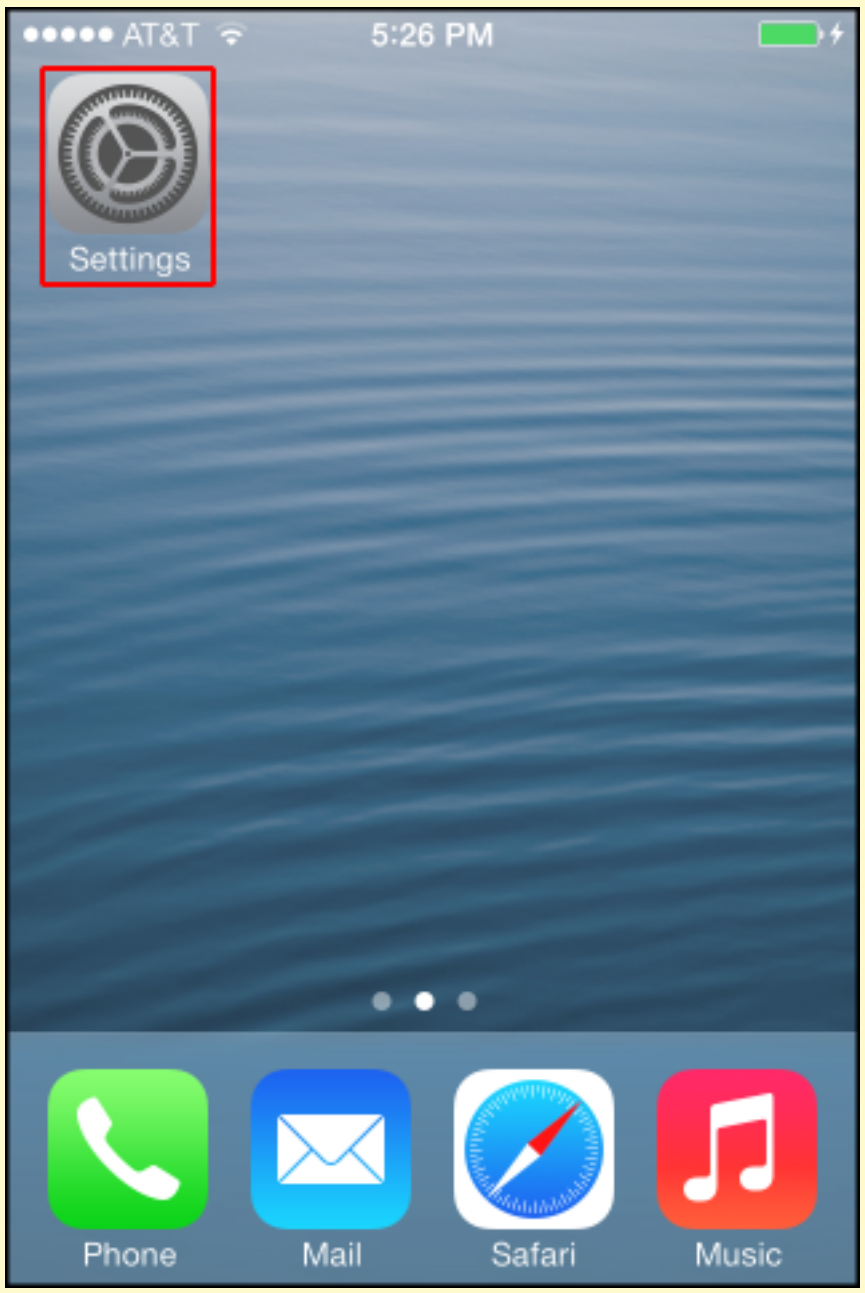
RealWorld Email Setup
iPhone/iPad

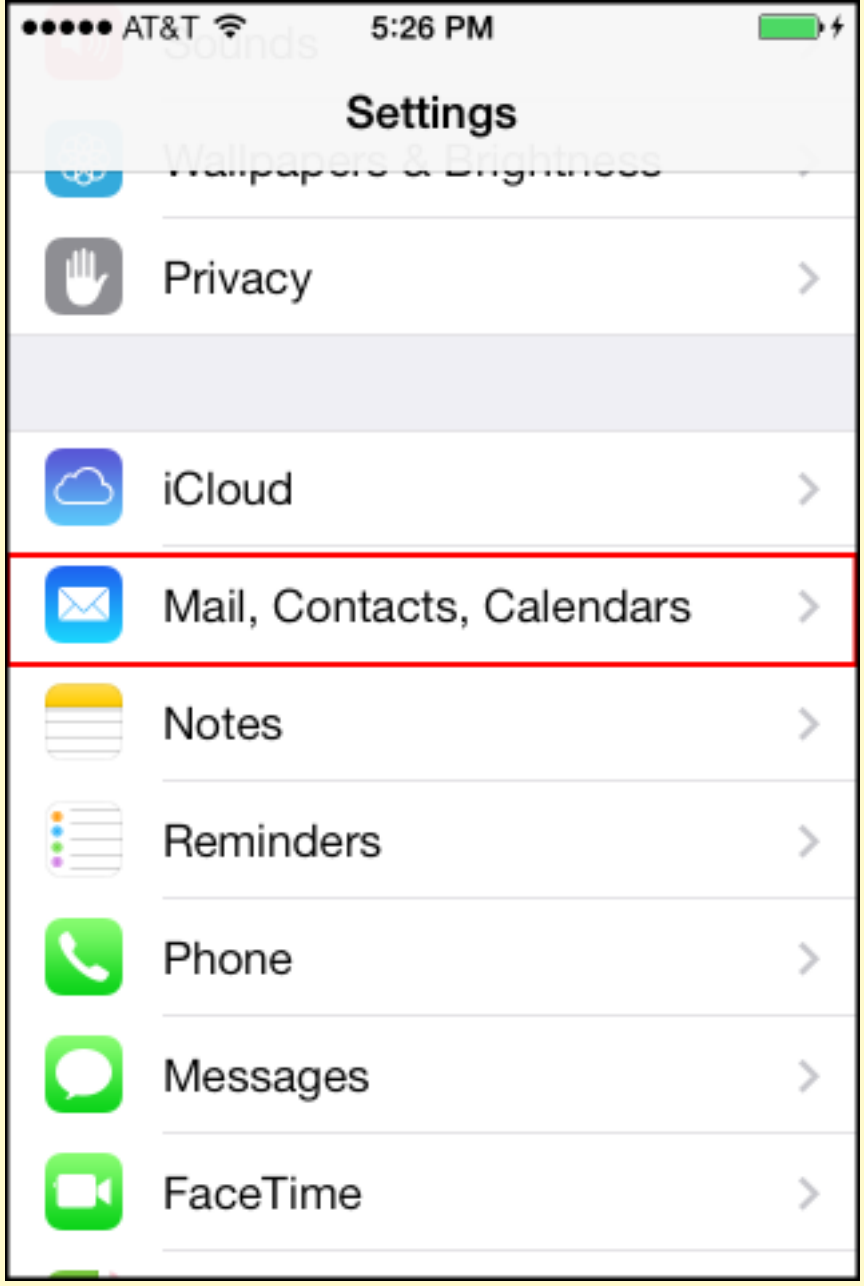
In order to setup your iOS device you will require your email address and password provided to you.

Please contact us if you require your details.

