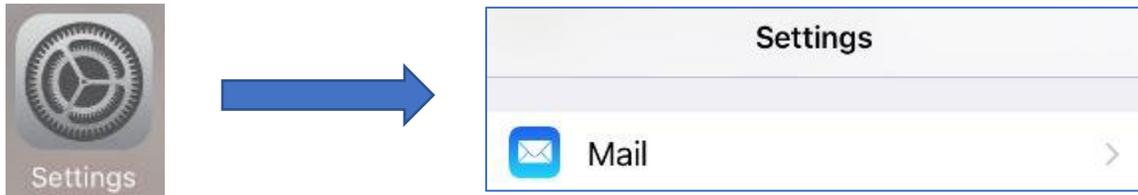
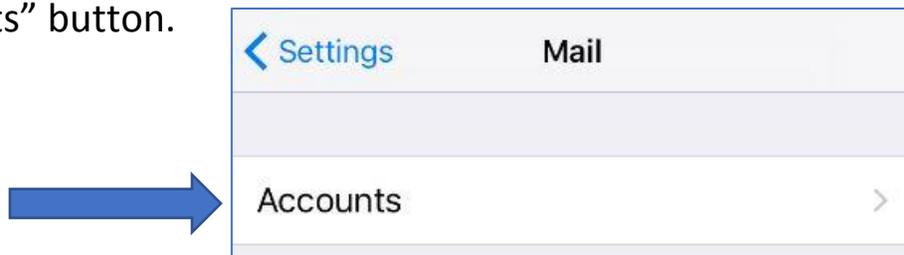


## Setting Up Santel Email on Apple iOS Devices (iPad/iPhone)

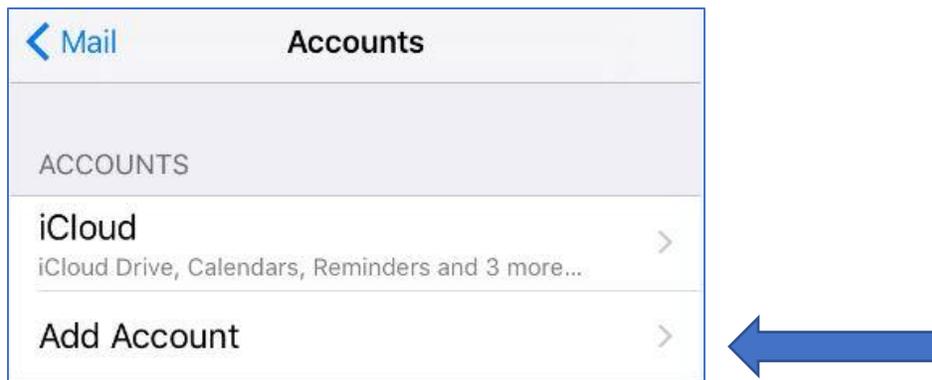
**Step 1** – Locate the “MAIL” Option within the “Settings” application.



**Step 2** – Once you have opened the “Mail” option within the “Settings” application, this is what you should see. Proceed forward by clicking on the “Accounts” button.

