

## HOW TO ADJUST MAIL SETTINGS?

This support document explains how to adjust **MAIL** settings on your cell phones and tablets in a fast and easy way.

Please read each step carefully for an easy **MAIL** setting.

- I-PAD MAIL SETTING
- I-PHONE MAIL SETTING
- ANDROID PHONE MAIL SETTING
- WINDOWS PHONE MAIL SETTING

<http://comp.ieu.edu.tr>

Need Help?

Contact us

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İZMİR EKONOMİ ÜNİVERSİTESİ



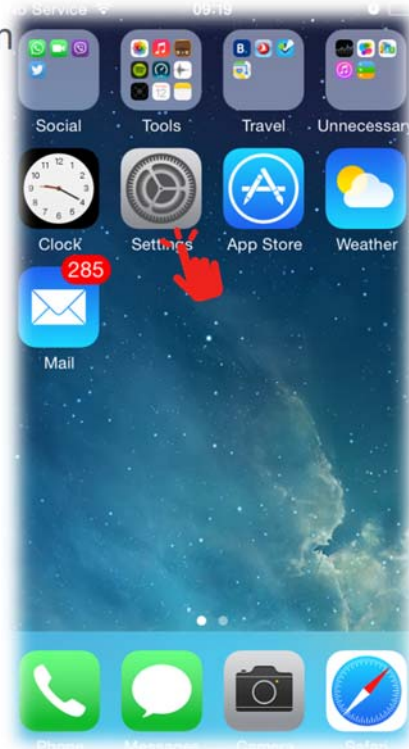
SUPPORT DOCUMENTS  
Helpdesk  
IUE-2014

Staff

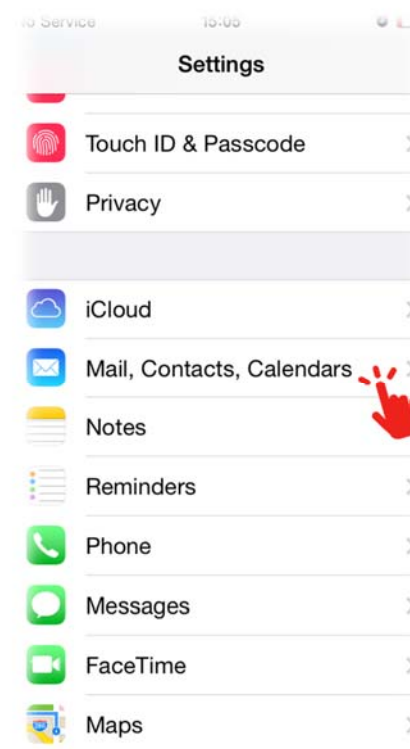
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# iPhone - iPad Mail Settings – s1

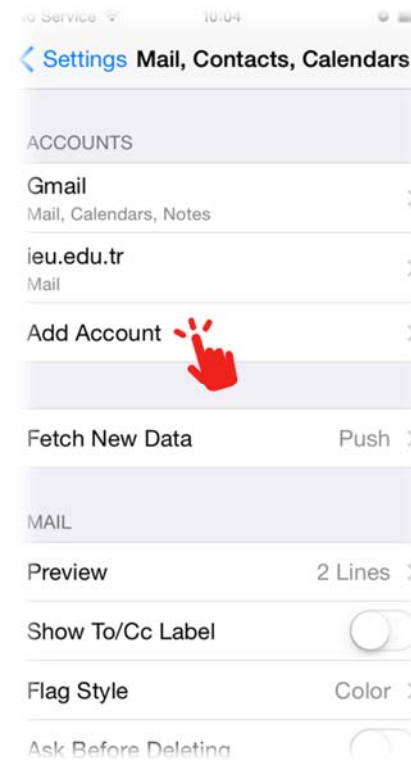
1- Please click on "Settings" icon on the main screen.



