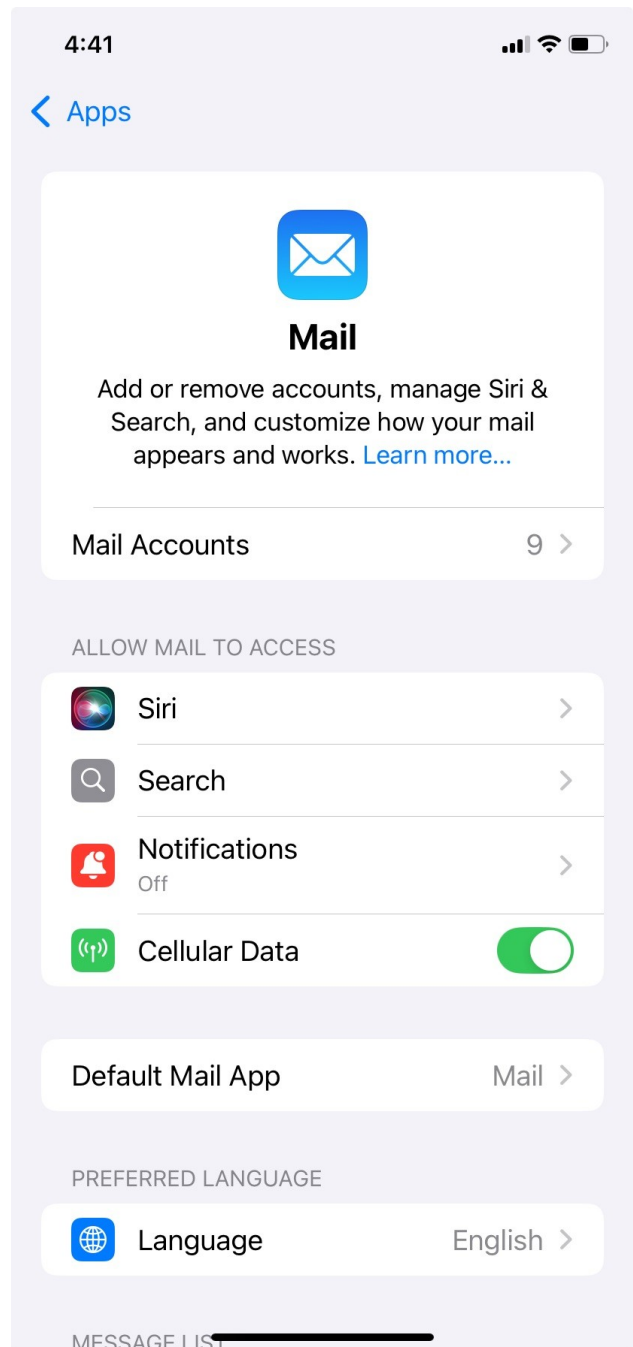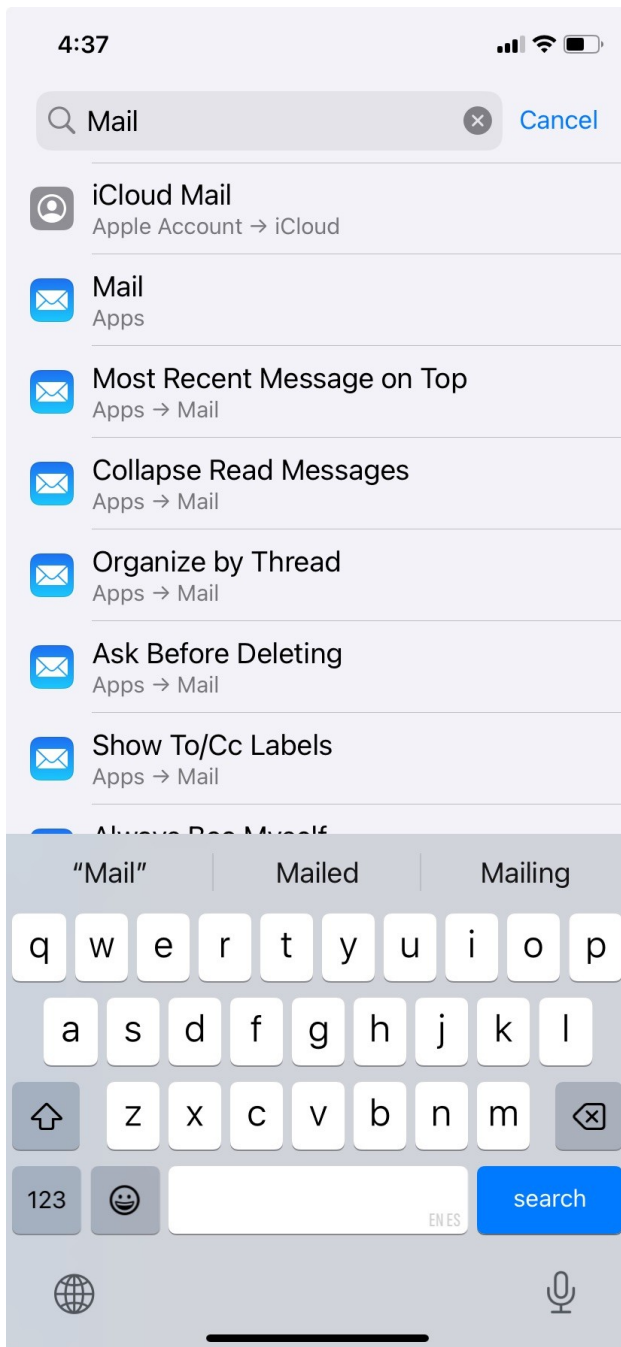