Setting Up Your Email iOS



1. Tap the **Settings** icon on the home screen.

2. Tap Mail, Contacts, Calendars.

Verizon 🗢 2:19 PM Settings Mail, Contac	• 78% ■ ts, Calen
Add Account	>
Fetch New Data	Push >
Mail	
Show 50 Recent	Messages >
Preview	2 Lines >
Show To/Cc Label	OFF
Ask Before Deleting	OFF
Load Remote Images	
Organize By Thread	
Always Bcc Myself	OFF)

3. Tap Add Account.



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Settings
Mail, Contacts, Calendars

Notes

Reminders

O Messages

S FaceTime

🎢 Maps

Safari

iTunes & App Stores

S Phone

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4. Tap Other.





5. Tap Add Mail Account.

6. Enter Name, Full Email Address, and Password. Tap Next.



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Cancel N	ew Account Next	
Name	Test	
Email	test@bex.net	
Description	Bex	
Incoming Ma	ail Server	
Host Name	mail.example.com	
User Name	Required	
Password	•••••	
Outgoing Ma	ail Server	
Host Name	smtp.example.com	
User Name	Optional	
Password	Optional	

 Select IMAP then enter Host Name Either mail.bex.net (for Buckeye Express users) or mail.buckeye-access.com (for Buckeye Access users); Full email address ex.(test@bex.net) for the User Name and Password in both Incoming and Outgoing Mail servers.

8. The account will verify, if successful, then tap **Save** on the last screen

