

Procedure: Setting up Hotbox Studios IMAP Email on an iPhone, iPad and iPod

Updated: 12/11/2013

This document explains how to setup your Hotbox Studios email account on an iPhone, iPad and iPod using an IMAP connection.

1. From the home screen on your device tap **Settings**, and then **Mail, Contacts, Calendars**.



2. Tap **Add Account > Other > Add Mail Account**.



3. The *New Account* screen will appear, enter the following information in the fields provided, then tap the **Save** button.

- Name - this is the name that will appear in the From field of messages you send
- Address - enter your entire email address e.g. myname@mydomain.com
- Password - enter the password for the account you're setting up.
- Description - enter a descriptive name of your choice for your mail account e.g. Work Mail or Home Mail



4. After your account has been looked up, select IMAP located at the top and then enter both the **Incoming Mail Server** and **Outgoing Mail Server** fields with the following information:

- Host Name - enter in the secure server name: **secure.emailsrvr.com**
- User Name - enter your entire email address e.g. myname@mydomain.com
- Password - enter the password for the account you're setting up.





5. After you've entered all the information, tap **Save** and the device will then verify your settings. After the settings have been verified you'll then be taken to the **Mail & Notes** screen.

Mapping Your Folders

Mapping your folders allows you to synchronize email across all your devices, email clients and the web. By default, some email clients and mobile devices create their own folders for Sent, Trash, Spam etc. You can map your Sent, Deleted, and Spam messages to your IMAP folders and access any sub-folders you've created by following the procedure below:

1. After you've set up your mail account, go back to your home screen and tap your **Mail** icon.
2. Select your newly created **Mailbox**, let all your mail synchronize and then go back to your home screen.
3. From the home screen tap **Settings, Mail, Contacts, Calendars**, select your **Account**, and then select your **Account** once again.
4. Tap **Advanced** located at the bottom, tap **Drafts** and on the next screen select **Drafts** under the **Server** option.

Repeat step number 4 for your Sent and Trash folders.

You'll see that all your sub-folders have populated under the Server option.