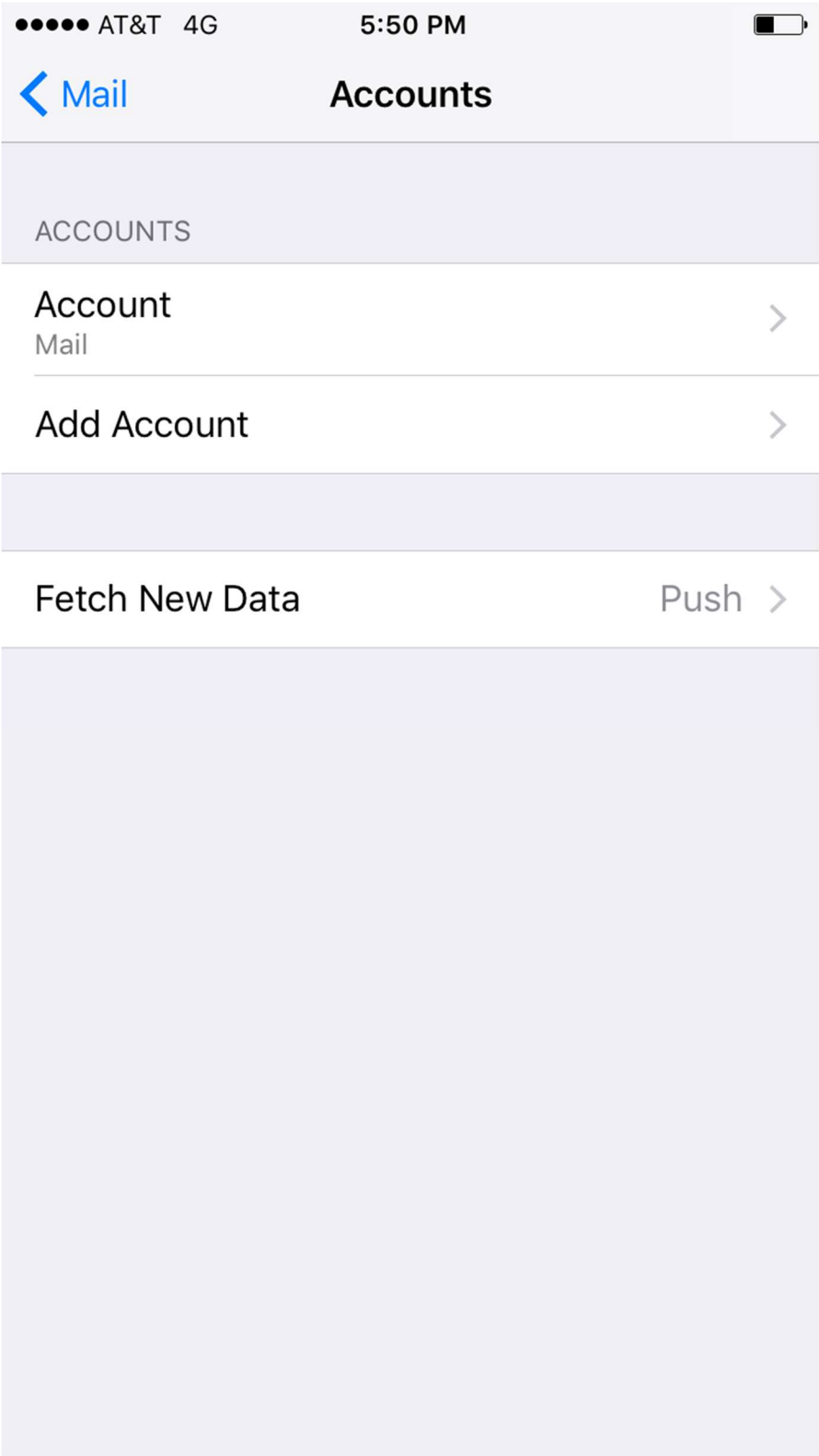# iOS: iPhone

