

Setup Email Account in iOS 17 and 18

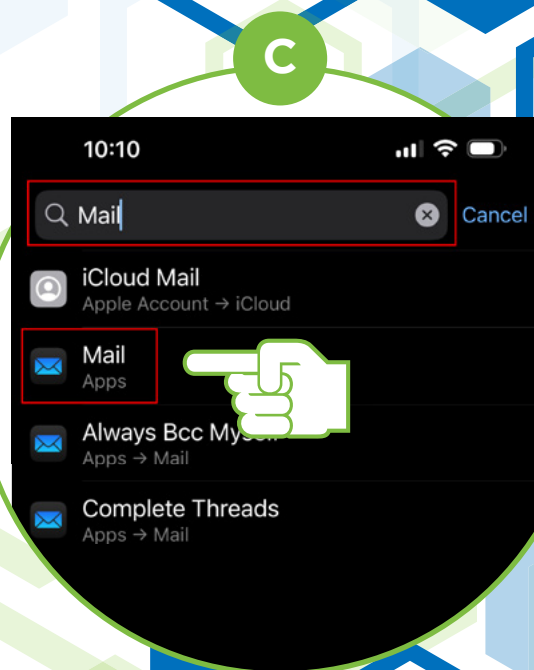
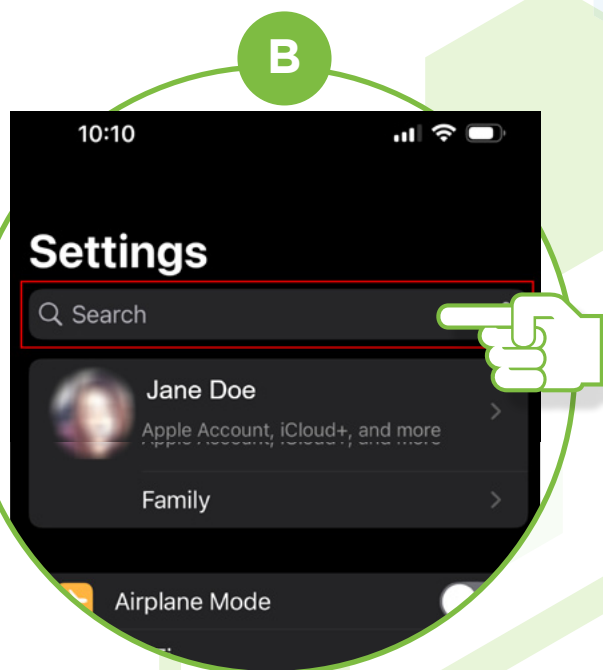
This easy guide will help you set up your iPhone or iPad to receive and send email using your proper account settings.

Step 1.

Locate your email settings:

- A.** On your iPhone or iPad, open Settings (typically on your homescreen)
- B.** Tap the **Search box**
- C.** Type **“Mail”** into the search box, then tap the search result that says Mail (Apps)

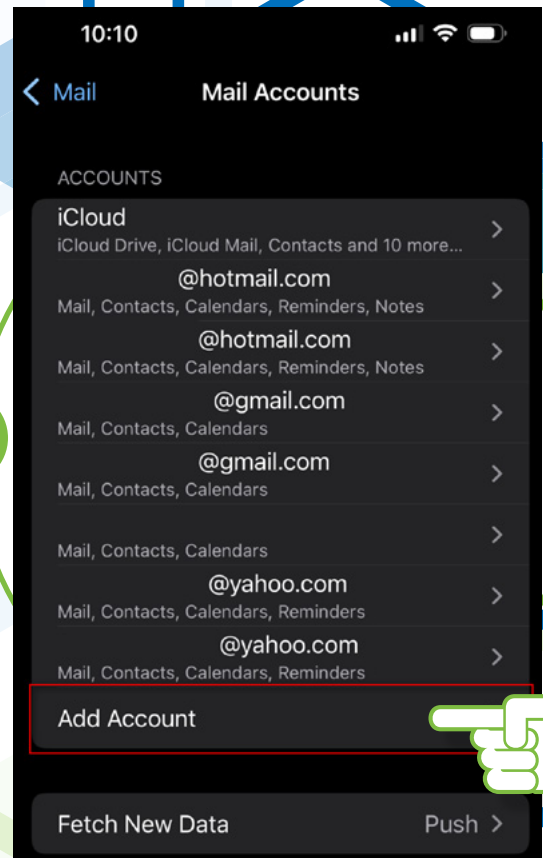
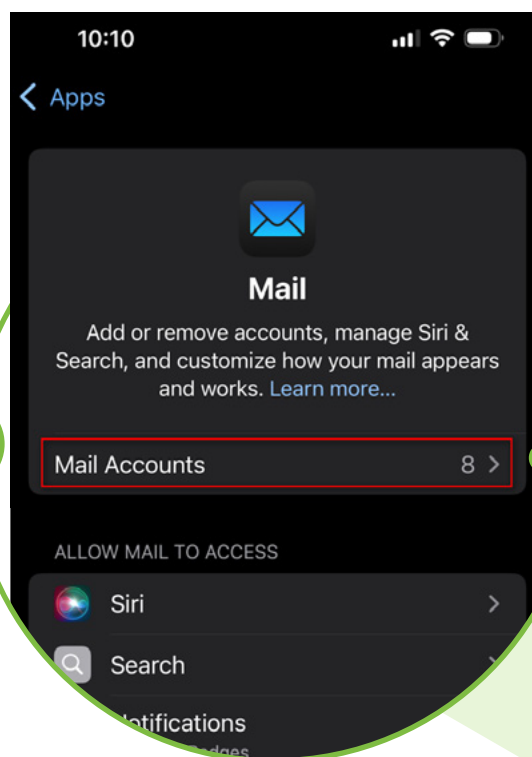
Alternatively, from the Settings main screen, you can scroll down, Tap Apps, and then scroll until you find Mail; however, this method is faster and more efficient.



