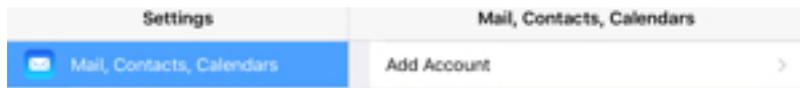


Step #1: Launch Settings

If you have re-arranged your home screen and **Settings** is not readily visible, you may swipe right and begin typing “Settings” into Spotlight to launch the app.

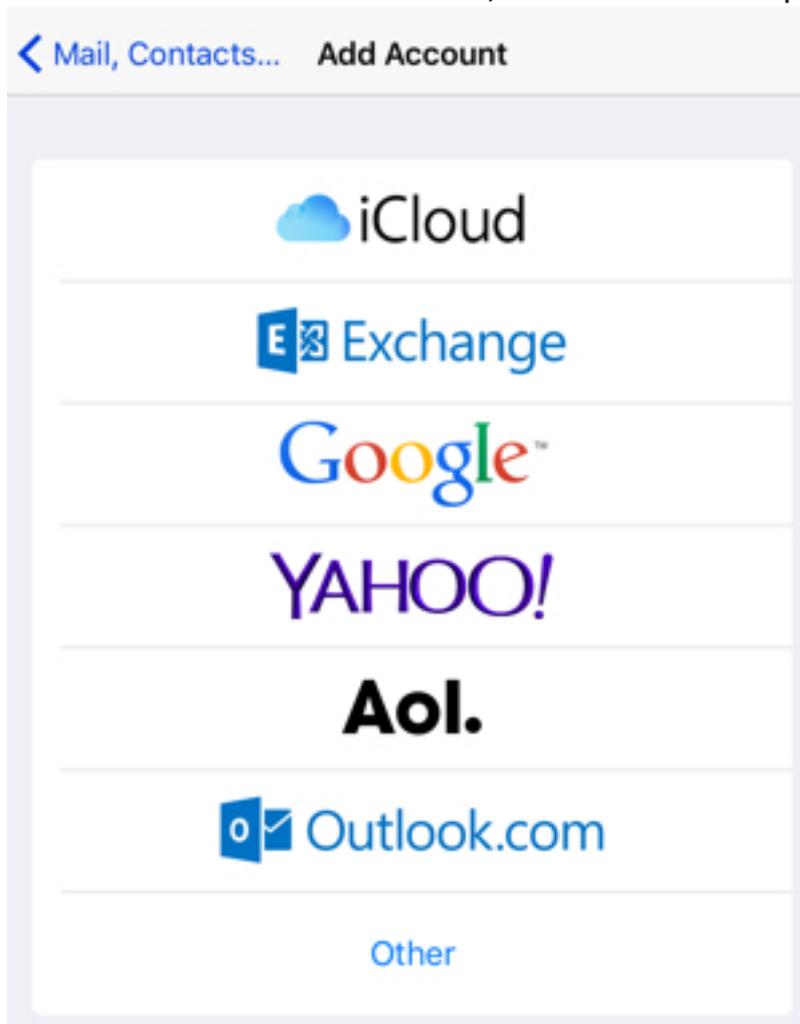
Step #2: Add the Email Account

In the Settings app, navigate to **Mail, Contacts, Calendars**, and then click on **Add Account**



Step #3: Select the Account Type

On the **Add Account** screen, select the last option, **Other**.



Step #4: Configure General Account Settings

Fill out the requested information on the **New Account** screen and tap the **Next** button in the top-right corner of the screen once complete:

