

To change your mail server settings on iPhone's Mail App you need to delete and re-add your account.

Instructions to Delete and re-add Account

- 1. Go into your "Settings" app.
- 2. Tap "Mail".



3. Tap "Accounts".



4. Tap your email account. In this example it is "Albanytel".

	11:46	'III	81
<	Mail Accounts		
	ACCOUNTS		
	iCloud iCloud Drive, Contacts, Calendars, Safari and 7 more	e	>
	Albany Telephone Mail, Contacts, Calendars, Reminders, Notes		>
	Gmail Contacts, Calendars		>
	Albanytel Mail		>
	Add Account		>
	Fetch New Data	Push	>

5. If you do NOT see this screen with Mail and Notes you are using POP for your email. Skip to step 6 and do NOT tap "Delete Account".

If you do see this screen, you are using IMAP. Tap "Delete Account".

	11:46	1		.11 ? 81)
<	Αссοι	unts	Albanytel	
	IMAP			
	Label		Albanytel	
		Mail		
		Notes		
	Ассо	unt Sett	ings	>
			Delete Account	

6. Go back to this screen and Tap "Add Account".

	10:08	••1	२ 9 2 €
<	Mail	Accounts	
	ACCOUNTS		
	iCloud iCloud Drive, Contacts,	Calendars, Safari and 7 more	>
	Albany Telephon Mail, Contacts, Calenda	e ars, Reminders, Notes	>
	Gmail Contacts, Calendars		>
	Add Account		>
	Fetch New Data	Pu	sh >

7. Tap "Other".



8. Tap "Add Mail Account".



9. Fill out email and password then tap Next.

10:09		ıı 🗢 92
Cancel	New Account	Next
Name	John Appleseed	
Email	example@albanytel.com	ı
Password		
Description	Albanytel	

10. Fill out hostname, username, and password for the incoming and outgoing servers. Then tap "Next".

9:45				奈 91
Sic Verifying				
IMA	ІМАР		POF	þ
Name	John Apple	eseed		
Email	example@	albanytel.	com	
Description	Albanytel			
INCOMING MAIL	L SERVER			
Host Name	mail.alban	/tel.com		
User Name	example@	albanytel.	com	
Password				
OUTGOING MAI	L SERVER			
Host Name	mail.alban	ytel.com		
User Name	example@	albanytel.	com	
Password				

11. Once verified click Save. Your email account is now setup.

10:21		.ı 🗟 🖓
Cancel	ΙΜΑΡ	Save
🖂 Mail		
Notes		