This article will assist you in setting up your iPhone with your Hosted Email mailbox. Screenshots may differ based on which version of iOS you have installed on your device. We recommend running the latest version of iOS. This will ensure your phone has the latest features and security patches.
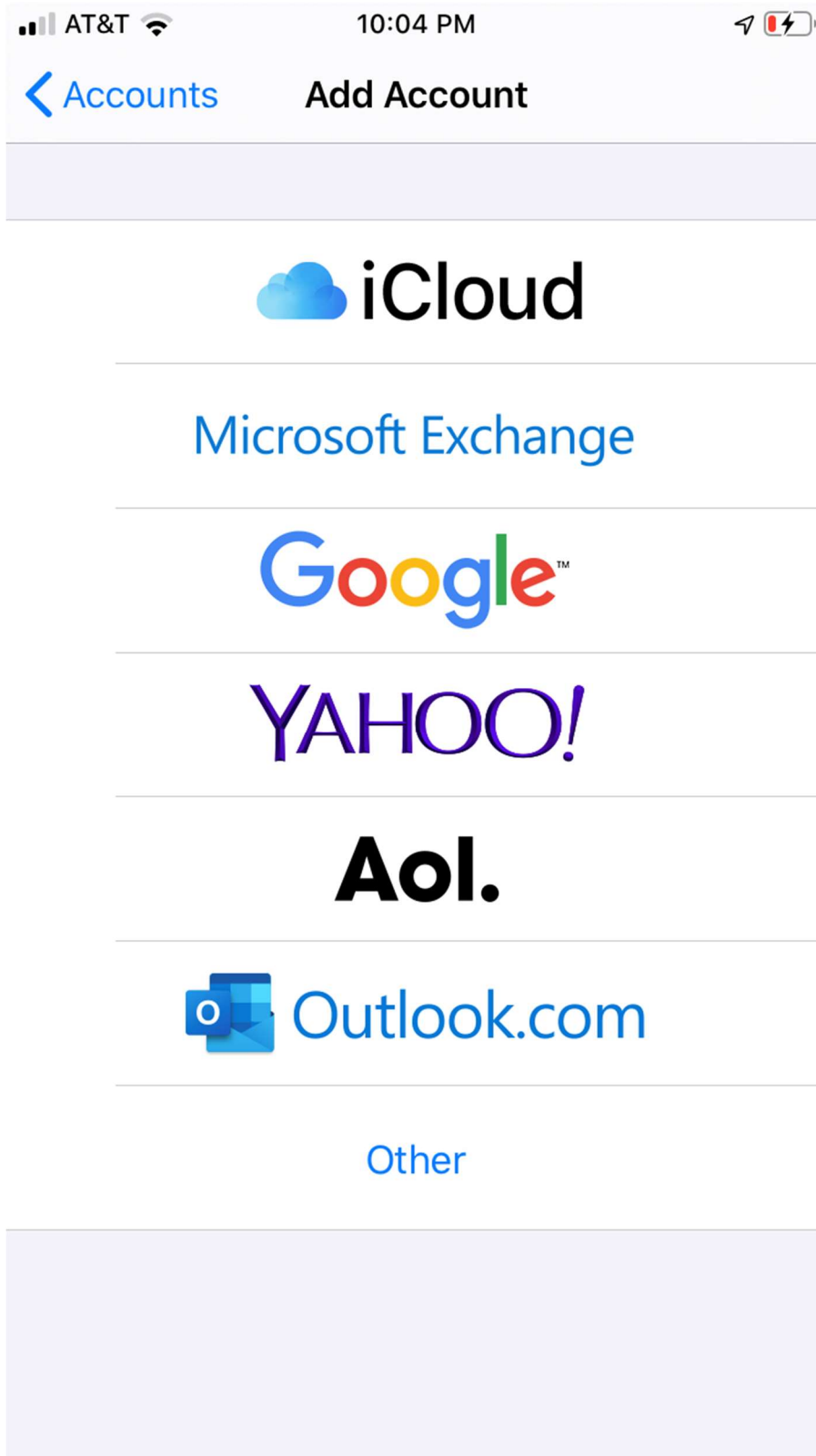
- On the home screen, tap the **Settings** icon.
- Within Settings, search for **Mail** then select the **Mail** app
- Once you open the Mail app, select **"Mail Accounts"**

