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.



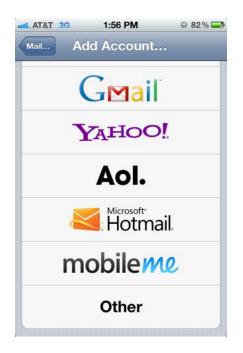
2. Tap Mail, Contacts, Calendars

AT&T 3G	1:55 PM 🔍 8	33 % 🚍
_	Settings	
Genera	al	>
iCloud		>
🔄 Mail, C	ontacts, Calendars	>
💟 Twitter	r	>
Phone		>
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M Safari		>
O Messa	ges	>
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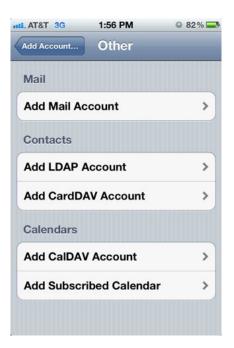
3. Tap Add Account...



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 addrss 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.

ILL AT&T 3G	1:57 PM	82%
Cancel	New Account	Next
Name	SU	
Email	@southw	vestern.edu
Passwor	d ••••••	
Descripti	on Southwester	n
	R T Y U D F G H	
∲ Z	хсvв	N M 💌
.?123	space	return

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.

LAT&T 3G	1:57	PM		◎ 82%
Cancel Ne	w A	ccou	nt	Next
IMAP			PO	Р
Name	SU			
Email		@sout	hwest	ern.edu
Description	Sout	hwest	ern	
Incoming Ma	ail Se	rver		
Host Name	mail	.exam	ple.co	om
User Name	Req	uired		
Password	•••		,	
· .				

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.

ILL AT&T 3G	1:59 PM	81 %
Cancel	lew Account	Next
Outgoing N	Mail Server	
Host Name	smtp.southwe	estern.edu
User Name	- Youger	
Password	••••••	
ASD	R T Y U F G H C V B I	JKL
.?123	space	return

 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.

AT&T 3G	1:59 PM	© 81 % 🗖
	Verifying	
Description	n Southwester	n
Incoming N	/lail Server	
Host Name	imap.southwe	estern.edu
User Name		
Password	•••••	
Outgoing N	Aail Server	
Host Name	smtp.southwe	estern.edu
User Name	(gent)	
Password	•••••	
1 ussword		

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

al AT&T 3G 2:00 PM © 81% 🖬
Description Southwestern
Cannot Verify Server Identity
Preferences cannot verify the
identity of
"smtp.southwestern.edu". Would
you like to continue anyway?
Password Cancel
Details
Continue
User Name
Password ••••••

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**.

Settings	Iail, Contac	ts, Calen	
Southwe Mail	stern		>
Google C Calendars, F			>
Subscrib	ed Calendars	-	>
Add Acco	ount		>
Fetch Ne	w Data	Push	>
Mail			
Show	50 Recent	Messages	>
Preview		None	>

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

IMAP Account	@southwestern >
Mail	
Notes	OFF
Delet	te Account

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

Cancel Account Email coountwestern.ed Description Southwestern Incoming Mail Server Host Name imap.southwestern.ed User Name Password Outgoing Mail Server SMTP	% 📟
Description Southwestern Incoming Mail Server Host Name imap.southwestern.ed User Name Password ••••••• Outgoing Mail Server	one
Incoming Mail Server Host Name imap.southwestern.ed User Name Password ••••••• Outgoing Mail Server	
Host Name imap.southwestern.ed User Name Password •••••• Outgoing Mail Server	
User Name Password Outgoing Mail Server	
Password •••••••	u
Outgoing Mail Server	
SMTP smtp.southwestern.edu	
	>
Advanced	>

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

att AT&T 3G	2:02 PM	◎ 80% 🚍
Account	SMTP	
Primary Serv	er	
smtp.southw	estern.edu	On >
Other SMTP	Servers	
-		Off >
(initial lines)		Off >
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(ALCONG)		Off >
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16. Verify that **Use SSL** is **ON**, **Authentication** is **Password** and **Server Port** is **587**. Make any necessary corrections. Tap **Done**.

PM
hwest Done
ver
southwestern.edu
••••
Password >

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**