	mail@one-exa	imple.com >
	Mail		
	Notes		$\bigcirc$
		Delete Account	



# Step 11 - Tap Advanced

Tap **Advanced** at the bottom of your screen.

Locked SIM 🗢	13.26	\$ 96%	-
Cancel	Account	Do	ne
IMAP ACCOUN	TINFORMATION		_
Name	Mary Jones		
Email	mail@one-exan	nple.com	>
Description	One-Example		
	I SEDVED		
INCOMING MAG	LOCKYER		-
Host Name	imap.one.com		
Username	mail@one-exan	nple.com	
Password	•••••		
OUTGOING MA	IL SERVER		
SMTP		send.one.com	>
Advanced	-		>

### Step 12 - Check Mailbox behaviours

Check if the **Mailbox behaviours** are set correctly to make sure that your emails are saved in the right place.

You need to select the following folders **on the server**:

- Drafts mailbox: Drafts
- Sent mailbox: **Sent**
- Deleted mailbox: **Trash**
- Archive mailbox: Archive

If no folder, or a different folder, is selected, tap the mailbox and select the correct folder **on the server**. (The name of the folder is in English.)



**Note:** If the folder you are looking for is not listed, log in to Webmail and place an email in the folder that is missing. Then try again, it should now show up in the list.

Locked SIM 🗢	13.28	\$ 95 % 🔳
Account	Advanced	
MAIL BOX BEHAVIO	100	
MAILBOX BEHAVIO	una	
Drafts Mailbox	_	► Drafts >
Sent Mailbox	_	
Deleted Mailbox	« —	🔶 Trash >
Archive Mailbox		Archive >
MOVE DISCARDED	MESSAGES INTO:	
Deleted Mailbox	ĸ	~
Archive Mailbox	¢.	
DELETED MESSAGE	ES .	
Remove	Afte	er one week >
INCOMING SETTING	GS	
Use SSL		
A		



# Step 13 - Enter IMAP Path Prefix

Scroll down to the bottom of the screen and enter **INBOX** as the IMAP path prefix, all in capitals.

Locked SIM 🗢	13.30	\$ 94 % 🔳
Account	Advanced	
MOVE DISCARDED	MESSAGES INTO:	
Deleted Mailbo	x	~
Archive Mailbo	x	
DELETED MESSAG	ES	
Remove	Aft	er one week >
INCOMING SETTIN	IGS	
Use SSL		
Authentication		Password >
IMAP Path Pref	fix INBOX 🗲	_
Server Port 99	93	
S/MIME		
S/MIME		$\bigcirc$



### Step 14 - Done!

Your email account is now set up correctly on your iPhone.