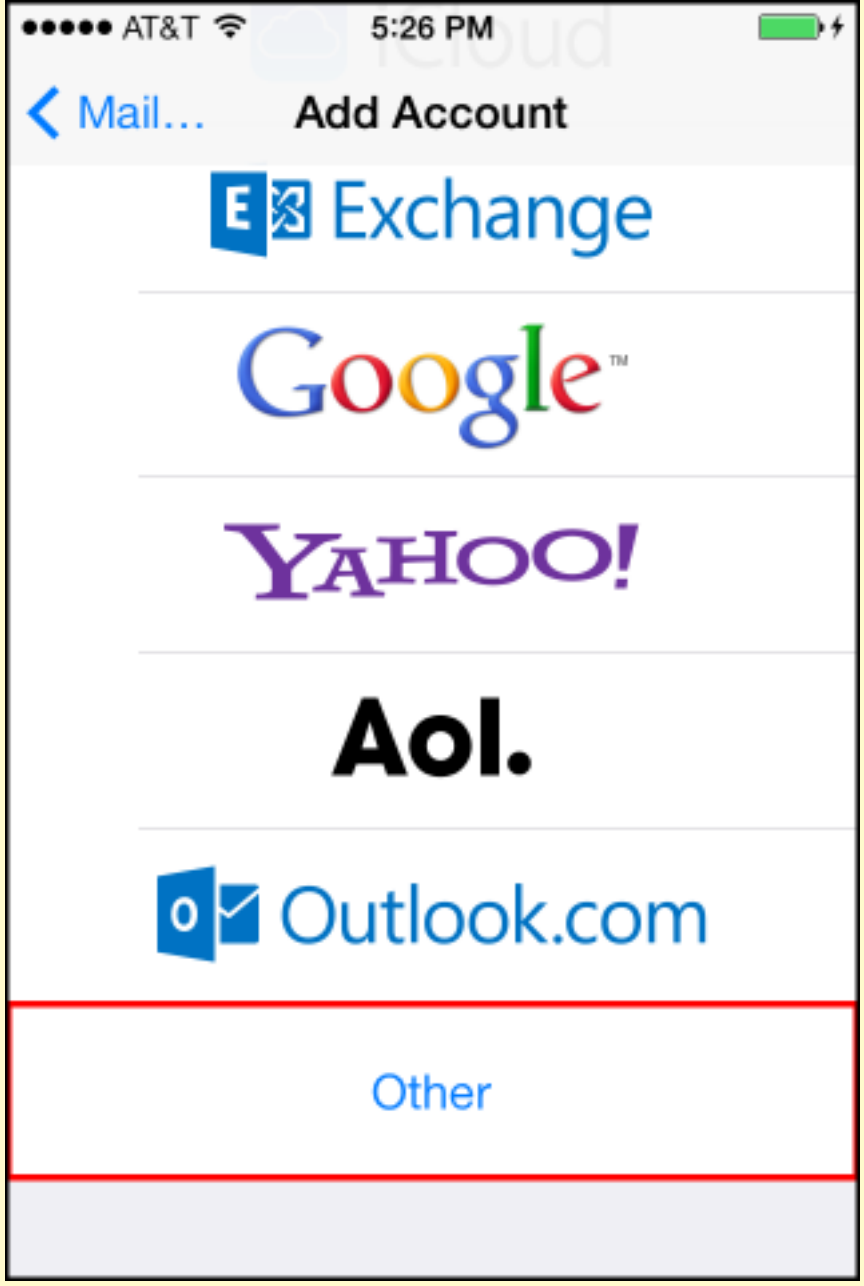
Note: The images in this walkthrough are from an iPhone 5s running iOS 7. Though screens on other iOS devices will differ in appearance, the process remains the same.