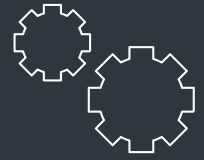
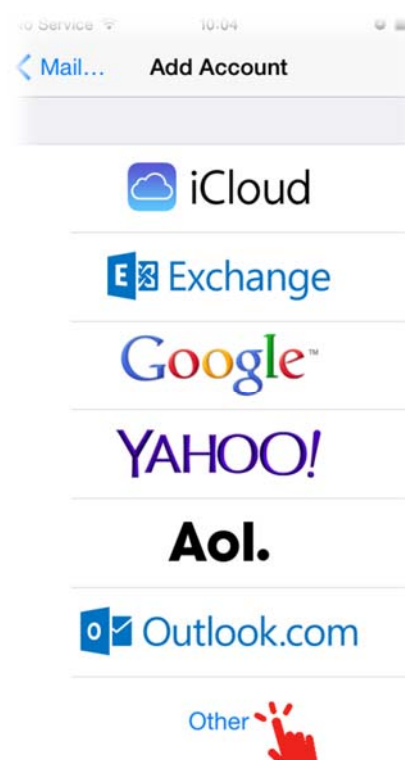
2- Please click on "Mail, Contacts, Calendars" menu under "Settings" menu.



3- Please click on "Mail, Contacts, Calendars" menu under "Add Account" menu.

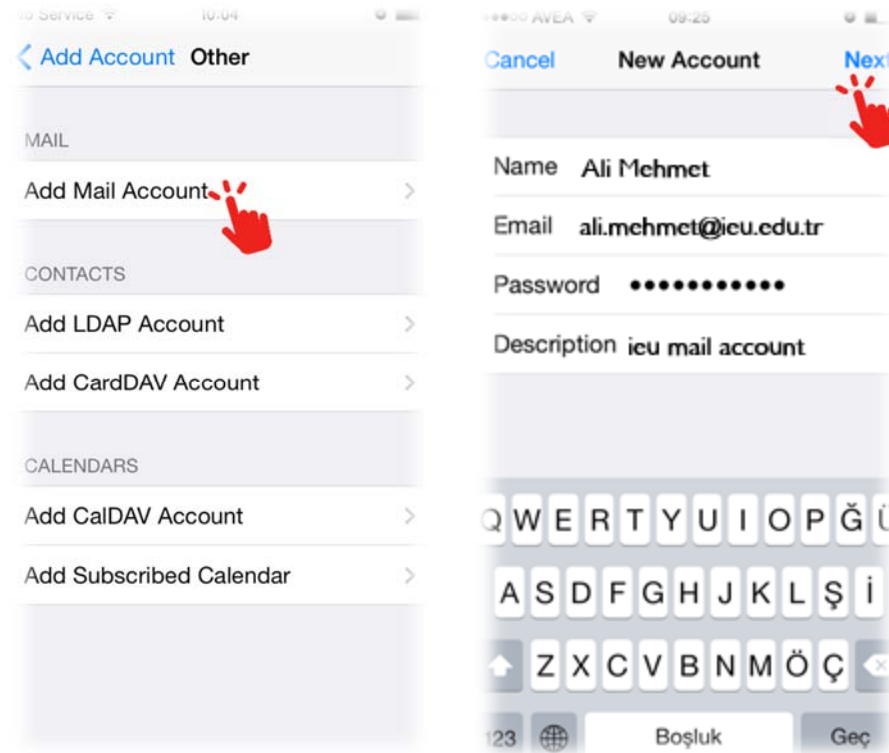


4- Please click on "Other" menu under "Add Account" menu at the very bottom.



## iPhone - iPad Mail Settings – s2

5- Please click on "Add Mail Account" menu under "Other" menu options.



