

To access email from your mobile device, please follow the instructions below depending on which device you have. Below are instructions for Android and Apple phones.

Android

1. First confirm if you have an email created on your account. The next steps will involve logging into webmail to retrieve Email Configuration settings
2. Login to your Webmail by visiting <http://yourdomain.com/webmail> (replace “yourdomain.com” with your domain) and you will be presented with the login screen below where you will place your email and password to login. Once you have entered your details, click the blue “Log In” button:

Webmail

Email Address

Password

[Reset Password](#)

3. Once you are logged in, the screen you will first be presented with will contain the Email Client Configurations needed to setup your mobile phones mail client. These details will be under Mail Client Manual Settings. These details are useful when trying to add an email account.

Mail Client Manual Settings

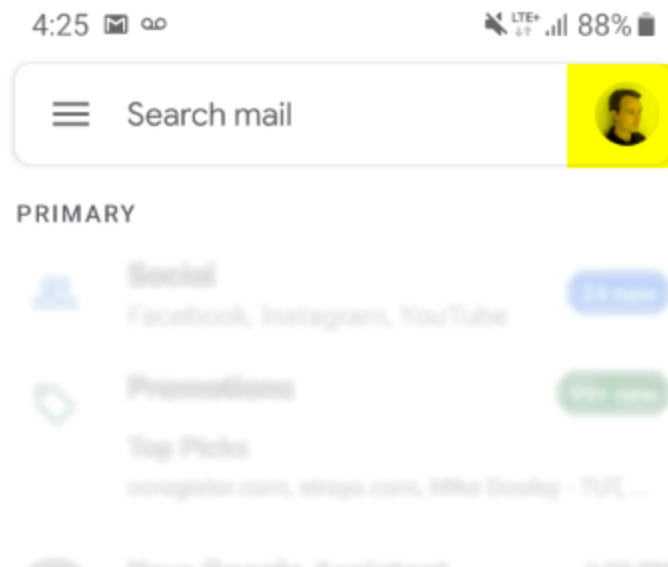
If you do not see an auto-configuration script for your client in the list above, you can manually configure your mail client using the settings below:

Secure <u>SSL/TLS</u> Settings (Recommended)	
Username:	kevin@mortgageonboarding.com
Password:	<i>Use the email account's password.</i>
Incoming Server:	mail.mortgageonboarding.com <u>IMAP</u> Port: 993 <u>POP3</u> Port: 995
Outgoing Server:	mail.mortgageonboarding.com <u>SMTP</u> Port: 465
IMAP, POP3, and SMTP require authentication.	

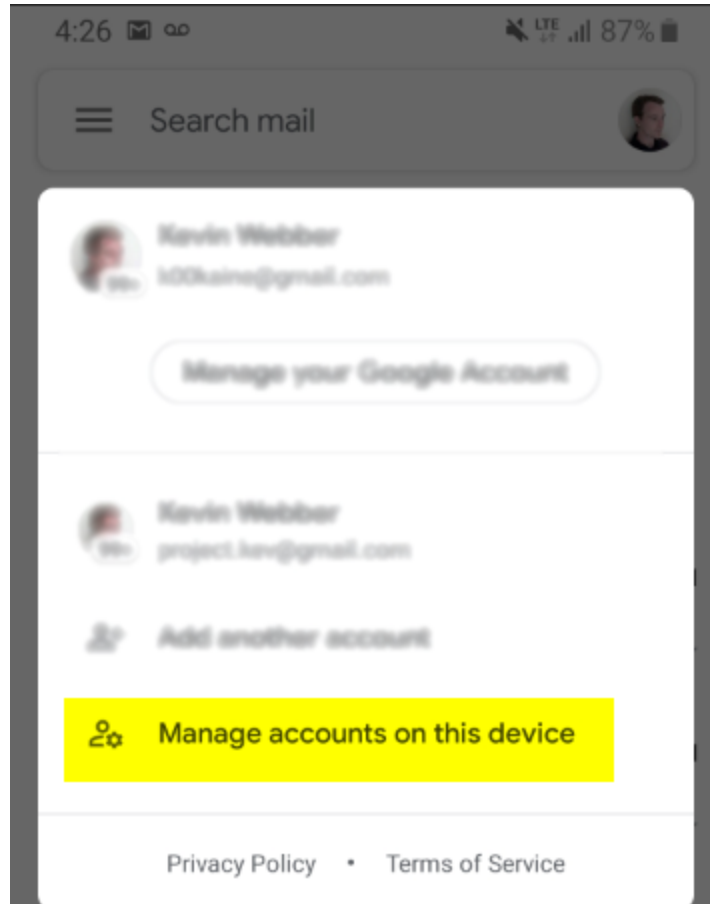
Short video of what this area looks like -