1. From the home screen on your device tap **Settings**, and then **Mail, Contacts, Calendars**.





2. You'll then tap **Add Account**, Tap **Other** and then **Add Mail Account**.


AT&T
5:26 PM
Mail...
Add Account
Exchange
Google
YAHOO!
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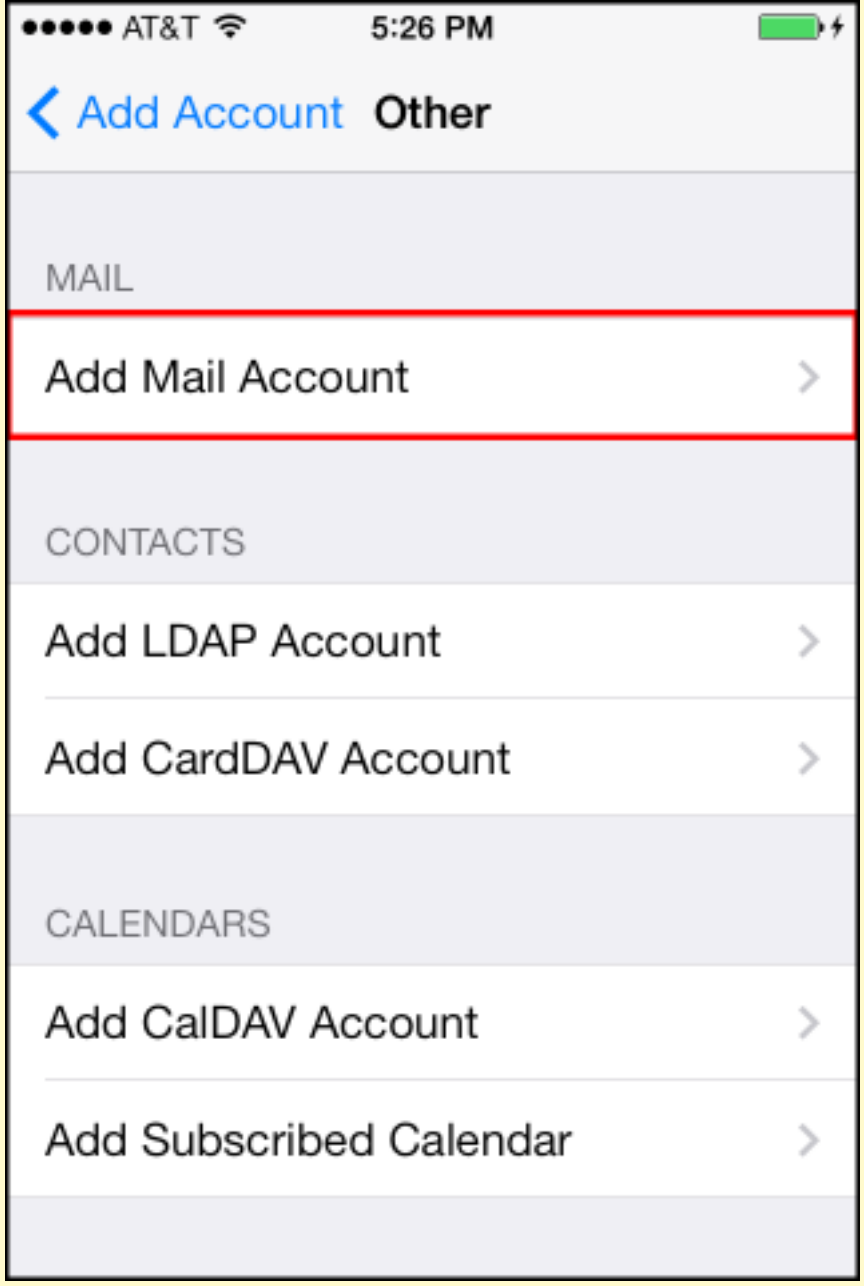
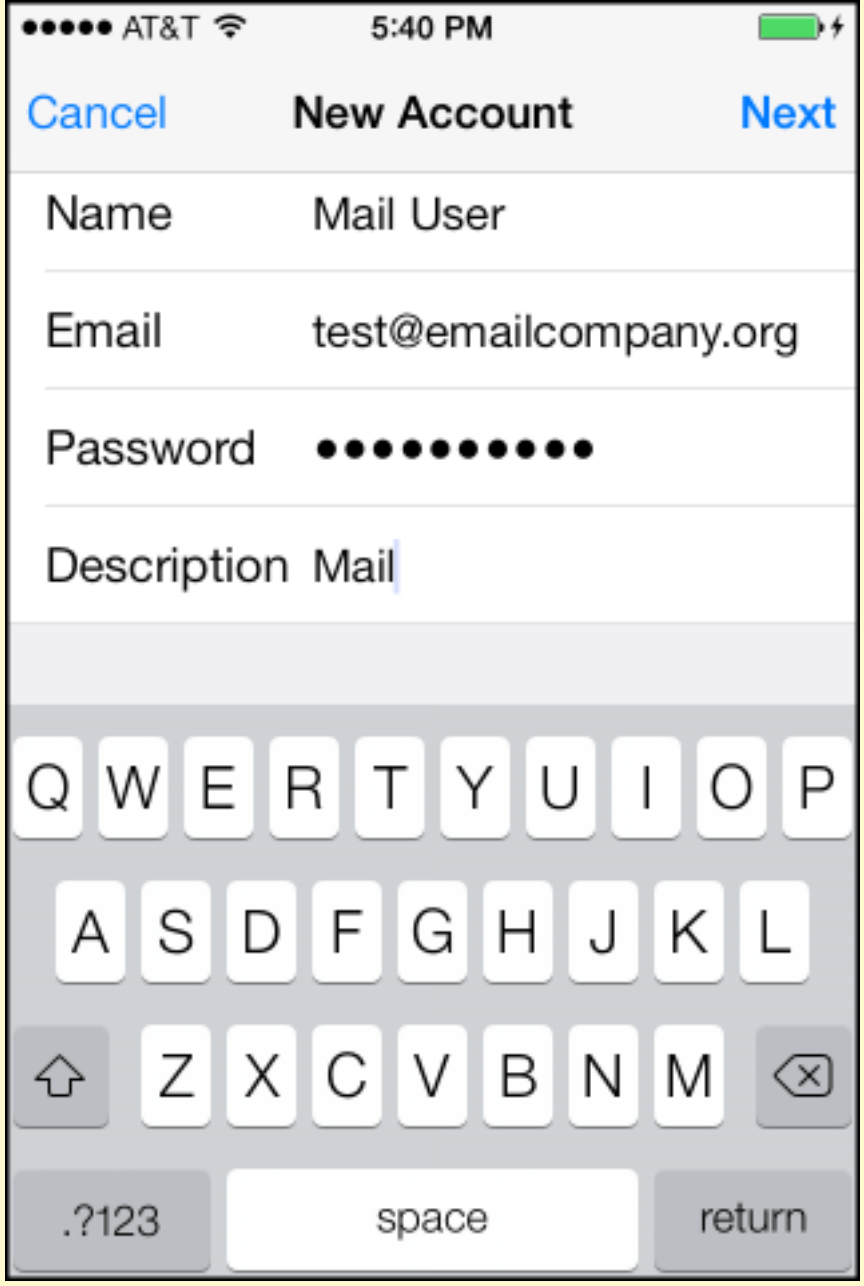
Outlook.com
Other



