ADD AN EMAIL ACCOUNT ON YOUR iOS DEVICE
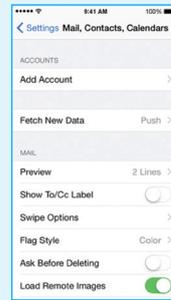
Settings **>** Mail, Contacts, Calendars **>** Add Account **>** Other **>** Add Mail Account
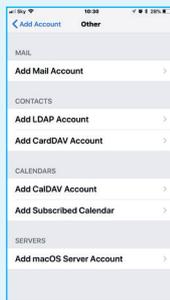
1. Tap **Settings**.

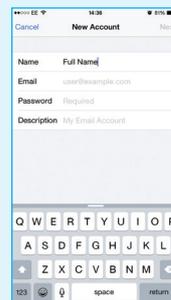**2.** Scroll down and tap **Accounts & Passwords**
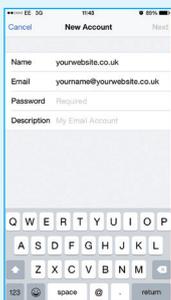
3. Tap **Add Account**.

4. Select your email provider.
If you don't see your email provider listed, tap **Other**.

5. Tap **Add Mail Account**.

6. Type your full name in the **Name** box.

7. Type your email address yourname@yourwebsite.co.uk in the **Email** box.

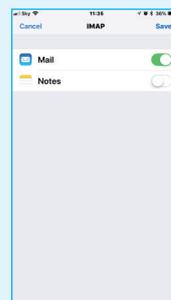**8.** Type your password (supplied) in the **Password** box.
Then click **Next**.

9. Under INCOMING MAIL SERVER Select **IMAP**.
Type mail.pdghosting.co.uk in the **Host Name** box.
Type yourname@yourwebsite.co.uk in the **Username** box.
Type your password (supplied) in the **Password** box.

10. Under OUTGOING MAIL SERVER type yourname@yourwebsite.co.uk in the **Username** box.
Type your password (supplied) in the **Password** box.
Type mail.pdghosting.co.uk in the **Host Name** box, then click **Next**.

11. Every time 'cannot connect using SSL' appears select **YES**.
If you see this screen select **Continue**.

12. Make sure the Mail toggle is enabled, then click **Save** in the top right of the screen.

THINGS TO CHECK IF HAVE PROBLEMS CONNECTING

Settings **>** Accounts & Passwords **>** Select yourwebsite.co.uk **>** Select Account **>** Check Incoming Mail Server details are correct **>** Select **Advanced** and scroll down to Incoming Settings **>** Ensure Use SSL is turned off, Authentication is Password, Server Port 143 **>** Go back to **Account** **>** Go to **Outgoing Mail Server** and select SMTP mail.pdghosting.co.uk **>** Ensure Primary Server mail.pdghosting.co.uk is turned on **>** Check Server is on, Outgoing Mail Server, Host Name, Username, Password, ensure Use SSL is turned off, Authentication is Password, Server Port 25.

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