Setting up USF Faculty/Staff DonsApps Mail on the iPad

These instructions are designed to assist in the initial account setup for DonsApps email on your iPad.

1. Click on the Settings icon to enter the iPad settings.
2. Click on the Mail, Contacts, Calendars option.
3. Click on Add Account. In the next screen select Other as an account type.
4. Click on **Add Mail Account** to begin entering the information for your DonsApps account.

5. Enter the following:
   a. **Name**: Your name as you want it to appear on outgoing emails
   b. **Address**: Your USFconnect email address
   c. **Password**: Your USFconnect password
   d. **Description**: Enter a descriptive name for your account
   e. Click **Next** to continue.
6. Be sure that **IMAP** is selected, then scroll to the section **Incoming Mail Server** and enter the following:
   a. **Host name:** imap.gmail.com
   b. **Username:** Enter the username as your full USFconnect email address
   c. **Password:** Your USFconnect password

7. Scroll down to the section **Outgoing Mail Server.**
8. Enter the following information:
   a. **Host Name:** smtp.gmail.com
   b. **User Name:** Enter the username as your full USFconnect email address
   c. **Password:** Your USFconnect password
9. Click **Next** to continue.
10. The following screen confirms the account creation. Click **Save** to continue.

11. Once back in the accounts window, select your newly created **account**.
12. Click on the **Account** link to continue.
13. In the account window, first check the SMTP settings by scrolling down and selecting the **SMTP server name**.

14. Set up the outgoing mail settings by clicking on the **SMTP server name** in the **Primary Server** section.

15. The **Host name**, **User name** and **Password** should be populated.

16. Make sure that the following additional information is set:
   a. **Use SSL** is On
   b. **Authentication** is set to **Password**
   c. **Server port** is set to **465**
   d. Click **Done** to finish
17. Once back in the account window, scroll down and select **Advanced**.

18. The key items to check in this section are:
   a. Use SSL is **on**
   b. Authentication is set to **Password**
   c. The server port is set to **993**

19. You can click on the home button to exit settings.
20. Your DonsApps mail account is now ready to access on your iPad.