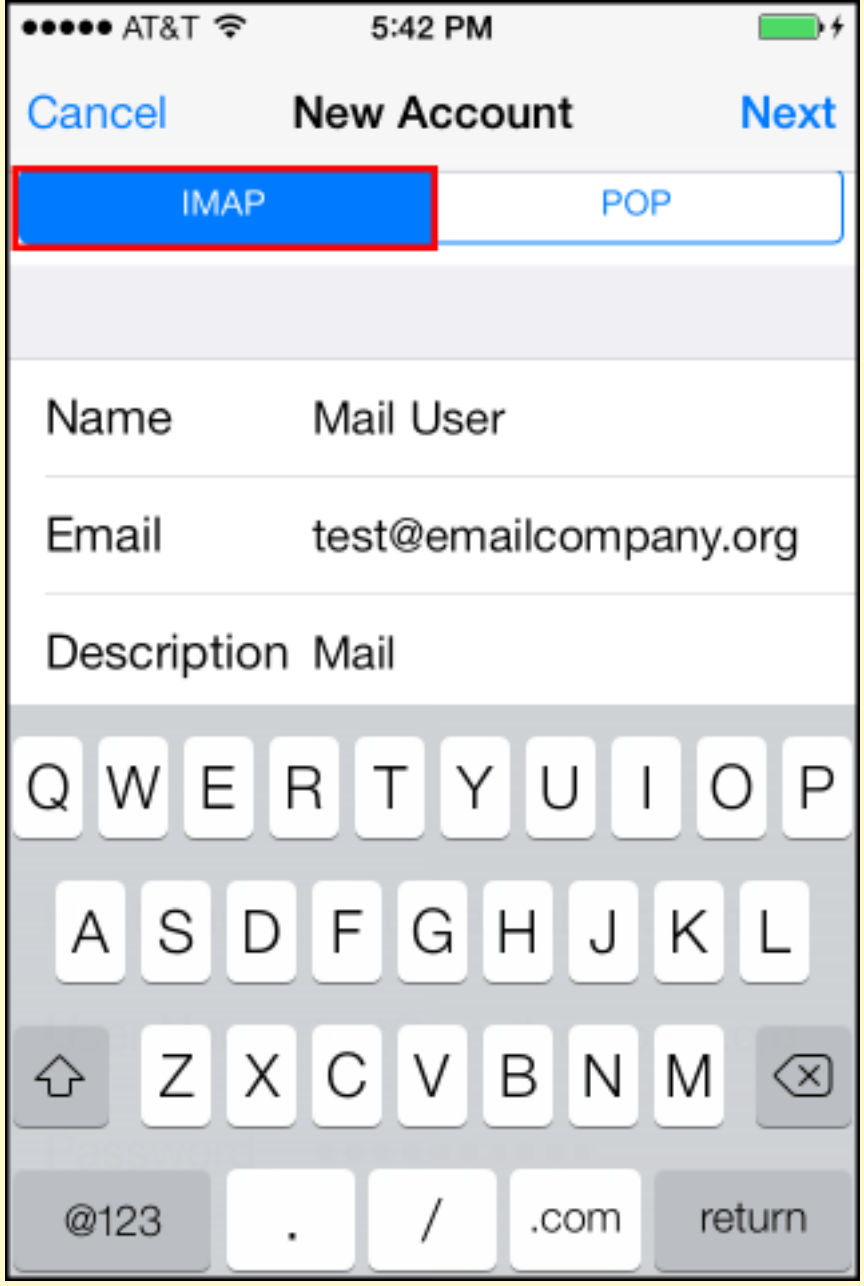
3. The "New Account" screen will appear and you'll then Enter in the following information in the fields provided, and then tap the **Save** button.