Step 1. cont.

D. Tap **Mail Accounts**

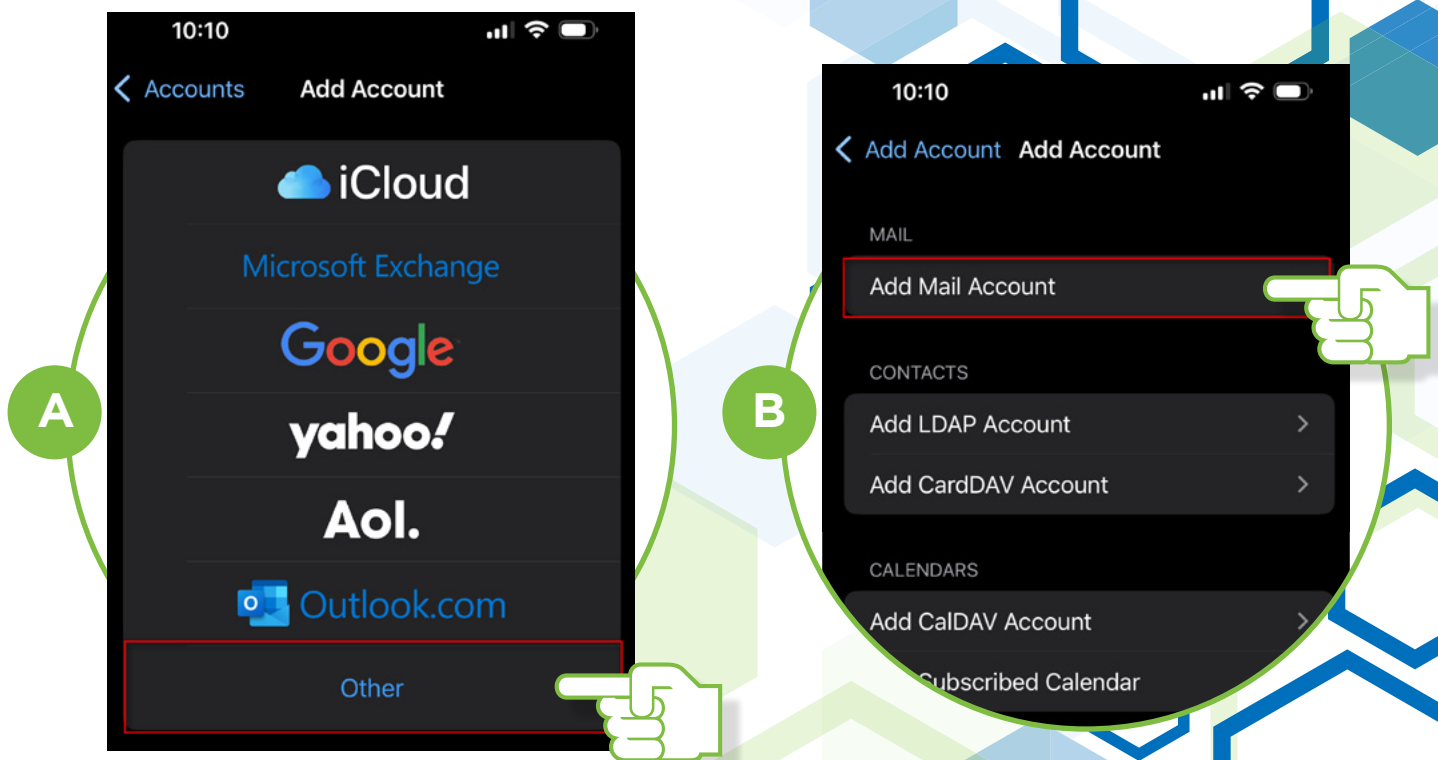
E. Tap **Add Account**



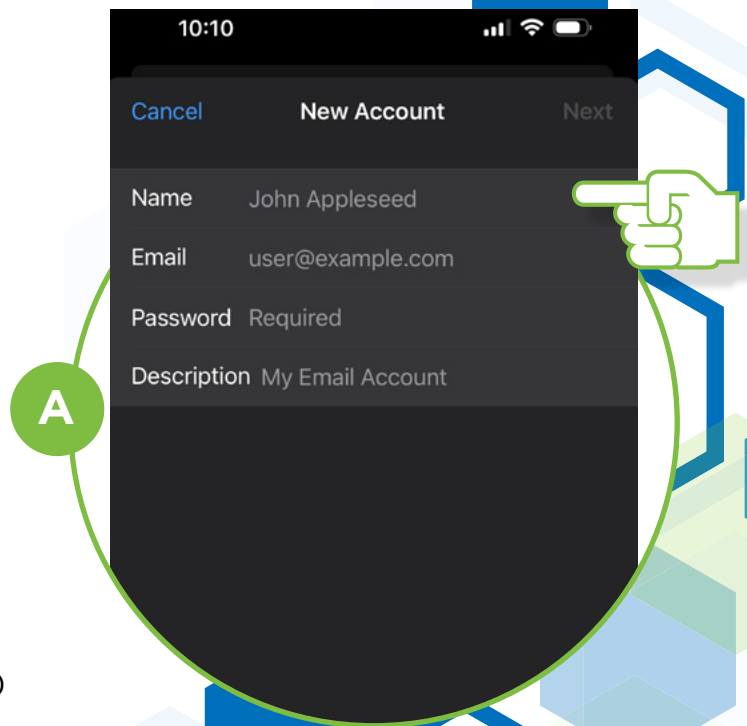
Step 2. In the Accounts section:

A. Tap **Other**

B. Tap **Add Mail Account**



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Step 3. Enter

A. Your name

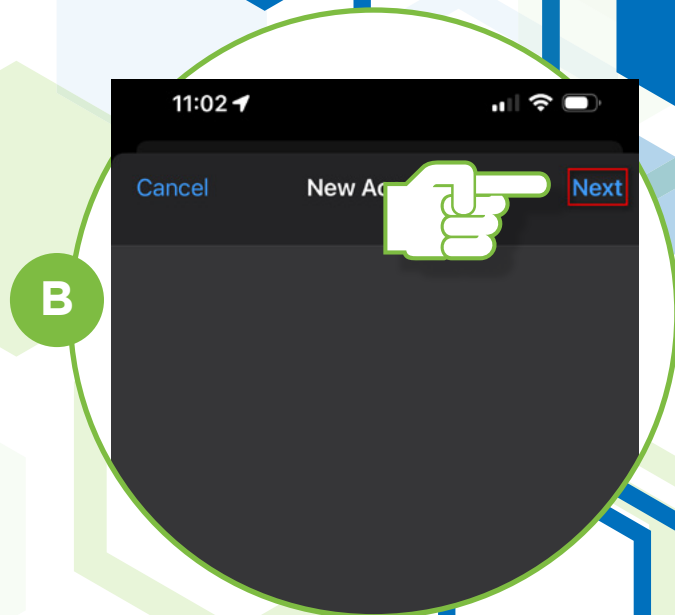
Full email address

(ex: myemail@cvctx.com)

Password

Account description

B. Hit **NEXT**



Step 4. Enter Mail Server Information

A. Select IMAP on the top of screen

Update your INCOMING MAIL SERVER settings:

Edit the Host Name field to:
imap.cvctx.com

Ensure the User Name is **your full email address**

IMPORTANT: Ensure that the Email username is your full email address (ex: myemail@cvctx.com) and that your Password is correct

Update your OUTGOING MAIL SERVER settings

Note: For accessing your email, outgoing mail server settings are required for sending mail

In the Host Name field enter:
smtp.cvctx.com

In the User Name field enter:
Your full email address

In the Password field enter:
Your email password

Tap **Save**

Congratulations, your iOS device is now set up!

IMAP POP

Name Jane Doe

Email jane.doe@domain.ext

Description My Email Account

INCOMING MAIL SERVER

Host Name mail.domain.ext

User Name jane.doe@domain.ext

Password enter password here

OUTGOING MAIL SERVER

Host Name mail.domain.ext

User Name jane.doe@domain.ext

Password enter password here

11:00

Cancel New Account Save