Set up your NCTC email account on your iPhone or iPad.

**Step 1**

Select Settings from the home screen of your iPhone or iPad

**Step 2**

Choose Mail, Contacts, Calendars
Click on Add Account

**Step 3**

Choose Other from list
Step 4

Select Add Mail Account

In the New Account menu, you will need to specify the following records:

**Name:** your name, it will appear as a sender name

**Address:** your full email address that was created with NCTC email

**Password:** password of this email address

**Description:** you can specify any description.

Click on **Next**.

Step 5

Select protocol type: IMAP or POP3. We advise you to use IMAP. The selected one will be highlighted blue.

*IMAP will let you view emails on multiple devices.*
**Step 6**

Indicate in the fields for both Incoming Mail Server and Outgoing Mail Server the following settings:

Incoming Mail Server: mail.nctc.com  
Outgoing Mail Server: mail.nctc.com  
User name: your NCTC email address

Click **Next**.

**Step 7**

If you use IMAP, it is possible to enable the following services:

Click on **Save** and wait till checking is finished.
**Step 8**
When the check is finished you will be redirected to Mail, Contacts, Calendars screen. Please enter your newly created account and go to Account Info. Scroll down the screen and select Advanced:

**Step 9:**
With IMAP connection you need to use the ports: 993 (with SSL) or 143 (without SSL).
Step 10

In order to set up additional settings for Outgoing Server you will need to return in previous menu Account Info and then to enter **Outgoing Mail Server** by clicking SMTP: mail.nctc.com.

Please select ports **587** (with or without SSL) or **26** (without SSL).

Select the authentication: **Password**

Once settings are verified, account is active and ready to use.