

iPhone and iPod Email Configuration Instructions

This procedure is used for accessing your SIU School of Medicine email account from an Apple iPhone or iPod. Make sure you have a data signal (3G, Edge or Wi-Fi) during this configuration.

1. From the Home screen, tap Settings.
2. Tap **Mail, Contacts, Calendars**
3. Under Accounts, tap **Add Account**
4. Tap **Other**
5. Tap **Add Mail Account**
6. Tap the **Name** field and type in your full name.
7. Tap the **Address** field and type in your SIUMED email address in the form of userid@siumed.edu.
8. Tap **Password** and enter your assigned email account password.
9. Tap return on the keyboard.
10. The system will then contact the mail account and see what type of account should be used. IMAP should be highlighted. If not, select IMAP.
11. Under Incoming Mail Server, tap the **Host Name** field and type in imap.siumed.edu.
12. Tap the **User Name** field and type in your email account ID.
13. The password field should already be filled in from what you entered earlier.
14. Under **Outgoing Mail Server**, tap the **Host Name** field and type in smtp.siumed.edu.
15. Enter your Email **User Name** and **Password** for authentication on the SMTP server.
16. Tap **Save**. This is a blue button on the upper right side of the screen.
17. Under Settings / Mail, Contacts, Calendar section, there are some other options you may wish to modify.
 - a. Under Mail
 - Show** – This controls how many messages you download. You can choose from 25 to 200 Recent Messages.
 - Preview** – This controls how many lines are shown on the inbox before opening the file. 2 is the default.
 - Show To/Cc Label** – This determines what you see when you read the mail. The default is OFF.
 - Ask Before Deleting** – This is giving you a second chance before a note is deleted. The default is OFF.
 - Load Remote Images** – This controls the downloading and displaying of an image that may be imbedded in a note. The default is ON. To save time, this is one default that is recommended to be changed.
 - Always Bcc Myself** – This will send you a copy of the email that you would have to read later. There are other ways to have a copy of the note that you send. By using this option, you would have the option of deleting it. Obtaining a copy by using the Sent folder on the server is another way, but you must make sure you keep this clean by moving information in the Sent folder to your local drive on your workstation later. The default is Off. The use of the Sent folder is a preferred method. This will be discussed later.
 - Signature** – This is placed at the bottom of all emails sent from the phone. Change this to anything you wish.
 - Default Account** – This is used to tell the iPhone which account you want to default to. Select the account you want. If this is to be used only for siumed.edu email, leave it as it is.

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- b. Under Contacts, you can control how your Contacts are shown and sorted.
 - Sort Order** – You control whether the contacts are sorted by first name or last name.
 - Display Order** – You control whether first or last name is displayed first.
- 18. At the top, under Accounts, tap on the account name you just created earlier.
- 19. Scroll to the bottom of the screen and tap **Advanced**.
- 20. The Sent and Deleted Mailbox may require changing. Set them to the equivalent folders you have on the server. You may need to make a Deleted folder on the imap server, if Trash is not available to you. IMAP does not support Trash very well.
- 21. Under Deleted Messages, tap on **Remove** and set the length of time you wish to keep the mail. Then tap on your email account name under Advanced in the upper left corner.
- 22. Under Incoming Settings, tap on **Use SSL** and set to **ON**.
- 23. If Authentication is not set to **Password**, tap on **Authentication**, tap on **Password**,
- 24. Set the **Server Port** to **587**.
- 25. Tap on the **Description** in the upper left corner to return to the previous screen.
- 26. Close configuration by pressing the Menu button at the bottom of your iPhone.
- 27. You should be able to start the email client to send and receive email.

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