EMAIL SETUP

IPHONE & IPAD

Works with: iOS 27 and iPadOS 27. Also works on iOS 18 and iOS 26.

Add your business email to the built-in Mail app. Takes about five minutes.

YOUR SETTINGS	Have these ready. Swap **yourdomain.com** for your own website address.
USERNAME	Your **full** email address, e.g. `you@yourdomain.com`
PASSWORD	The email password we sent you. Copy and paste it to avoid typos.
ACCOUNT TYPE	**IMAP** (keeps every device in sync)
INCOMING SERVER	`mail.yourdomain.com` · Port `993` · Security `SSL/TLS`
OUTGOING SERVER	`mail.yourdomain.com` · Port `465` · Security `SSL/TLS` If 465 is refused, use port `587` with `STARTTLS`. The outgoing server needs the same username and password.

Add the account

1. Open **Settings**, scroll to the bottom and tap **Apps** › **Mail** › **Mail Accounts** › **Add Account**.
2. Type your full email address and tap **Next**.
   On iOS 18 you will see a list of providers instead. Tap **Other**, then **Add Mail Account**, and skip to step 4.
3. Tap **Add Other Account**, then **Mail Account**.
4. Fill in **Name** (what people see when you email them), **Email**, **Password** and **Description** (a label for you, such as "Work"). Tap **Next**.
5. Make sure **IMAP** is selected at the top.
6. Under **Incoming Mail Server** enter Host Name `mail.yourdomain.com`, User Name (your full email address) and Password.
7. Under **Outgoing Mail Server** enter exactly the same three things. The screen labels them "optional". They are not. Fill them in or you will not be able to send.
8. Tap **Next** and give it up to a minute to verify. Leave **Mail** switched on and tap **Save**.

Confirm the connection is secure

9. Go to **Settings** › **Apps** › **Mail** › **Mail Accounts**, tap your new account, then **Account Settings** › **Advanced**. **Use SSL** should be on and **Server Port** should read `993`.
10. Go back one screen and tap **Outgoing Mail Server** › **SMTP**, then the primary server. **Use SSL** should be on with **Server Port** `465` (or `587`).

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Recommended options

- **Settings › Apps › Mail › Mail Accounts › Fetch New Data**: set **Fetch** to **Every 15 Minutes** so new mail arrives promptly.
- **Settings › Notifications › Mail**: turn on **Allow Notifications** with Lock Screen, Banners and Badges.

> **Prefer a different app?** The free Outlook and Gmail apps from the App Store both accept this account. Choose **IMAP** or **Other** when asked for the account type and use the same settings above.

Stuck? Email **hello@formulamarketingsd.com** or call **(619) 995-8333** and tell us which step you are on.

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