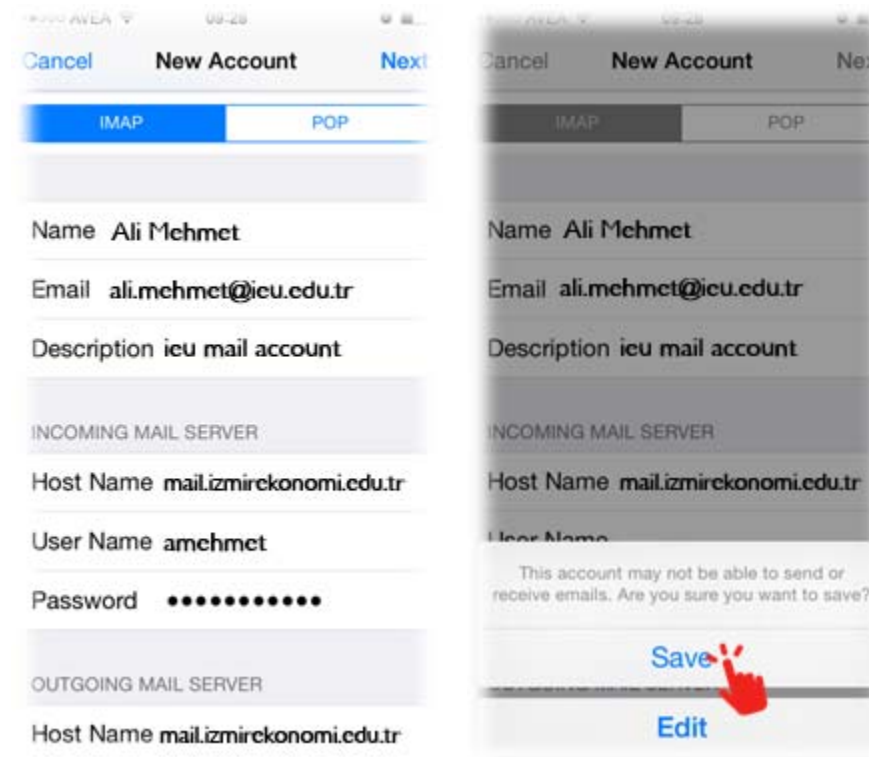
6- Please enter your mail account information such as Name, Email, Password, Description under "New Account" section, and click on "Next".

\* IUE mail info is as;  
[name.last.name@ieu.edu.tr](mailto:name.last.name@ieu.edu.tr).

7-Later, write down your Host Name, User Name, Password under "Incoming Mail Server" section.

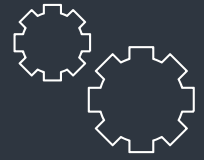
**\*IMAP:** IMAP allows an e-mail client to access e-mail on a remote mail server such as mobile phones and tablets. Essentially, IMAP allows the user to archive their email on their computer or device while having a backup stored on the remote server.

**\*POP:** E-mails are copied on a hard disk. It is specifically designed for downloading email from your email provider's server to your local machine. Mails in your e-mail box are periodically downloaded to your hard disk.



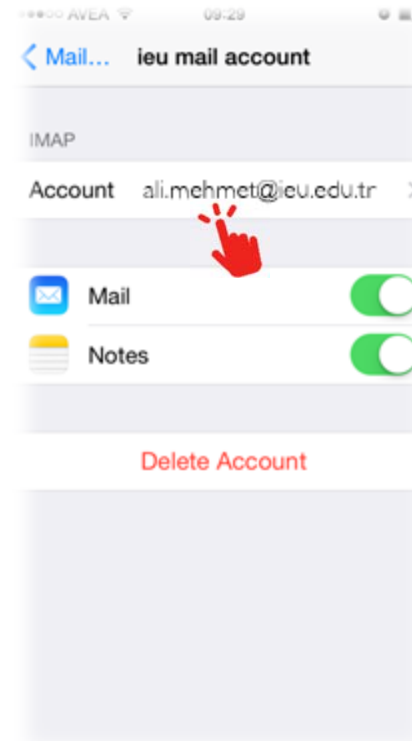
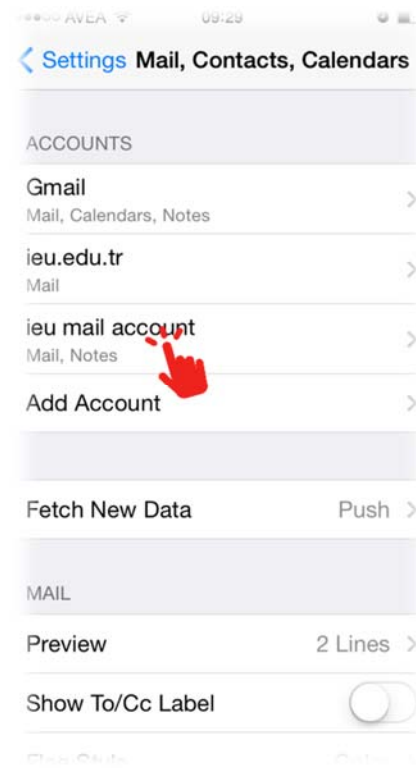
8-Also enter the information under "Outgoing Mail Server" section on the same screen.