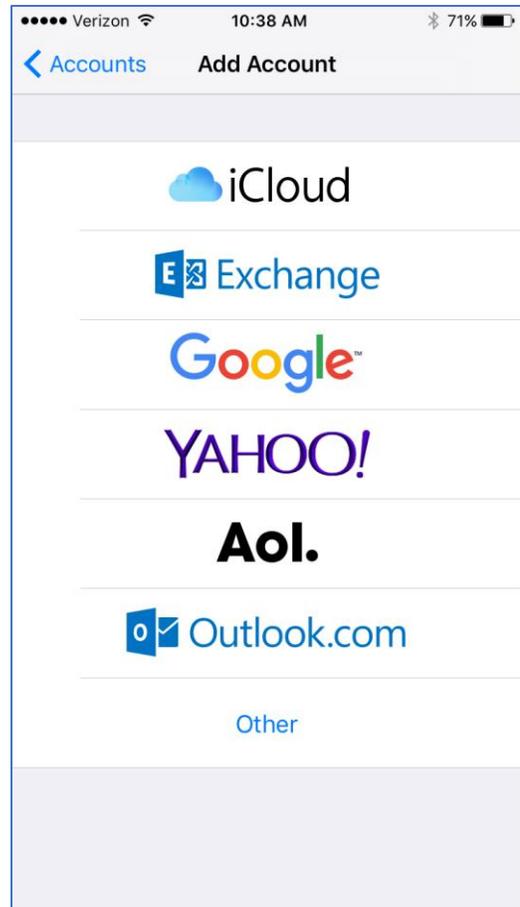


**Step 3** – On the “Accounts” page, tap on the “Add Account” button.

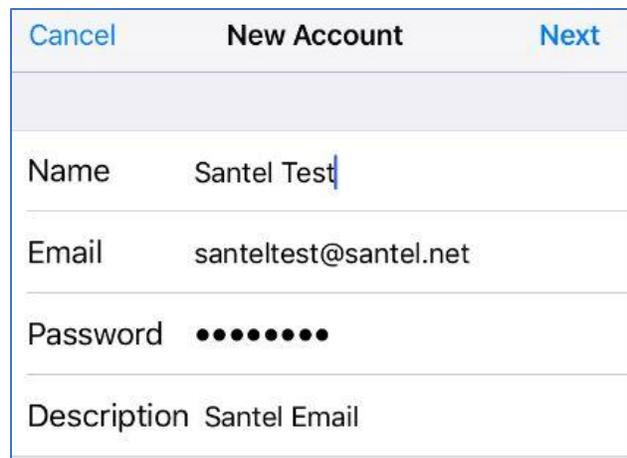


**Step 4** – At the bottom of this page, you will need to choose the “Other” option.

**Step 5** – Tap on the “Add Mail Account” button



**Step 6** – Input your information into the corresponding spaces as necessary. “Name”, “Email” and “Password” are all essential to the proper functionality of your email. You can put whatever you’d like in the “Description” space.  
 \*Tap the “NEXT” button when you’re finished filling in the boxes.\*



**Step 7** – The next screen gives you two options to choose from:



### **Which one to choose?**

“IMAP” – Best to use when a person intends to access their email on multiple devices. This option keeps a copy of the email stored on the server so that it can be accessed or retrieved on other devices. If you check your email on a computer or another mobile device in addition to the device you are currently setting your email up on, please use this option.

“POP” – Best to use when a person only intends to access their email on a single device. As the person that is setting email up on a device at this current time, if this device is the only device you intend to access your email on, this is the best option for you. This option retrieves the email from the Santel email server and does not leave a copy stored on the server. All emails, once retrieved from the email server, are stored locally on your device.

Please select which option best suits your needs and fill out the corresponding information as shown in the graphics on the next page.

## Step 8 – Configuring Incoming and Outgoing Mail Server Settings

If you're setting up your email as "IMAP", your settings should look similar to those shown to the right.



**Incoming Mail Server Host Name:**

"mail.santel.net"