Tap **Add Account**

●●●●● AT&T 4G   5:50 PM

❮ Mail   **Accounts**

ACCOUNTS

Account   ❯
Mail

Add Account   ❯

Fetch New Data   Push ❯

Tap **Other**, at the bottom

Tap **Add Mail Account**

MAIL

Add Mail Account   ❯

CONTACTS

Add LDAP Account   ❯

Add CardDAV Account   ❯

CALENDARS

Add CalDAV Account   ❯

Add Subscribed Calendar   ❯

The next screen will ask for basic account information:

Cancel	**New Account**	Next

Name   John Appleseed

Email   user@example.com

Password   Required

Description My Email Account

When you are done entering information tap **Next**

Make sure **IMAP** is selected

Enter the following server details:

Name: Your first and last name
Email: example@spectrum.co
Description: Should already be prefilled from last section
Password: Your mailbox password

Incoming Server Settings
Host Name: secure.emailsrvr.com
User Name: example@spectrum.co
Password: Your mailbox password

Outgoing Server Settings
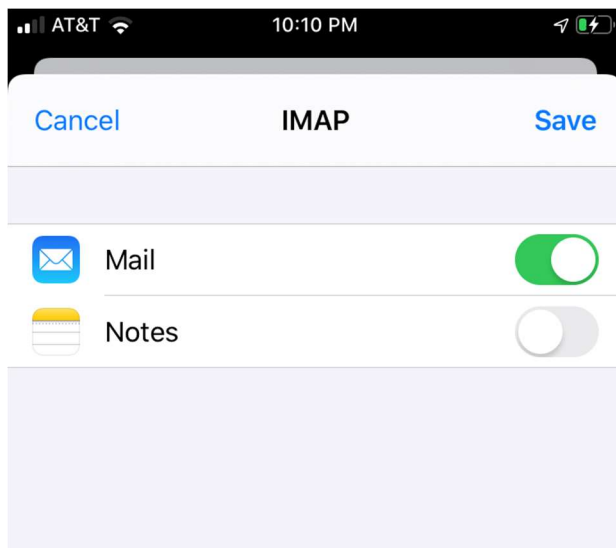**Host Name:** secure.emailsrvr.com
User Name: example@spectrum.co
Password: Your mailbox password

