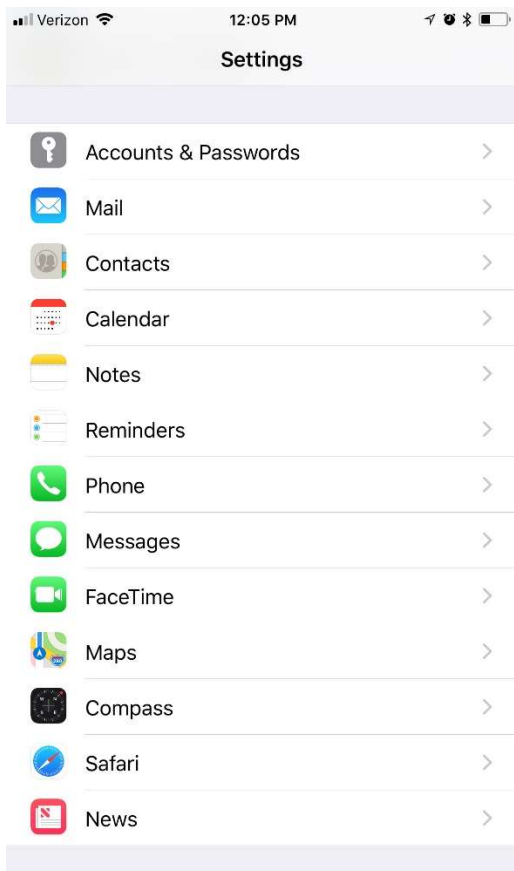


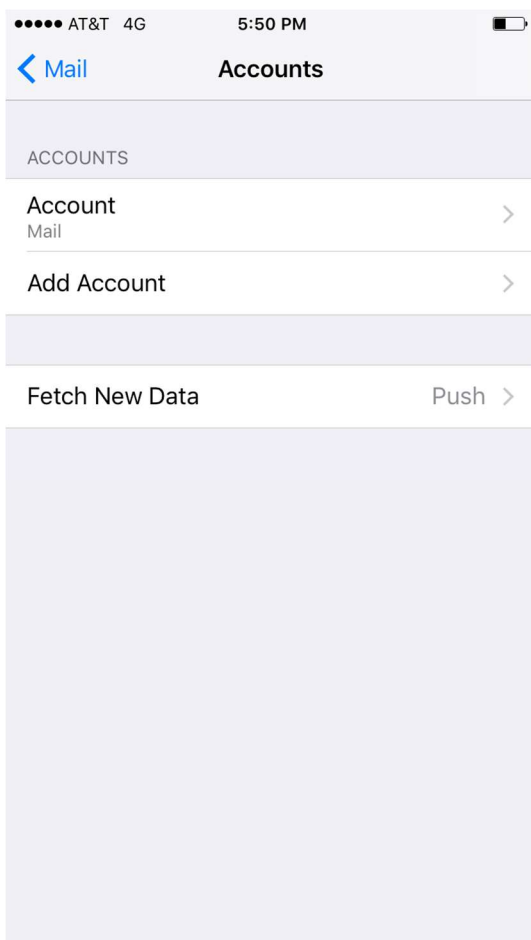
iOS: iPhone (iOS 11 and later - IMAP)

This article will assist you in setting up your iPhone with your Hosted Email mailbox. This article assumes that you have iOS 11 installed. If you have an older version, the screenshots below may not align exactly. We recommend running the latest version of iOS. This will ensure your phone has the latest features and security patches.

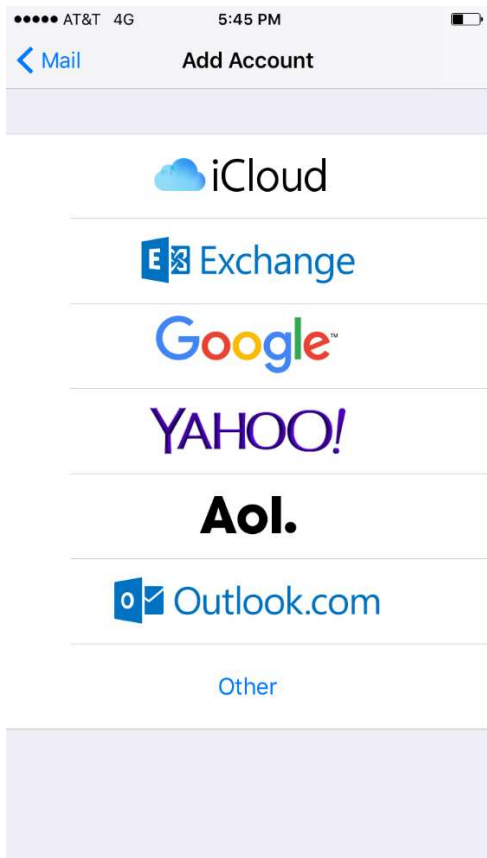
1. On the home screen, tap the **Settings** icon.
2. Within Settings, scroll down and tap **Accounts and Passwords**



