

## Setting up Skaggs Web Services Customer Email on iPhone

1. Select **Settings**
  2. Select **Mail, Contacts, Calendars**
  3. Select **Add Account**
  4. Select **Other**
  5. Select **Add Mail Account**
  6. Enter the following information in the text boxes:
    - Name — enter your full first and last name, as you want it to be displayed in the emails you send.
    - Address — enter your full email address (e.g., user@example.com).
    - Password — Enter the password for your email account on this server.
    - Description — Enter a descriptive name for your account (e.g., SWS Email). This description will be visible only to you.
  7. Select the **Next** button.
  8. Select **IMAP**
  9. Enter the Incoming Mail Server and Outgoing Mail Server information. The Outgoing Mail Server info is the exact same as the Incoming.
    - Host Name — Enter the hostname of **mail.swsmail.com**
    - User Name — Enter your full email address (e.g., user@example.com).
    - Password — Enter the password associated with your email account.
- NOTE:** There maybe dots in the password field already, just remove them
10. Select **Next** to allow the iPhone to verify the account. This may take a few minutes
    - You may be prompted with a message about “Do you want to try setting up the account without SSL, if so select **Yes** on the pop up notification. This may take a few minutes to run and seem like its not
    - If prompted again with the same question select **Yes** to continue without SSL.
  11. Select **Save** when you see Mail and Notes listed.
  12. Now you should see the email account listed that you just setup.
  13. To access your email, use the mail icon on once of your screens.