

## Email Setup Information

Host Name	mail.3tformingnorth.ca	
Incoming IMAP Server Port	110	
Outgoing Server Port	587	

Address/Username	Password
admin3tformingnorth.	3tf2014!11
nick@3tformingnorth.ca	3tf2014!a
todd@3tformingnorth.ca	3tf2014!b
travis@3tformingnorth.ca	3tf2014!t
trevor@3tformingnorth.ca	3tf2014!ca

## Set Up IMAP - iPhone™, iPad™, iPod®

To set up IMAP, do the following:

1. Tap **Settings, Mail, Contacts, Calendars, Add Account**, Tap **Other** and then **Add Mail Account**.



2. Enter the following information in the spaces provided:
  - Name—Enter 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 above.
  - Password—Enter the password for your email account.
  - Description—Enter a descriptive name for the account (e.g., Work Account). This description will be visible only to you.

3. Tap the **Save** button.

**Note:** If **IMAP** is not already selected, tap the **IMAP** button.

4. Under both the **Incoming Mail Server** and **Outgoing Mail Server** sections, enter the following information:
  - Host Name — Enter the Host Name listed above

- User Name — Enter your entire email address above.
- Password — Enter the password for your email account.

The image shows a screenshot of an iPhone mail settings screen. It is divided into two main sections: "Incoming Mail Server" and "Outgoing Mail Server". Each section contains three input fields: "Host Name", "User Name", and "Password". The "Host Name" and "User Name" fields are highlighted in yellow, and the "Password" fields are masked with blue dots. The background is a light gray with a subtle grid pattern.

5. Tap the **Save** button and the device will verify settings and return to the **Mail, Contacts, Calendars** screen.

### **Syncing your IMAP folders on your iPhone - How to subscribe to folders**

If you set up the IMAP mail account on your iPhone, you may not find the IMAP folders in your Inbox folder. If this is the case, you'll need to specify the IMAP path prefix.

You can enter in the IMAP path prefix by going to Settings > Mail > Account > Advanced > IMAP Path Prefix.

Enter the word "INBOX" (use all caps) and save the setting. Now, your folders should appear as subfolders in the Inbox.

