Setting up Faculty/Staff DonsApps Mail on the iPhone/iPod Touch

These instructions are designed to assist in the final server setup after the initial account setup for USFconnect email on your iPhone or iPod Touch. *Note that these instructions are for IOS 7 users.*

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

6. Enter the following in the **New Account** screen:
   a. **Name**: Your name as you want it to appear on outgoing emails
   b. **Address**: Your USF email address
   c. **Password**: Your USFconnect password
   d. **Description**: Enter a descriptive name for your account
   e. Click **Next** to continue.

7. In the next screen, **IMAP** should be highlighted; scroll to the section **Incoming Mail Server** and enter the following:
   a. **Host name**: imap.gmail.com
   b. **Username**: Enter your USFconnect email address
   c. **Password**: Your USFconnect password
8. Scroll down to the section **Outgoing Mail Server**.
9. Enter the following information:
   a. **Host Name**: smtp.gmail.com
   b. **User Name**: Enter your USFconnect email address
   c. **Password**: Your USFconnect password
10. Click **Next** to finish the initial setup and **Save** in the following screen to return to the Accounts listing screen.

11. Click on the newly created **DonsApps Mail** account and then on the **account name** to access the settings.
12. Scroll to the bottom of the account screen and click on the link **Advanced**.

13. Scroll to the bottom of the Advanced screen and make sure that the following information are set in the section **Incoming Settings**:
   a. **Use SSL** is on
   b. **Authentication** is set to **Password**
   c. **Server Port** is set to **993**

14. Click on the **Account** link at the upper right of the screen to return to the main account settings.
15. Click on the **SMTP server name** in the **Outgoing Mail Server** section.
16. Click on the **SMTP server name** in the section **Primary Server**.

17. The **Host name**, **User name** and **Password** should be populated.
18. 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**
19. Click **Done** to finish.
20. You can click on the home button to exit settings.

21. Your DonsApps Mail account is now ready to access on your iPhone or iPod Touch.