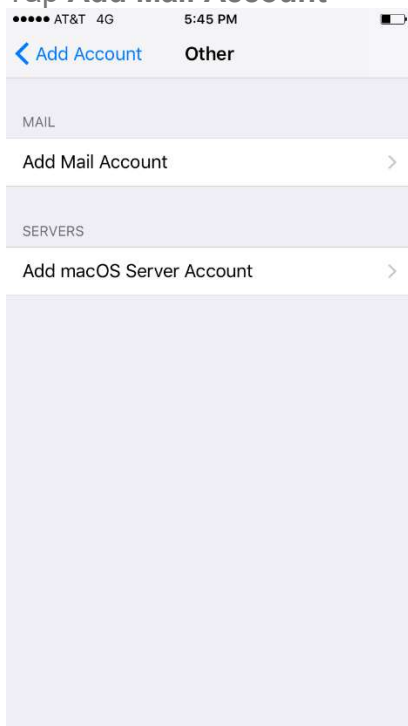
3. Tap **Add Account**



4. Tap **Other**, at the bottom



Tap **Add Mail Account**



5. The next screen will ask for basic account information:

Name: Your first and last name
Email: your_email_here@uplogon.com
Password: Your mailbox password
Description: Anything you'd like!

6. Tap **Next**

7. Make sure **IMAP** is selected

Enter the following server details:

Name: Your first and last name
Email: your_email_here@uplogon.com
Description: Should already be prefilled from last section
Password: Your mailbox password

Incoming Server Settings

Host Name: secure.emailsrvr.com
User Name: your_email_here@uplogon.com
Password: Your mailbox password

Outgoing Server Settings

Host Name: secure.emailsrvr.com
User Name: your_email_here@uplogon.com
Password: Your mailbox password

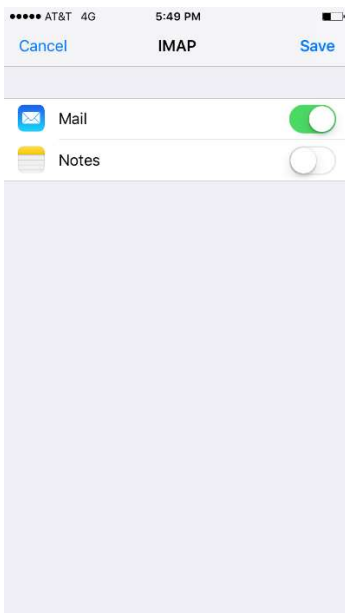
Note: Even though it says optional, they are **NOT** optional. If you skip these fields, you will **NOT** be able to send out email.

8. Tap **Next**

Authentication failed? *This means that your username or password are incorrect*

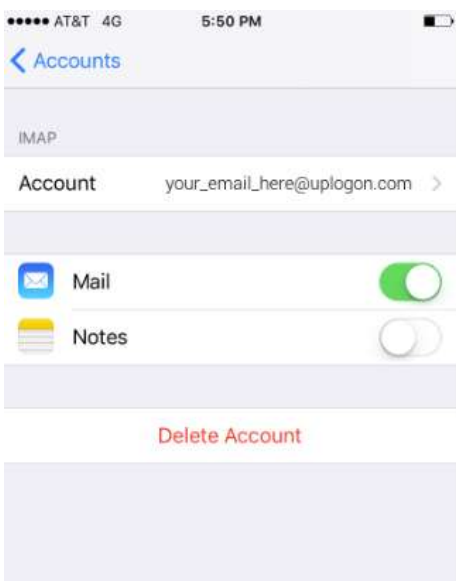
- Make sure your user name is typed as shown above and that you did not make a typo (*it happens!*)
- Try accessing [webmail](#) via a web browser
If your browser has a saved password, remove it and manually enter it, to make sure you're using the same password you tried on your mobile device
- If you **cannot** access webmail, you will need to reach out to your email admin for a possible password reset.
- If you **can** access webmail, triple check you're typing the same password you used for webmail
- If issues persist, contact your email admin

9. Select the desired settings and tap **Save**



Next, we are configuring your iPhone to sync your various IMAP folders and prevent duplicate folders from showing up. We call this Folder Mapping; below are the steps to do so.