### **Configure Default Folders**

1. Tap **Settings, Mail, Contacts, Calendars**, Select your **account**, scroll down and Tap **Advanced**

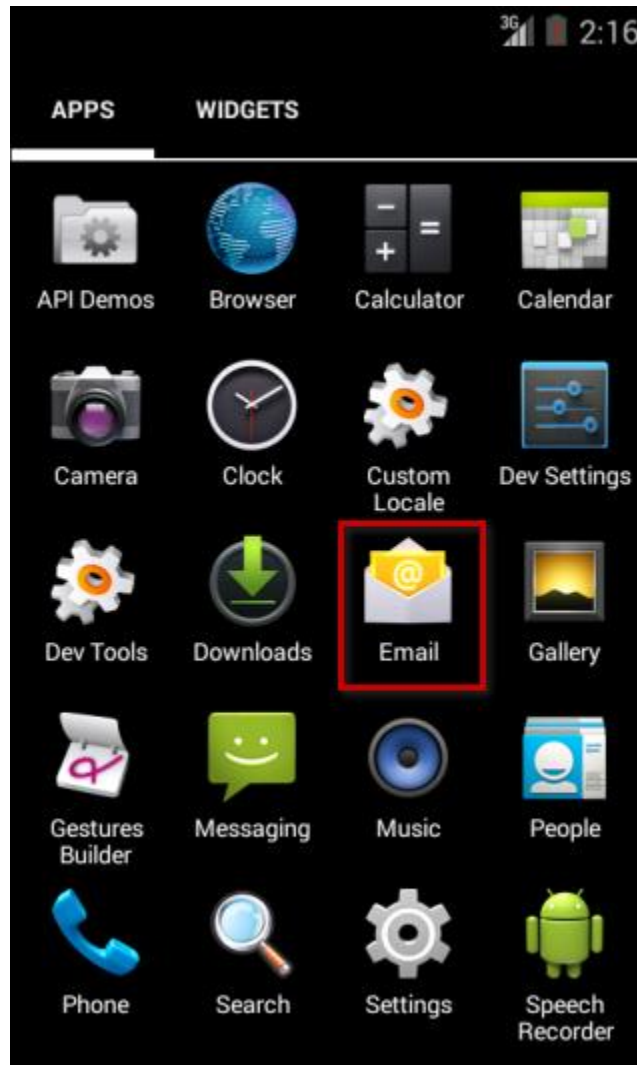


2. Under **Mailbox Behaviors**, tap **Drafts Mailbox**.
3. Under **On the Server**, tap **Drafts**.
4. Tap **Advanced** and Tap the **Sent Mailbox**.
5. Under **On the Server**, tap **Sent**.
6. Tap **Advanced** and then Tap **Deleted Mailbox**.
7. Under **On the Server**, tap **Trash**.

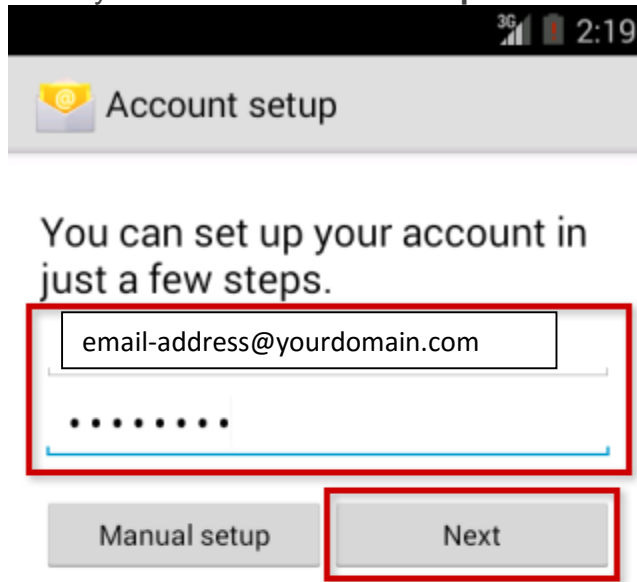
## Set Up IMAP - Android®

To set up IMAP, do the following:

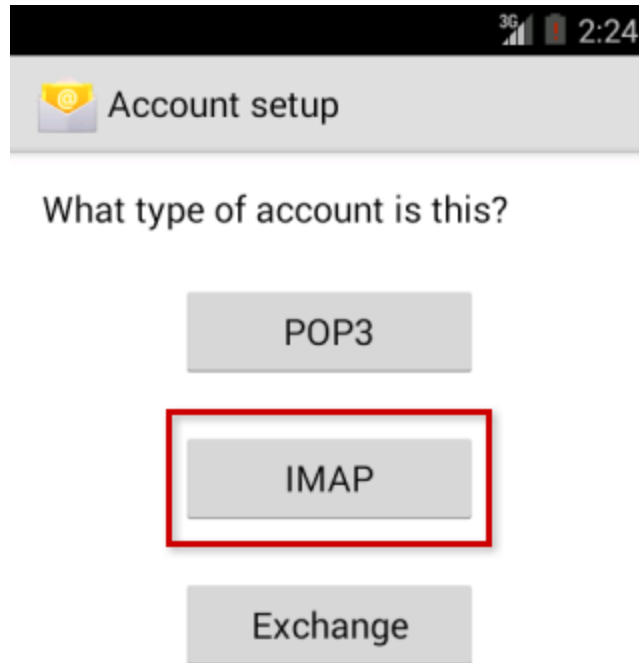
- 1) Find and click **E-mail** on your Android phone. **OR go to Settings ---> Accounts and add a new account. Standard (Personal) Imap email.**



2) Enter your **e-mail address** and **password** and then press **Next**.




