Last updated on October 22, 2012

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.

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Settings Mail, Contacts, Calen	Mail Add Account	Add Account Other
Accounts	CMail	Mail
Add Account >	GMain	Add Mail Account >
	YAHOO!	Contacts
Fetch New Data Push >		Add I DAP Account
Mail	AOI.	
Show 50 Recent Messages >	Windows Live"	Add CardDAV Account
Preview 2 Lines >	Hotmail	Calendars
Minimum Font Size Medium >	mobileme	Add CalDAV Account >
Ohem Ta/Oa Label	mobilente	Add Subscribed Calendar >
Snow To/CC Label	Other	
Ask Before Deleting OFF		

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., myname@mydomain.com).

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., myname@mydomain.com).

Password - Enter in the password for your email account.

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Cancel New A	CCOUNT Net	xt	Verifying	
IMAP	POP	Description	Kcexample	
Name KB 1	Test	Incoming Ma	ail Server	
Address test2	@kcexample.com	Host Name	secure.emailsrvr.com	
Description Kcexample		User Name	test2@kcexample.com	
		Password	•••••	
QWERTYUTOP		Outgoing Ma	Outgoing Mail Server	
ASDFGHJKL		Host Name	secure.emailsrvr.com	
	VBNM	X User Name	test2@kcexample.com	
.?123 sp	ace return	Password	•••••	

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.

Mapping 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, Spam etc. You can map your sent, deleted, and spam 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 your Mail icon.

2. Select your newly created Mailbox and let all your mail synchronize and then go back to your home screen.

3. From the home screen tap **Settings**, **Mail**, **Contacts**, **Calendars**, select your **Account**, and then select your **Account** one more time.

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.

Note: You'll see that all your sub-folders have populated under the Server option.