Note: Even though it says optional, they are **NOT** optional. If you skip these fields, you will **NOT** be able to send out email.
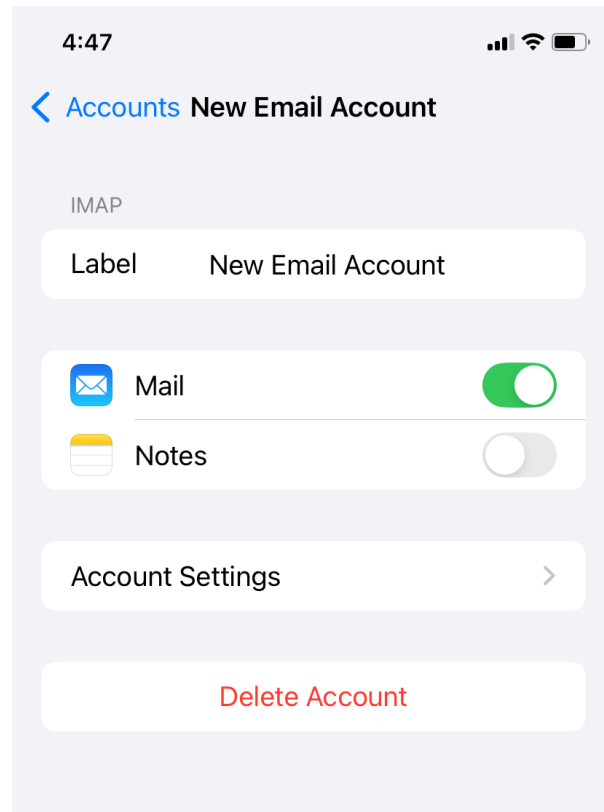
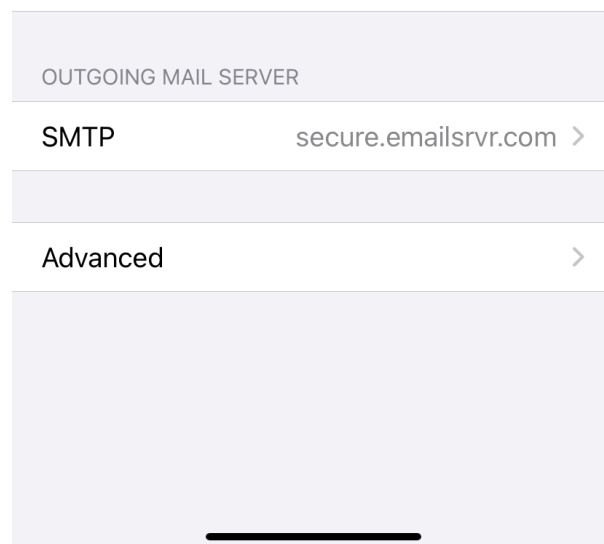Tap **Next**