- **Name** - Enter in your first and last name. This is the name that will appear in the **From** field of messages you send.
- **Address** - Enter your entire email address (e.g., test@emailcompany.org).
- **Password** - Enter the password for your email account.
- **Description** - Enter a descriptive name for the account (e.g. Work Account). This description will only be visible to you.



4. After your account has been looked up, you'll then select IMAP located at the top and then enter in both the **Incoming Mail Server** and **Outgoing Mail Server** fields with the following information:

- Host Name - Enter in the secure server name: **secure.emailsrvr.com**
- User Name - Enter in your entire email address (e.g., test@emailcompany.org).
- Password - Enter in the password for your email account.


AT&T
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Cancel
New Account
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IMAP
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Name
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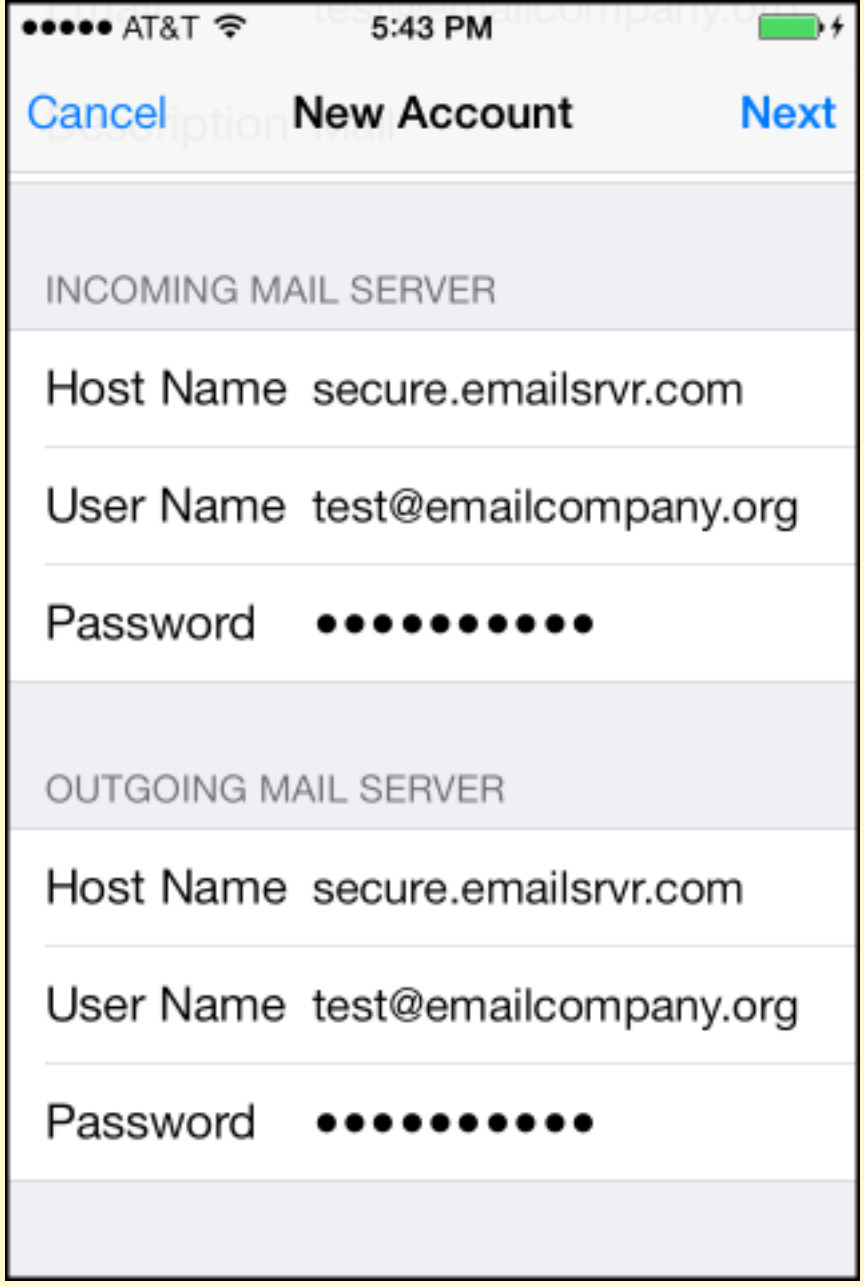
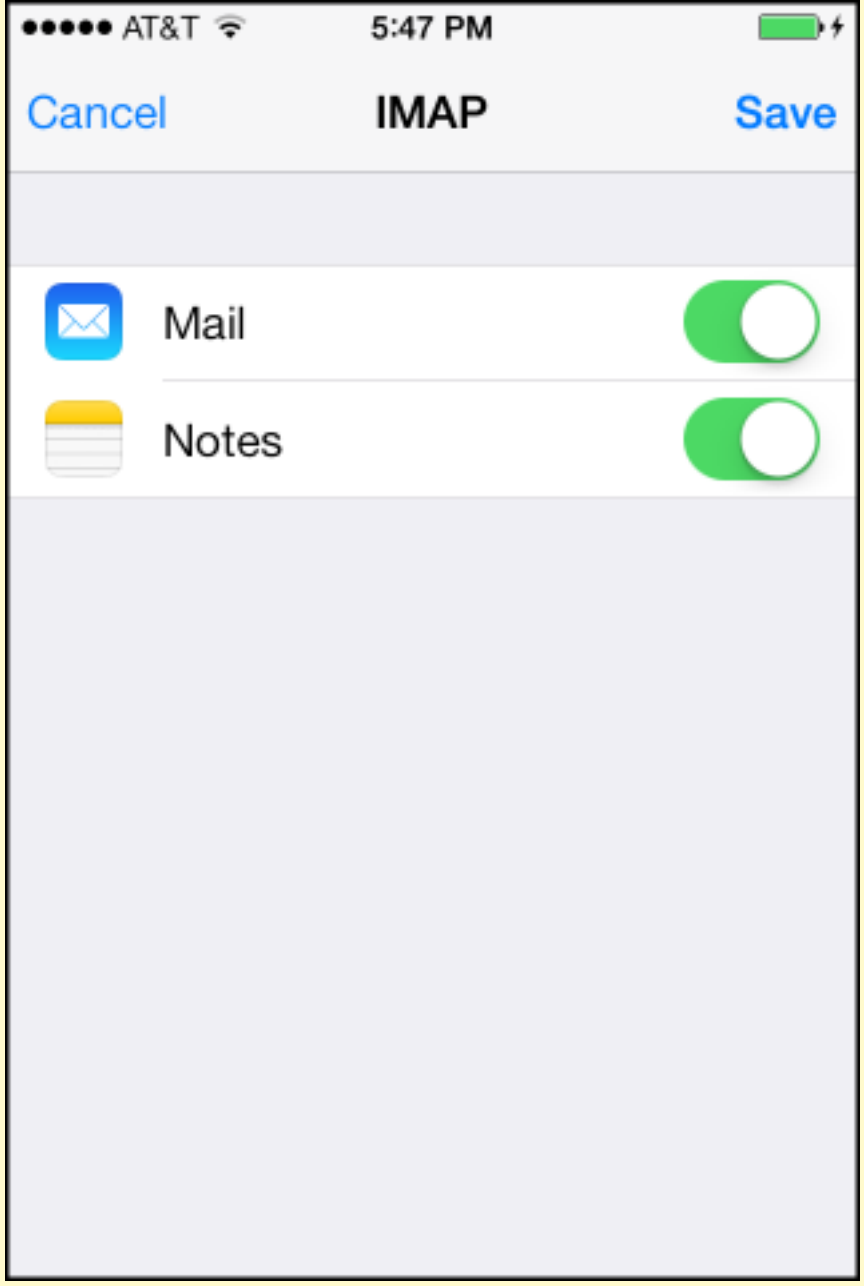


5. After you've entered in all the information, tap Save and the device will then verify your settings. After you've been verified, you'll then be take to the **Mail & Notes** screen.



Important:

6. Please complete the following steps to prevent issues deleting items from your device:

Map Your Folders

Mapping your folders allows you to synchronize email across all your devices, email clients and the web. By default, some email clients and mobile devices create their own folders for **Sent**, **Trash**, **Drafts** etc. You can map your sent, deleted, and draft messages to their proper folders as well as access any sub-folders you've created by following the procedure below:

1. After you've set up your mail account, go back to your home screen and tap the **Mail** icon.

2. Select your new mailbox and let all your mail synchronize. Then go back to your home screen.

3. From the home screen tap '**Settings**', '**Mail, Contacts, Calendars**', select your account, and then select your email address.

4. You'll then tap **Advanced** located at the bottom, tap **Drafts** and on the next screen, select **Drafts** under the '**Server**' option.

Note: Repeat step number 4 for your Sent and Trash folders.