3) Select **IMAP**.



4) Enter the following incoming server information and press **Next** when finished:

Field	Data
Server	mail.yourdomain.com
Port	143
Security type	None

3G 2:29

 **Account setup**

Username

Password

Server

Port

Security type

IMAP path prefix

5) Enter the following outgoing server information and press **Next** when finished:

Field	Data
SMTP server	mail.yourdomain.com
Port	587
Require signin	Checked
Username	Your full e-mail address
Password	Your e-mail address password

- 6) **Give this account a name** and enter **Your name**. It is suggested to use your e-mail address as the account name to differentiate it from any other e-mail accounts you may set up on your phone.



## Configuring Your Account

### 1. Open Outlook

1. On the first page of the wizard, click **Next**.
2. On the **E-mail Accounts** page of the wizard, click **Next** again to access the **Add Account** screen.

### 2. On the **Auto Account Setup** page, ensure that **Email Account** is selected and then enter the following information:

- a. In the **Your Name** field, enter your name as you want it to appear on your emails.
- b. **E-mail Address** field, Enter your entire email address above
- c. **Password** field, enter your password. Re-enter the password in the **Retype Password** field.
- d. Click **Next**.

**Add Account**

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

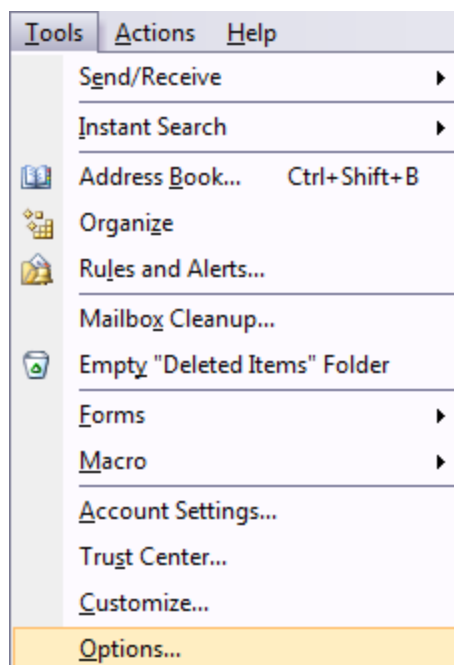
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

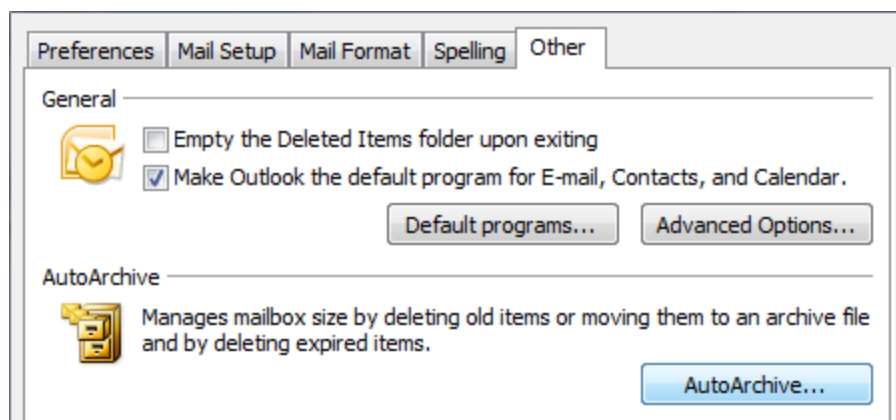
< Back   **Next >**   Cancel

## Configure Auto Archive in Outlook

7) Open Outlook and click on Tools \ Options



8) Click on the Other tab and click the AutoArchive button.



- 9) This is also where you decide when to clean out old items and the location to move them to. Of course you can always select to permanently delete old items if you do not want to keep them around any longer.

