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Setting Up Your Mail on IOS Devices

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Reg.No: 08197337

To set up your mail you'll be provided with a file via email to install your email profile. This document gives you a short run through of how this process is actioned and what you have to do to complete it.

Login details

They are provided via email also. If you haven't received these please get in touch.

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Once you've requested your emails to be set up on your iOS device we'll send you through a file to an email you have access to on the device. This could be a personal or alternative business address.

Once you've received your email from us there will be a file attached to the bottom.

From: **Barney Vaughan** > Hide

To: **Barney Vaughan** >

Email Setup Configuration for iOS
Today at 10:11

Hello,

Here is your configuration file for email address:
newemail@email.co.uk

Password: Password2015

Please open the file attached on any iOS (mobile/iPad) device to install the email profile. Please note the password down as you will need this during the installation.

Thank you.

Kindest regards,

Barney

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WEBSEOAPPSSOCIALDESIGN

Does your website need a spring clean?

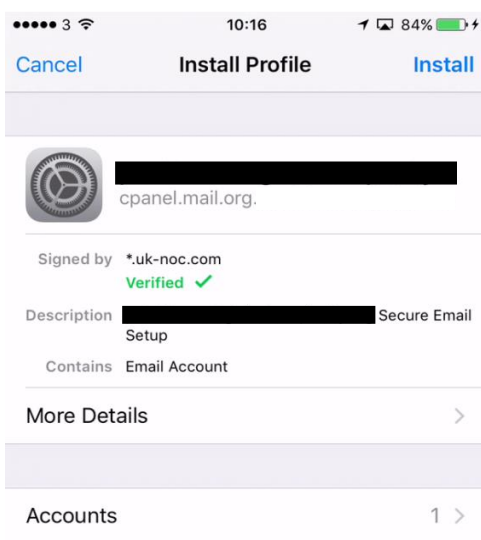
A: [Suite 103, QD Business Centre, Norfolk Street, Liverpool, L1 0BG](#)
 T: [0151 709 4930](tel:01517094930)
 M: [07838783187](tel:07838783187)
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Need help? [Client Support Portal](#)

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[newemail@email.com](#)
 Secure Email Setup.mobil...

The file needs to be tapped to start the process. Again keep not of your password prior to starting the installation as it is required to complete the process.



Once you've tapped it you'll be informed of the account that you will be installing. Make sure this email is the correct email that you want to set up.

Once you're happy you can click install in the top right of the screen.

If you have a passcode on your phone you will be asked to enter it to start the installation. The install button will appear (pictured below) and it will start.





During the installation you will be asked to enter your password. This will be the final stage of the installation process and once you've entered the password you can then click next. **(Figure.1)**

Now that it's installed you'll be able to access your emails in the Mail icon from your iOS Device.

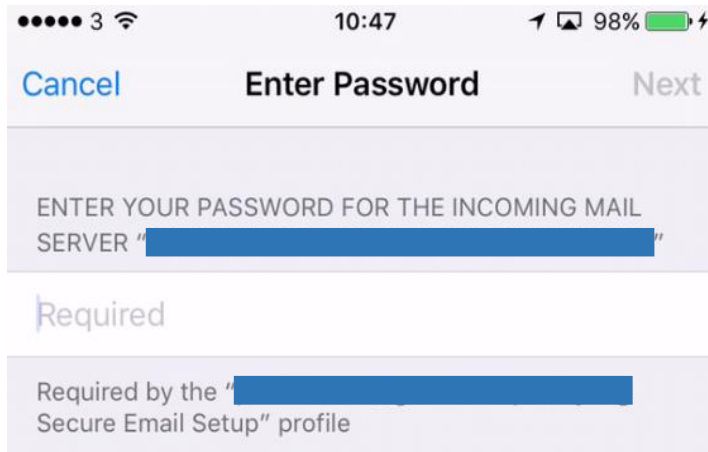


Fig 1

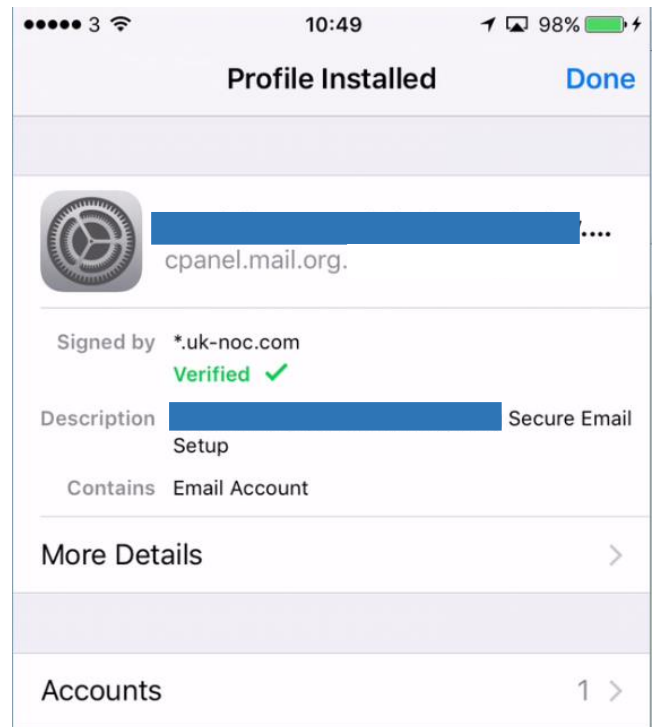


Fig 2

Altering The Name



Now your email is installed you will want to change the name that is associated as it is defaulted to the email address. This name is what is shown to people you email as the sender. It looks better and is also more professional to have a name associated.

