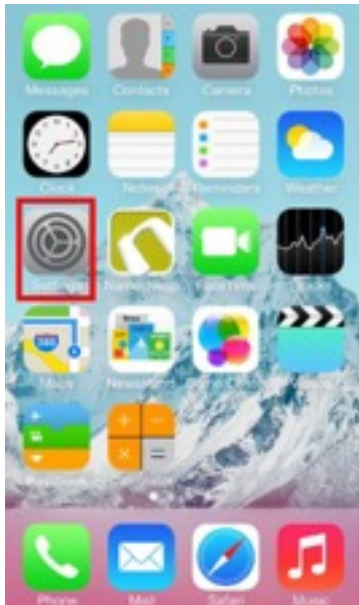


# Set up your NCTC email account on your iPhone or iPad.

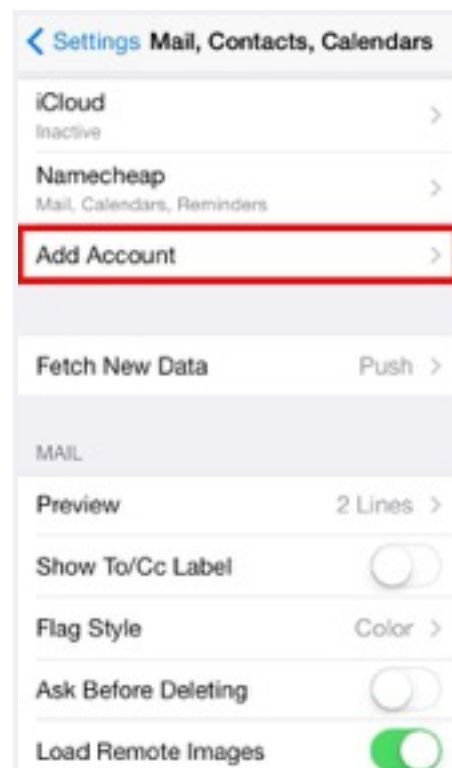
## Step 1

Select Settings from the home screen of your iPhone or iPad



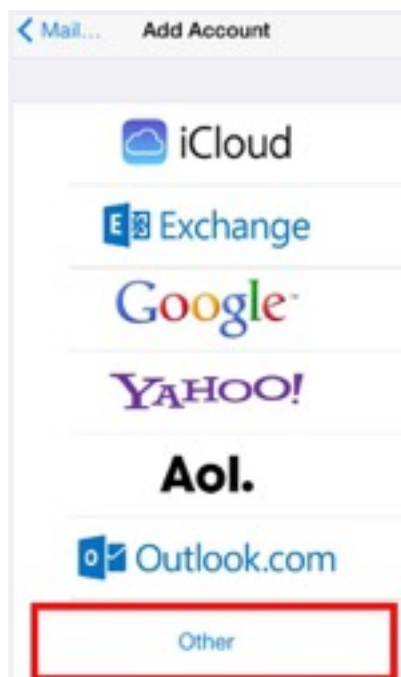
## Step 2

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:

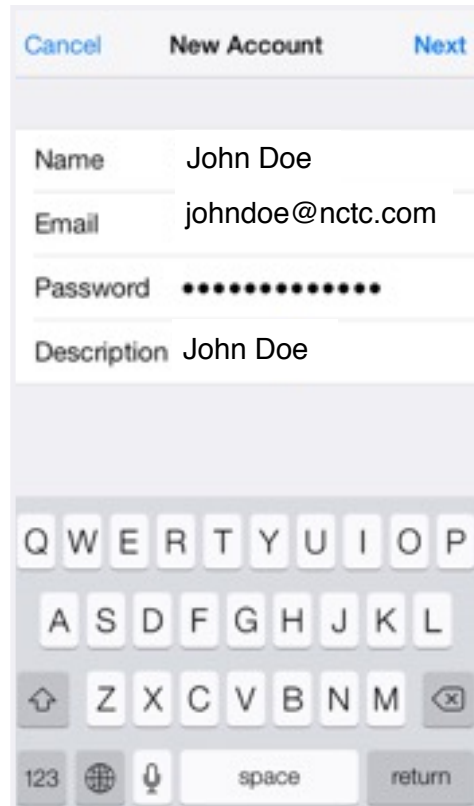
**Name:** your name, it will appear as a sender name

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

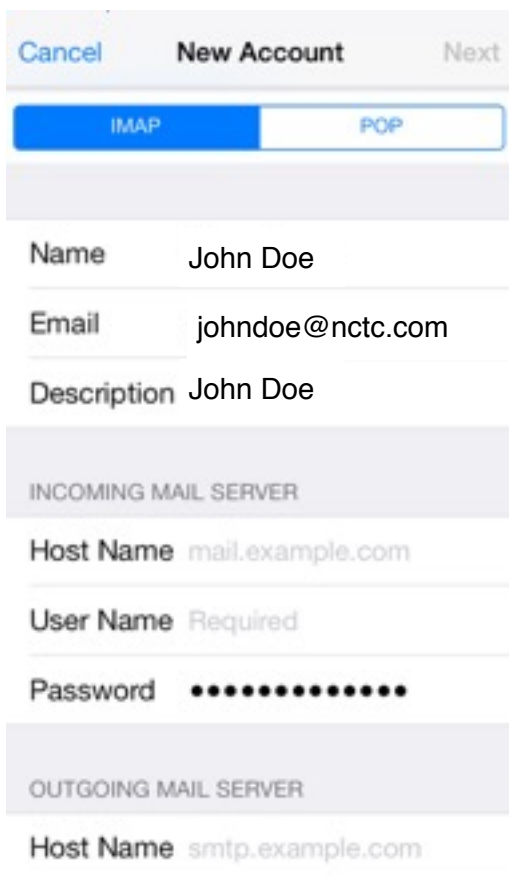
**Password:** password of this email address

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

Click on **Next**.



