This user guide will explain how to configure Faculty or Staff email on an iPhone or iPad running iOS 5.0 or higher. This includes the incoming and outgoing mail to the correct port and server.

**Step 1:** After unlocking your iPhone or iPad:
- Select the **Settings** application.
- Click on **Mail, Contacts, Calendars**.
- Click on **Add Account**.

**Step 2:** Select **Other** and then **Add Mail Account**. You may have to scroll to see Other.

**Step 3:** Tap in the requested information where prompted.
- **Name**: Your Real Life Name
- **Email**: Your complete SMC email address
- **Password**: Your SMC Password
- **Description**: Is what the device will display in mail.

Tap **Next**

**Step 4:** Tap in the Incoming Mail Server information:
- **Host Name**: mail.stmarys-ca.edu
- **User Name**: Everything before the @ symbol in your email address
- **Password**: Use the same password as above

Tap in the Outgoing Mail Server information:
- **Host Name**: mail.stmarys-ca.edu
- **User Name**: Everything before the @ symbol in your email address
- **Password**: Use the same password as above

Tap **Next**

TURN OVER THIS PAGE FOR STEPS 5 AND 6
Step 5:
After you have done your initial set up:
- Go back to the IMAP Account Information page. Scroll down.
- Tap on the Outgoing Mail Server: SMTP mail.stmarys-ca.edu
- Tap on the Primary Server mail.stmarys-ca.edu option and check if the Server port is 587 and SSL is turned on. If not, make is so.
- Tap Done

Step 6: Go back to the IMAP Account Information page. Scroll down.
- Tap on Advanced to confirm the Incoming Settings are as follows:
- Server Port is 993
- Authentication is Password. If not, make is so.

Be patient while all of this authenticates. You may have to restart your device. Still not working? Stop by The Tech Bar located in Galileo 111 or contact the Service Desk (925) 631-4266.