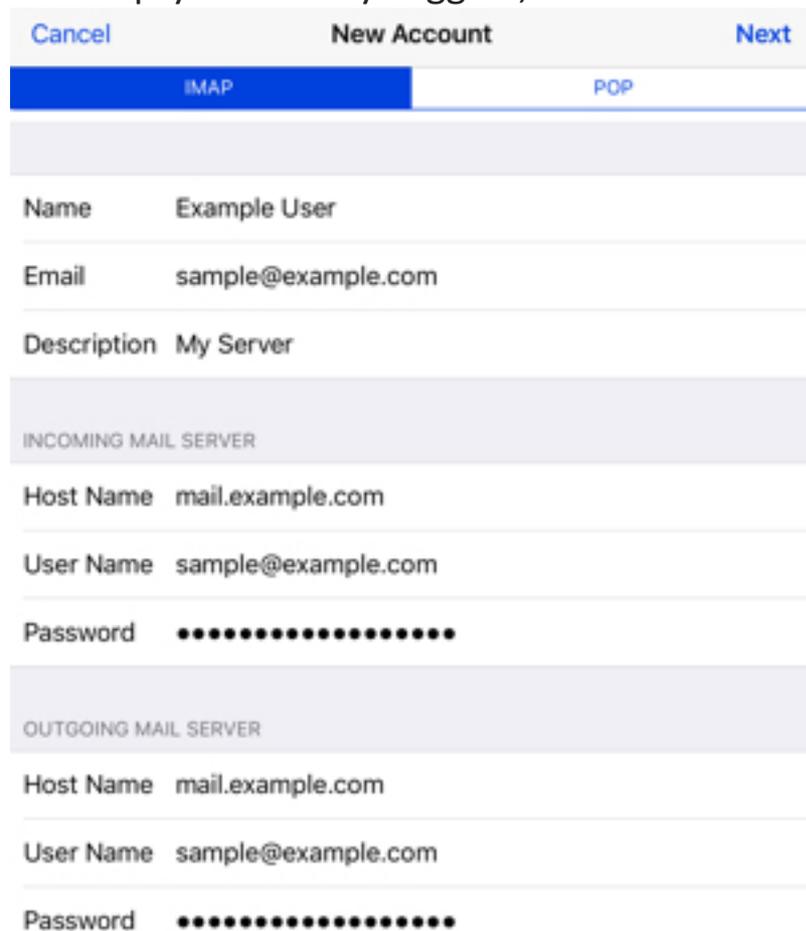
- **Name** should be your name as you want it to appear in emails that you send.
- **Email** should be your full email address.
- **Password** is the email account's password.
- **Description** is the name you want displayed for the account in your Mail app

The screenshot shows the 'New Account' screen with the following details:

- Buttons: Cancel (left), New Account (center), Next (right)
- Name: Example User
- Email: sample@example.com
- Password: Masked with 12 black dots
- Description: My Server

Step #5: Configure Advanced Account Settings

The information from the previous screen will be pre-filled here, but you will need to fill in the rest now. Please note that, despite what the empty fields may suggest, none of the fields here are optional.



Cancel New Account Next

IMAP POP

Name Example User

Email sample@example.com

Description My Server

INCOMING MAIL SERVER

Host Name mail.example.com

User Name sample@example.com

Password ●●●●●●●●●●●●●●●●

OUTGOING MAIL SERVER

Host Name mail.example.com

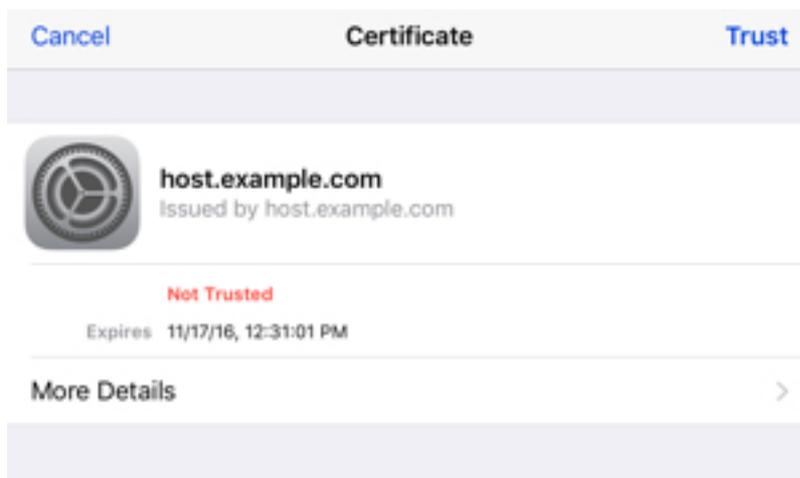
User Name sample@example.com

Password ●●●●●●●●●●●●●●●●

- **Account Type**
 - Tap on **IMAP** in the top field to select the account type.
- **Incoming Mail Server**
 - Type **mail.portmanhealthcare.co.uk**
- **User Name** is your full email address.
- **Password** is the email account's password.
- **Outgoing Mail Server**
 - Type **mail.portmanhealthcare.co.uk**
- **User Name** is your full email address.
- **Password** is the email account's password.
- Tap **Next**.

Accept SSL Certificate if Needed

- If you are presented with a “Cannot Connect Using SSL” Alert Notification, and you will need to tap **Yes** to proceed with the account setup.
- If you see a “Not Trusted” Alert Notification. You will need to tap on **Trust** in the upper-right corner to continue.



Step #6: Enable the Account

1 Verify that the switch next to **Mail** is toggled on.

2 Tap **Save**.

You're now ready to start using your email address with iOS 9.