Select the desired settings and tap **Save**

Next, we are configuring your iPhone to sync your various IMAP folders and prevent duplicate folders from showing up. We call this Folder Mapping; below are the steps to do so.
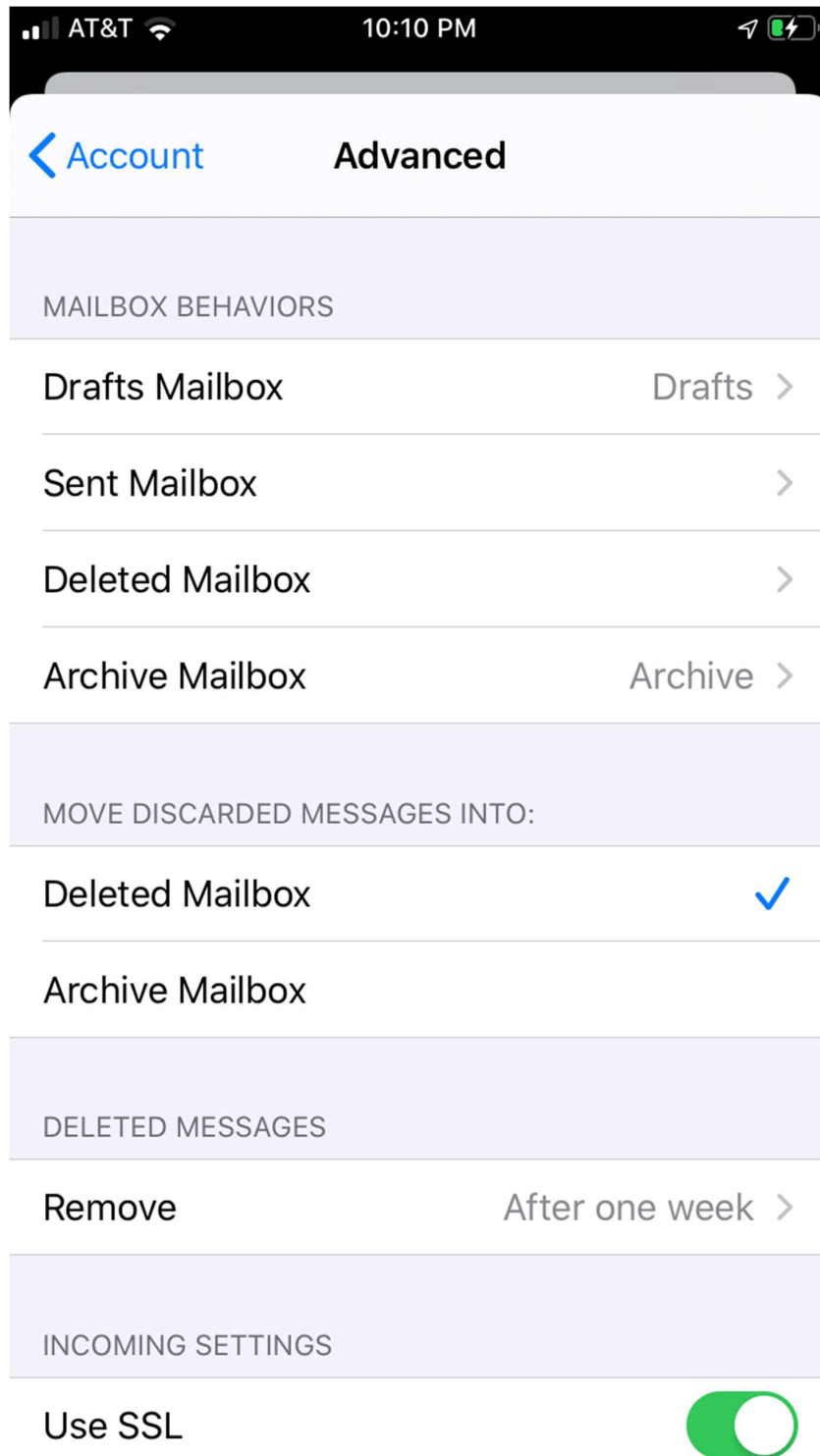
1. Within the **Mail** settings window, select the account that you just added.
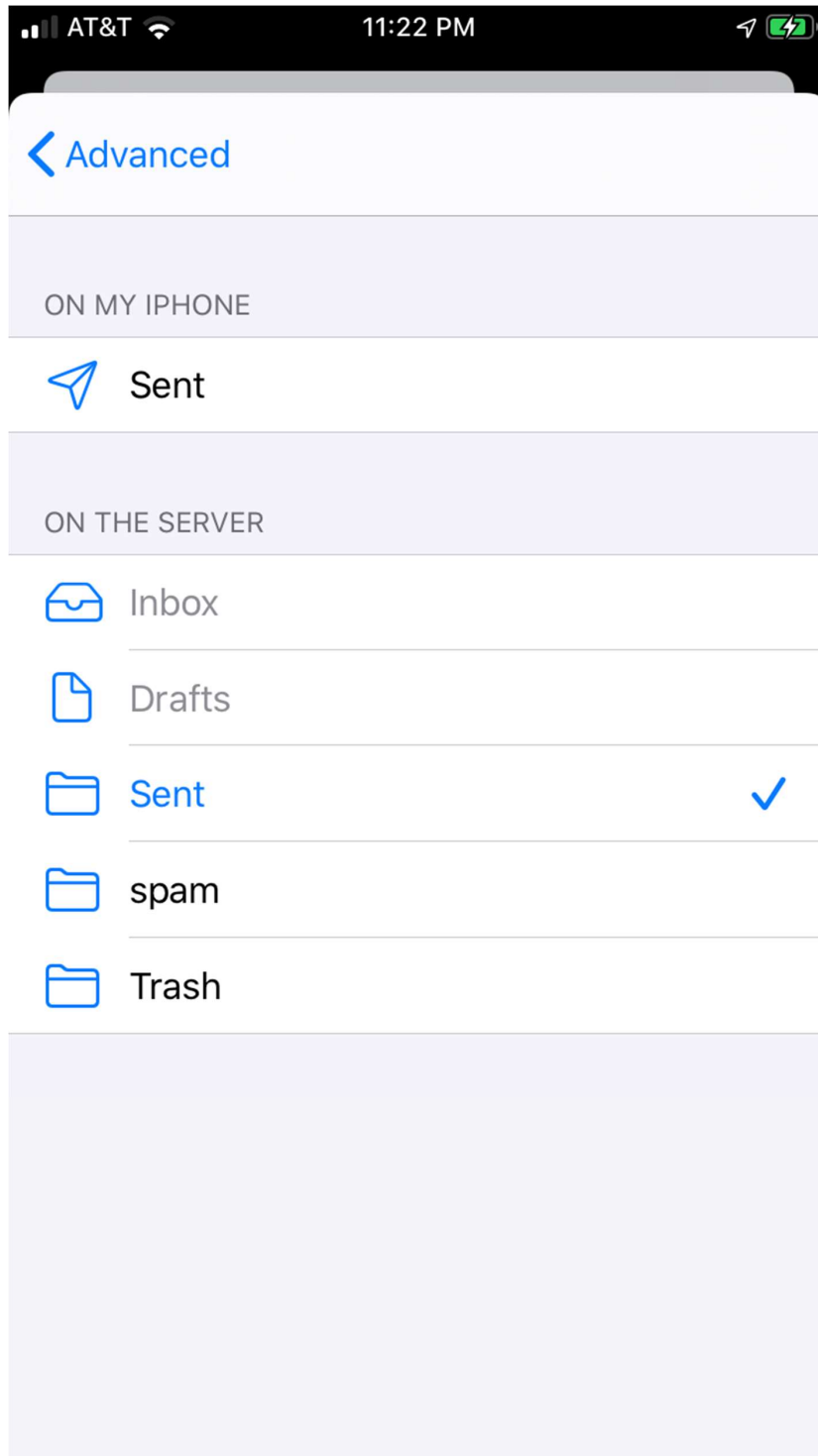2. Tap **Account Settings**

3. Within the account settings, select **Advanced** at the bottom

4. Under **MAILBOX BEHAVIORS**, select **Sent Mailbox**

5. Select the appropriate folder under **ON THE SERVER**.

6. Now repeat the previous step for **Deleted Mailbox**.
   Ignore the **Archive Mailbox**, it won't be used.
7. Last step! Make sure **Deleted Mailbox** is selected under **MOVE DISCARDED MESSAGES INTO**. This will ensure deleted messages go to the Deleted Mailbox folder.
8. **Now you're done!** Go back to the home screen and launch the Mail app. Your email should appear within a few minutes, depending on the amount of items to sync.

   Note: If you have a large mailbox, it may take several minutes before email appears. Please wait at least 15 minutes before troubleshooting.