

LoboMail – Apple iOS (iPhone, iPad, iPod touch)



For online instructions and links go to: bit.ly/SeVDv7

LoboMail Setup: Apple iOS (iPhone, iPad, iPod Touch)

1. Go to: Settings > Mail, Contacts, Calendars > Add Account.
2. Tap Microsoft Exchange.
3. Tap in the E-mail box and enter your full email address (for example, ckent2@unm.edu).
4. Tap in the Username box and enter your full email address again.
5. Tap in the Password box and enter your password.
6. Optional: tap in the Description box and enter a short description for the account (for example, UNM).
7. Tap Next on the upper right corner of the screen.
8. Tap in the Server box and enter your Exchange ActiveSync server name (see below) then tap Next.
9. Tap Next.
10. Choose the type of information you want to synchronize. By default, Mail, Calendar, and Contacts are all turned on. To turn off synchronization for a type of information tap and slide the switch to OFF.
11. Tap Save.

Exchange ActiveSync Server Name

-Apple devices running iOS 4.x or 5.x, enter m.outlook.com.

-*iPhone* 3G, *iPhone* 3GS, GSM/CDMA *iPhone* 4, *iPhone* 4S, iPod Touch 2nd generation, iPod Touch 3rd generation, iPod Touch 4th generation, iPad, and iPad 2 and Apple devices running iOS 3x, enter your server name which can be found by clicking: options > my account > settings for POP, IMAP, and SMTP: *iPhone* and iPod Touch 1st generation.

Optional Setup for IMAP: you can also choose to use an IMAP connection from your mobile device. This type of connection only provides access to your email, and not contacts or calendar items.

Tap Settings > Mail, Contacts, Calendars > Add Account.

1. Tap Other.
2. In the Name box enter your full name.
3. In the Address box enter your full email address (for example, tony@contoso.com).
4. In the Password box enter your password then tap Save.
5. Tap either IMAP or POP. We recommend IMAP because it supports more features.
6. Under Incoming Mail Server, in the Host Name box, enter your incoming server name. For information on how to find your incoming (POP or IMAP) server name, see the "What else do I need to know?" section below.
7. In the User Name box enter your full email address (for example, tony@contoso.com). In the Password box enter your password.
8. Under Outgoing Mail Server, in the Host Name box, enter your outgoing server name. For information on how to find your outgoing (SMTP) server name, see the "What else do I need to know?" section below.
9. In the User Name box enter your full email address (for example, tony@contoso.com). In Password enter your password.
10. Tap Save.

What else do I need to know?

To find your server settings, sign in to your e-mail account using Outlook Web App. After you sign in, click Options > See All Options > Account > My Account > Settings for POP, IMAP, and SMTP access. The POP3, IMAP4, and SMTP server name and other settings you may need to enter are listed on the Protocol Settings page under POP setting or IMAP setting, and SMTP setting.