<https://www.loom.com/share/f061541939f44c378d3c296c64b51b08>

4. On your mobile phone, locate the Gmail application and open it. Once the application is open, in the top right hand corner click on your Profile photo which will bring you to the following screen where we can “Add another account” to the device. You can then follow the image/steps below.



Click Profile Photo



Click Manage Accounts on this Device

3:32

LTE 92%



Add your email address

Enter your email

kevin@mortgageonboarding.com

MANUAL SETUP

NEXT



Enter your email in the highlighted area (example: yourname@yourdomain.com)

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kevin@mortgageonboarding.com

What type of account is this?

Personal (POP3)

Personal (IMAP)

Exchange

Select Personal (IMAP)

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kevin@mortgageonboarding.com

Password

.....



Enter Password

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Incoming server settings

Username

kevin@mortgageonboarding.com

Password

.....



Server

mortgageonboarding.com

Replace **Username** with your email address, **Password** with your password, and **Server** will be your domain name. In my case, our domain was mortgageonboarding.com

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Outgoing server settings

Require signin



Username

kevin@mortgageonboarding.com

Password

.....



SMTP server

mortgageonboarding.com

For Outgoing server settings, we will do the same steps as above. Add your Email, password and Domain name and click Next

3:34

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Account options

Sync frequency:

Every 15 minutes

- Notify me when email arrives
- Sync email for this account
- Automatically download attachments when connected to Wi-Fi

The details on the next are up to your to set up. You can adjust the sync frequency.

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Your account is set up and email is on its way!

Account name (optional)

kevin@mortgageonboarding.com

Your name

Displayed on sent messages

Last step is to set your Display Name and your email can now be accessed from the Gmail application

iPhone

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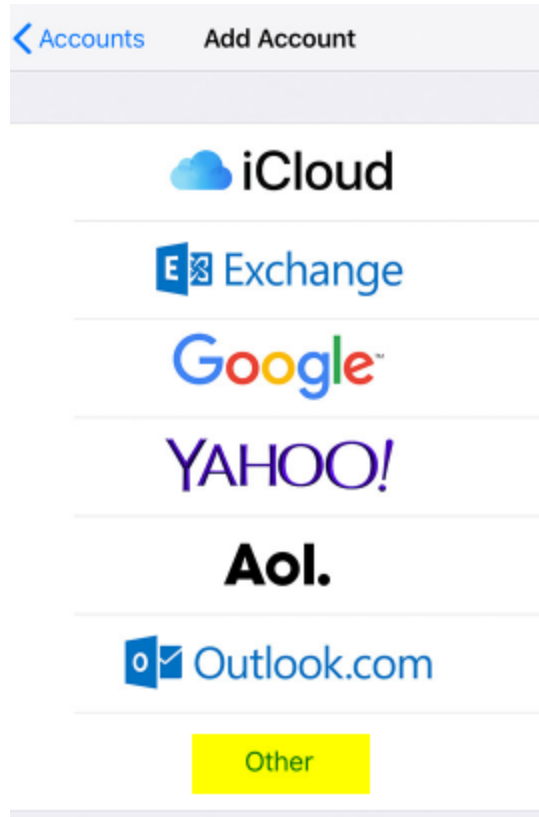
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4. Go to Settings > Passwords & Accounts, then tap Add Account.

5. Tap Other, then tap Add Mail Account.



6. Enter your name, email address, password and a description of your account.

7. Tap Next. The Mail application will try to find the email settings and finish your account setup. If Mail finds your email settings, tap Done to complete your account setup.

Enter account settings manually