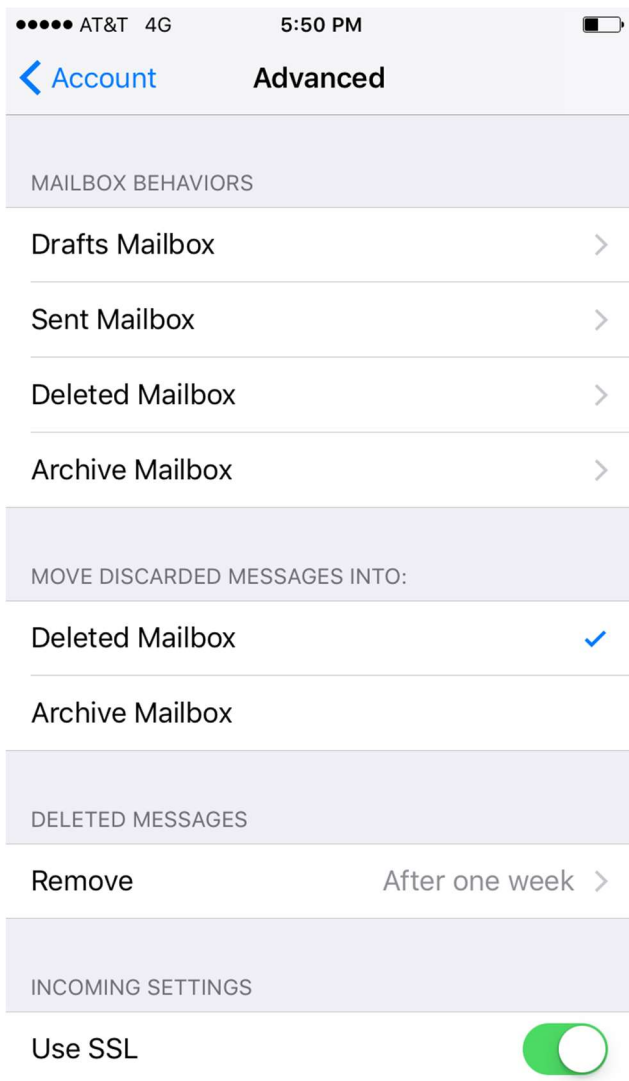
1. Within the **Mail** settings window, select the account that you just added.
2. Under **IMAP**, tap **Account**



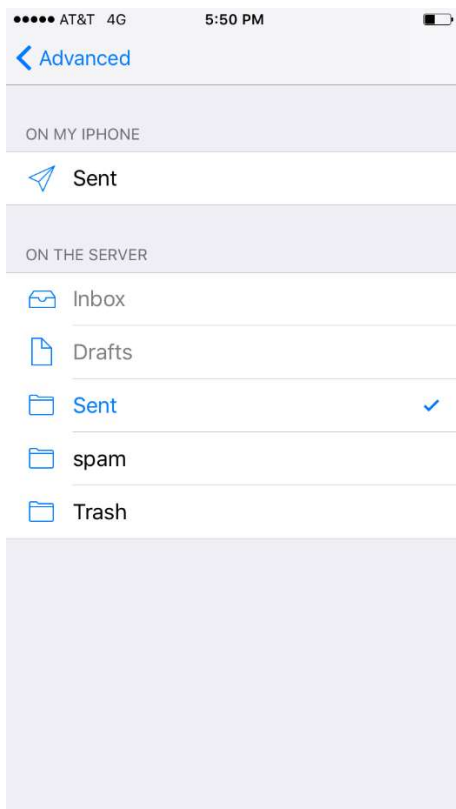
3. Within the account settings, select **Advanced** at the bottom



4. Under **MAILBOX BEHAVIORS**, select **Sent Mailbox**



5. Select the appropriate folder under **ON THE SERVER**.



6. Now repeat the previous step for **Deleted Mailbox**. Ignore the **Archive Mailbox**, it won't be used.
7. Last step! Make sure **Deleted Mailbox** is selected under **MOVE DISCARDED MESSAGES INTO**. This will ensure deleted messages go to the Deleted Mailbox folder.
8. **Now you're done!** Go back to the home screen and launch the Mail app. Your email should appear within a few minutes, depending on the amount of items to sync.

Note: If you have a large mailbox, it may take several minutes before email appears. Please wait at least 15 minutes before troubleshooting.

Don't forget about your other devices! [Click here](#) to set up a computer, tablet, or phone.