**Username:** Enter your full email address

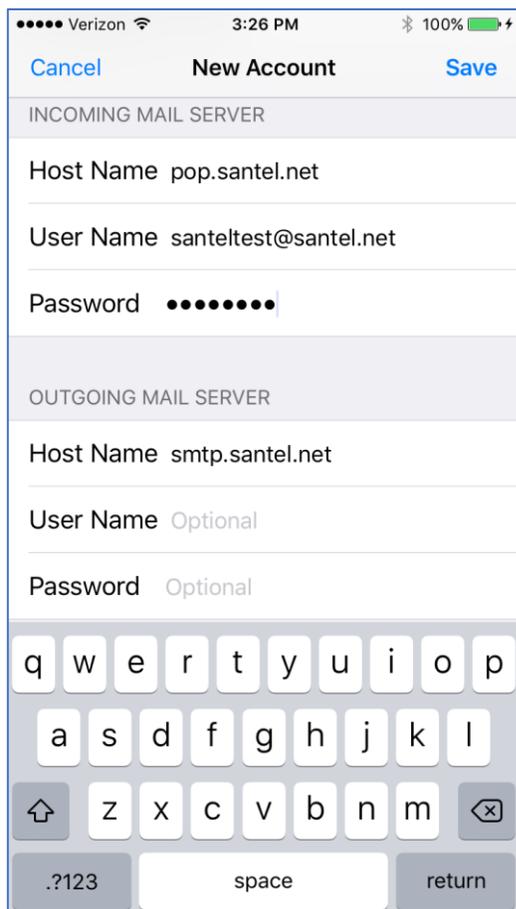
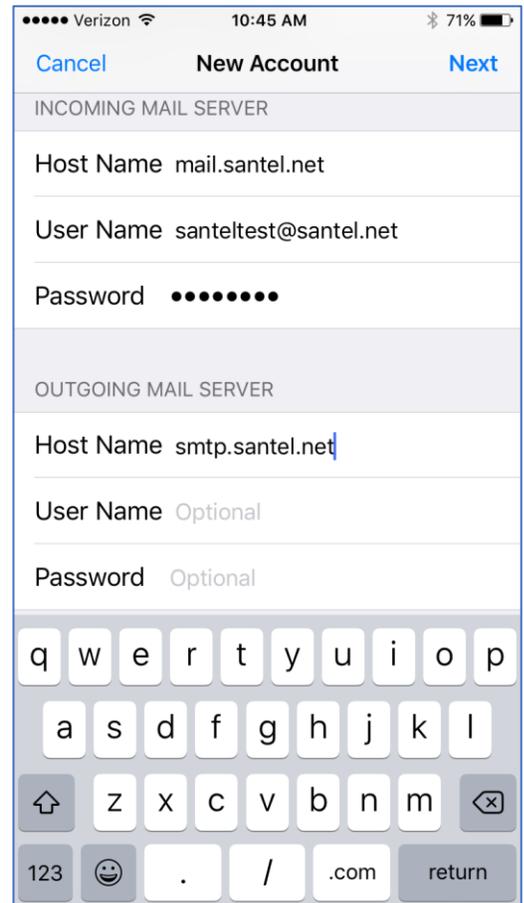
**Password:** Should already be filled in

**Outgoing Mail Server Host Name:**

"smtp.santel.net"

**Username:** Optional (\*Leave Blank\*)

**Password:** Optional (\*Leave Blank\*)



If you're setting up your email as "POP", your settings should look similar to those shown to the left.

**Incoming Mail Server Host Name:**

"pop.santel.net"

**Username:** Enter your full email address

**Password:** Should already be filled in

**Outgoing Mail Server Host Name:**

"smtp.santel.net"

**Username:** Optional (\*Leave Blank\*)

**Password:** Optional (\*Leave Blank\*)

**Step 9** - Once you have entered in your data correctly, tap the “Save” or “Next” button at the top of the screen. You should see check-marks fill in alongside your data once it has been verified and the screen should change automatically as you proceed.

Verizon 1:10 PM 69%

**New Account**

IMAP POP

Name Santel Test ✓

Email santeltest@santel.net ✓

Description Santel ✓

INCOMING MAIL SERVER

Host Name pop.santel.net ✓

User Name santeltest@santel.net ✓

Password ●●●●●● ✓

OUTGOING MAIL SERVER

Host Name smtp.santel.net ✓

**\*NOTE\***

If you receive an error rather than check-marks, please review your information, confirm that it is correct and try again.

**Step 10** – If you are setting up your email as “IMAP”, you may receive a screen like the one shown to the right. It is best to leave the “Mail” option enabled and the “Notes” option disabled. \*Tap the “Save” option in the top right-hand corner.

Cancel IMAP Save

Mail

Notes

Your email should now be properly set up. At this point, please close your “Settings” application, locate and open your “Mail” application on your Home screen. If it is a brand new email address, you will not see any emails come through. If the email has been used before, depending on which option you used (“POP” or “IMAP”), previous emails should start to push through to your device.

If you have any questions or need any further assistance, please contact a Santel Communications team member.