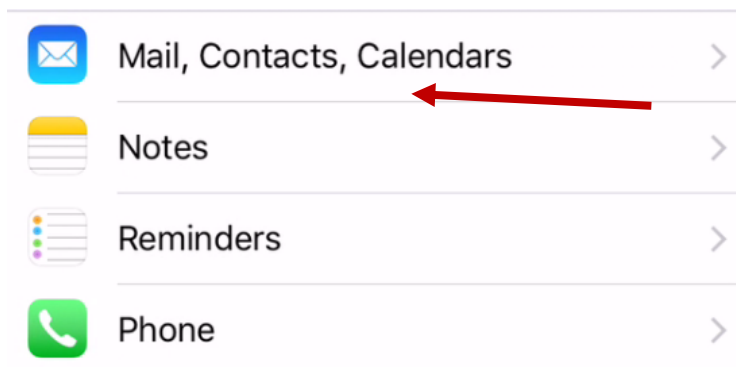


Fig 3

To do this go to your settings. Via this icon and go down to and tap on the **Mail, Contact and Calendars** menu item. **(Fig 3)**

Find your email account based on the email address you want to change. Normally if it's the newest it will be located at the end of the list. Tap on it.

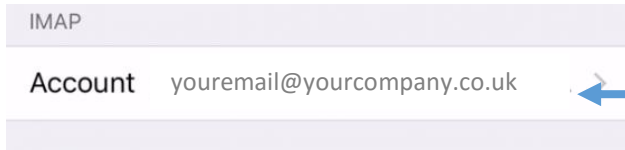
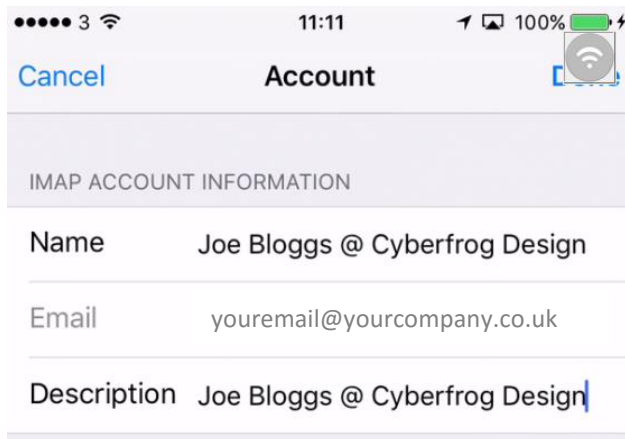


Fig 4

Once inside the account tap the email address under the IMAP title (**Fig 4**)

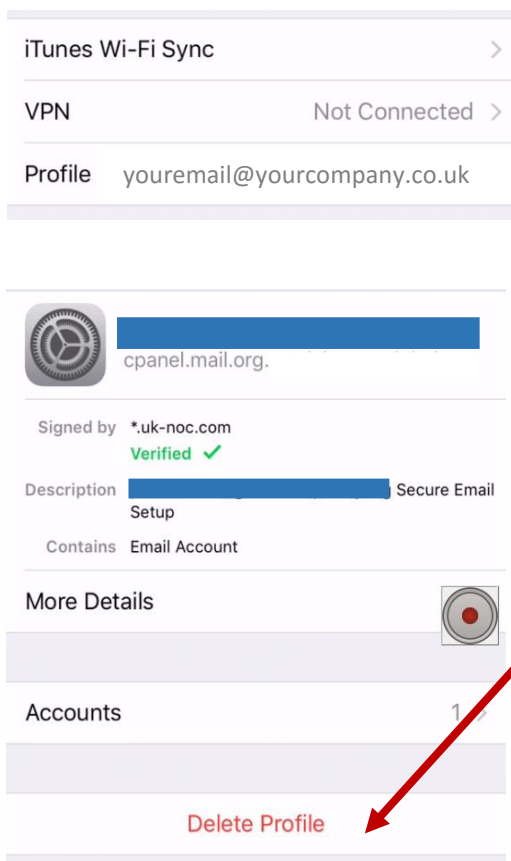


Now you'll want to change the Name and Description field to the same thing. This could be:

- Your name
- Your name @ your company name e.g Joe Bloggs @ Big Company
- Or your company name

This will also change the name of the Mailbox to something more readable.

Removing Your Email



To remove you email you will have to go the General Tab of your settings and scroll down to the profile item and click on it.

Inside you'll be shown a list of configuration profiles.

Note: Deleting the profile from your phone won't delete any emails. It will just remove access to your emails.

This can be set up again by reinstalling it via the file that you initially used to set it up.

Find the email profile you want to remove and tap on it.

Tap the one you want to remove and select Delete Profile at the bottom.