A screenshot of the 'New Account' screen in an email client. At the top, there are three buttons: 'Cancel', 'New Account', and 'Next'. Below the buttons, there are four rows of text input fields: 'Name' with the value 'John Doe', 'Email' with the value 'johndoe@nctc.com', 'Password' with a series of dots, and 'Description' with the value 'John Doe'. At the bottom of the screen, there is a standard QWERTY keyboard.



A screenshot of the 'New Account' screen in an email client, showing server settings. At the top, there are three buttons: 'Cancel', 'New Account', and 'Next'. Below the buttons, there are two radio buttons: 'IMAP' (which is highlighted in blue) and 'POP'. Below the radio buttons, there are four rows of text input fields: 'Name' with the value 'John Doe', 'Email' with the value 'johndoe@nctc.com', 'Description' with the value 'John Doe', and 'Password' with a series of dots. Below the password field, there is a section titled 'INCOMING MAIL SERVER' with a 'Host Name' field containing 'mail.example.com'. Below that, there is a 'User Name' field containing 'Required'. Below the user name field, there is a 'Password' field with a series of dots. Below the password field, there is a section titled 'OUTGOING MAIL SERVER' with a 'Host Name' field containing 'smtp.example.com'.

## 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**.

Cancel	New Account	Next
Name	John Doe	
Email	johndoe@nctc.com	
Description	John Doe	
INCOMING MAIL SERVER		
Host Name	mail.nctc.com	
User Name	johndoe@nctc.com	
Password	●●●●●●●●●●	
OUTGOING MAIL SERVER		
Host Name	mail.nctc.com	
User Name	johndoe@nctc.com	
Password	●●●●●●●●●●	

### Step 7

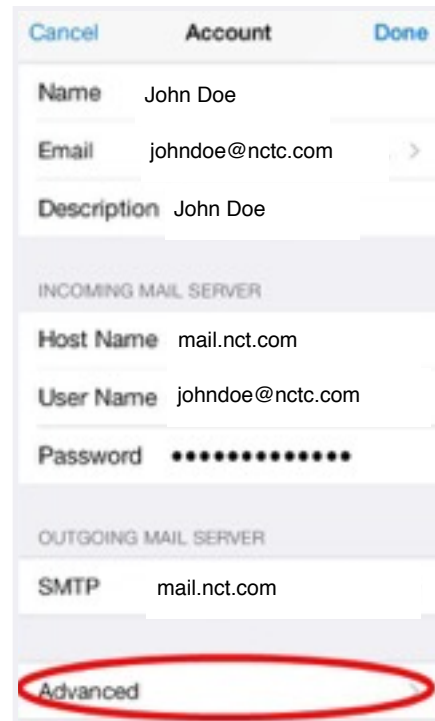
If you use IMAP, It is possible to enable the following services:

Cancel	IMAP	Save
	Mail	<input checked="" type="checkbox"/>
	Notes	<input checked="" type="checkbox"/>

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).

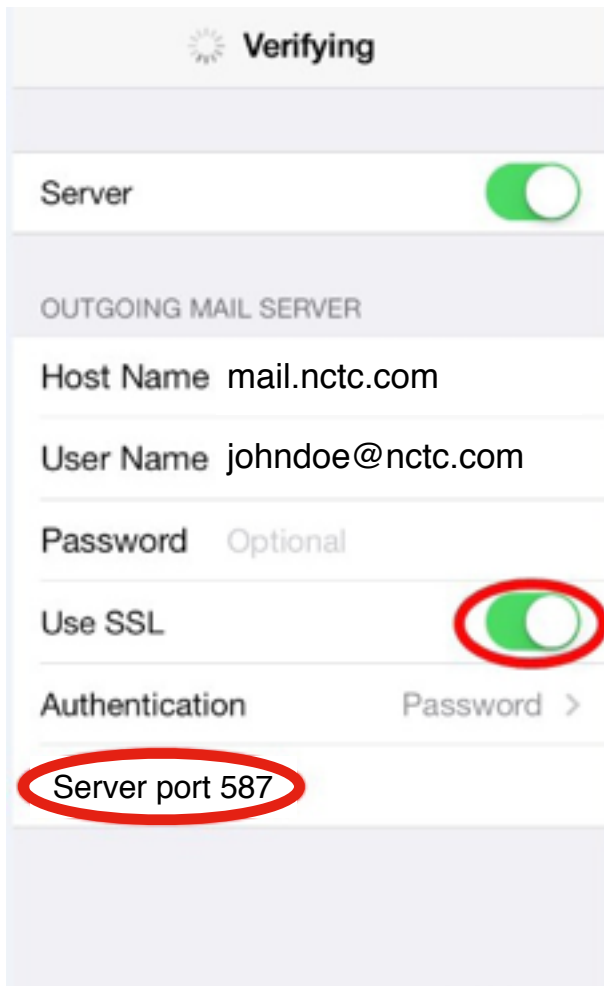


## Step 10

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**



Verifying

Server

OUTGOING MAIL SERVER

Host Name mail.nctc.com

User Name johndoe@nctc.com

Password Optional

Use SSL

Authentication Password >

Server port 587

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