

Setting up Southwestern Email on the iPhone, iPad and iTouch



The Mail app on your iPhone, iPad or iTouch can be used to read, send and reply to Southwestern email. *Note: if you are on campus, make sure you are connected to su-pirate.*

1. Tap **Settings** from your screen icons.



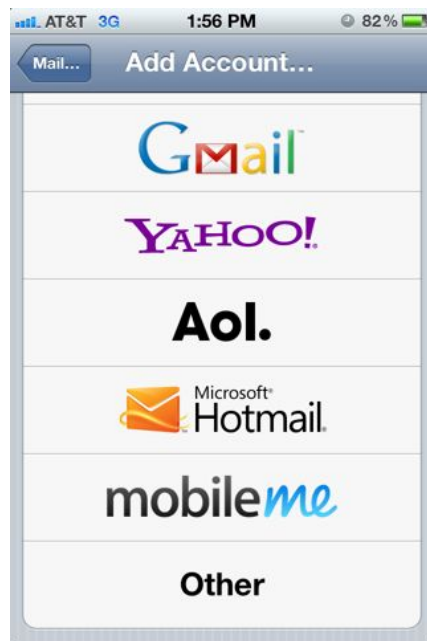
2. Tap **Mail, Contacts, Calendars**



3. Tap **Add Account...**



4. Tap **Other**



5. Tap **Add Mail Account**



6. Enter a **Name** to identify the mail settings are for Southwestern. For example, **SU**. Enter your complete Southwestern email address in the **Email** area. Enter your **SUeID/email password** in the **Password** area – upper and lower case are important. The **Description** area is used for your to identify the email and should be descriptive. For example, **Southwestern**. Tap **Next**.



The screenshot shows the 'New Account' screen on an iPhone. At the top, there are 'Cancel' and 'Next' buttons. Below them are four input fields: 'Name' with the text 'SU', 'Email' with a masked address ending in '@southwestern.edu', 'Password' with a masked password of ten dots, and 'Description' with the text 'Southwestern'. A standard QWERTY keyboard is displayed at the bottom of the screen.

7. Verify that **IMAP** is selected [instead of POP] and enter a name you will recognize for your Southwestern email account in the **Name** area. Tap in the **Host Name** area under **Incoming Mail Server**. Enter **imap.southwestern.edu** for the **Host Name**. Enter your **SUeID** account name in the **User Name** area. *Do not* add .southwestern.edu to the end of your SUeID. Enter your **SUeID password** in the **Password** area - upper and lower case are important.



This screenshot shows the 'New Account' screen with the 'Incoming Mail Server' section expanded. At the top, there are 'Cancel' and 'Next' buttons, and two radio buttons for 'IMAP' (selected) and 'POP'. Below these are the same four input fields as in the previous screenshot: 'Name' (SU), 'Email' (@southwestern.edu), 'Password' (masked), and 'Description' (Southwestern). The 'Incoming Mail Server' section contains three more fields: 'Host Name' (mail.example.com), 'User Name' (Required), and 'Password' (masked).

8. Scroll down to **Outgoing Mail Server**. Enter **smtp.southwestern.edu** in the **Host Name** area. Enter your **SUeID** account name in the **User Name** area. *Do not* add .southwestern.edu to the end of your SUeID. If the **Password** area is empty, enter your **SUeID password** - upper and lower case are important. Tap **Next**.



9. The Mail app will verify your information with Southwestern's email system. This may take several seconds and wait while the circle spins – to the left of **Verifying** displayed at the top of the screen.



10. If you receive the message **Cannot Verify Server Identity**, tap **Continue**.



11. Verify that only **Mail** is **ON** in the **IMAP** settings. Tap **Save**.



12. In the display of **Mail, Contacts, Calen...**, tap the name representing your Southwestern email. For example, **Southwestern**.



13. Tap your email address to the right of **Account**.



14. Slide down until you see **Outgoing Mail Server** and tap **smtp.southwestern.edu** to the right of **SMTP**.



15. Tap **smtp.southwestern.edu** under **Primary Server**.



16. Verify that **Use SSL** is **ON**, **Authentication** is **Password** and **Server Port** is **587**. Make any necessary corrections. Tap **Done**.



If you are not able to send or read your Southwestern email after completing all of these steps, please contact the **Help Desk** at **512-819-7333** or **helpdesk@southwestern.edu**