(Information should be the same as in "Incoming Mail Server" settings) Click on "Save" button after filling out all the information correctly and completely.



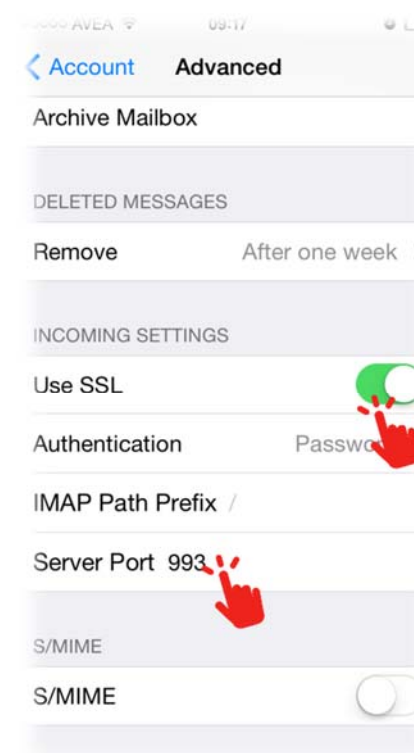
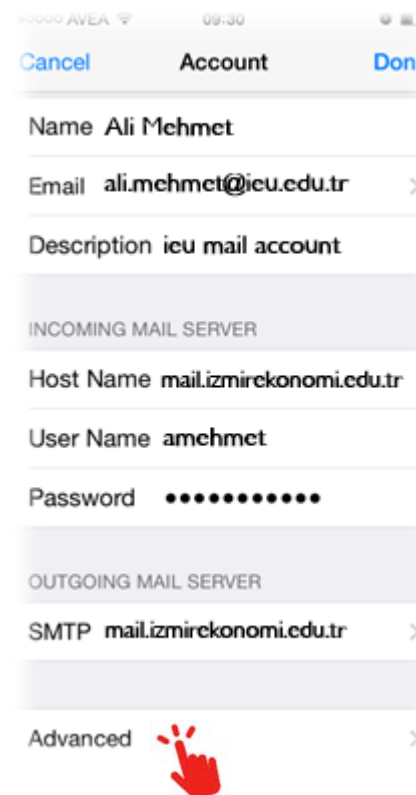
## iPhone - iPad Mail Settings – s3

9- You will see that a new account under **"Mail, Contacts, Calendars"** menu has been added. Click on your new account (**std ieu mail**).



10- Please click on **"Account"** menu on the screen that will pop up.

11- Please click on **"Advanced"** menu on the new screen.



12- Please activate the **"Use SSL"** option under **"Incoming Settings"** section under **"Advanced"** menu.

Change the **"Server Port"** to **"993"**.

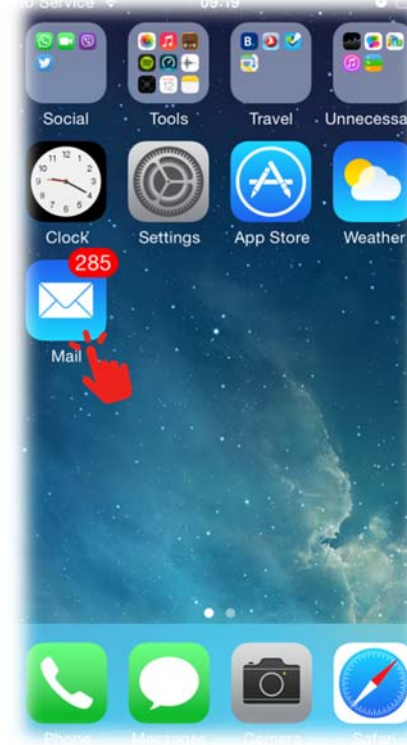
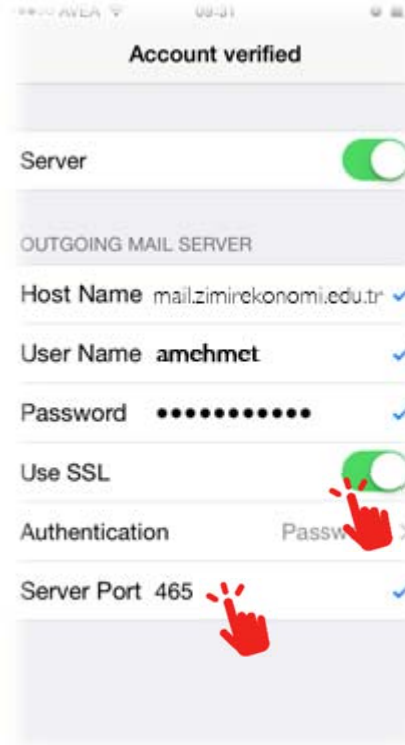




## iPhone - iPad Mail Settings – s4

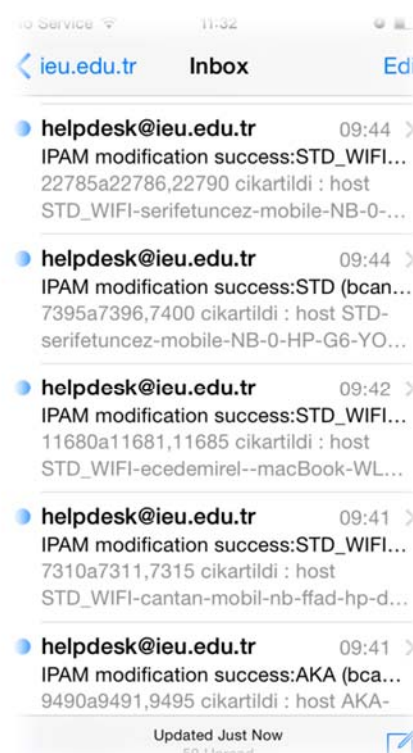
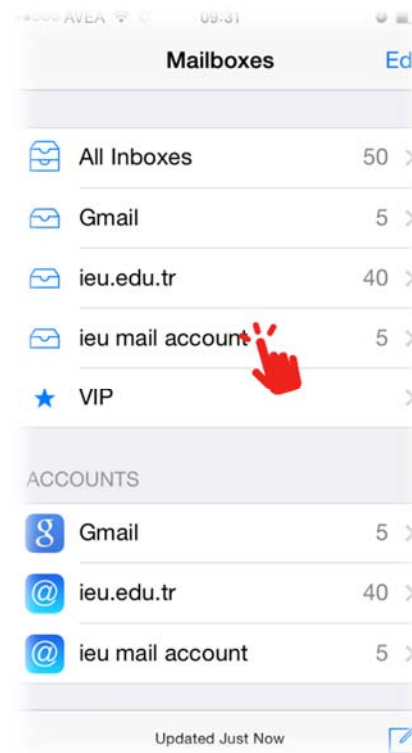
13- Please activate the “Use SSL” option under “Outgoing Mail Server” section under SMTP menu.

Change the “Server Port” to “465”.



14- Please click on “Mail” icon on the main screen.

15- Please select your account you created under “Mailboxes” menu.



16- You can see your mails under Inbox section.

