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

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Need Help?

İZMİR EKONOMİ ÜNİVERSİTESİ

SUPPORT DOCUMENTS

Helpdesk
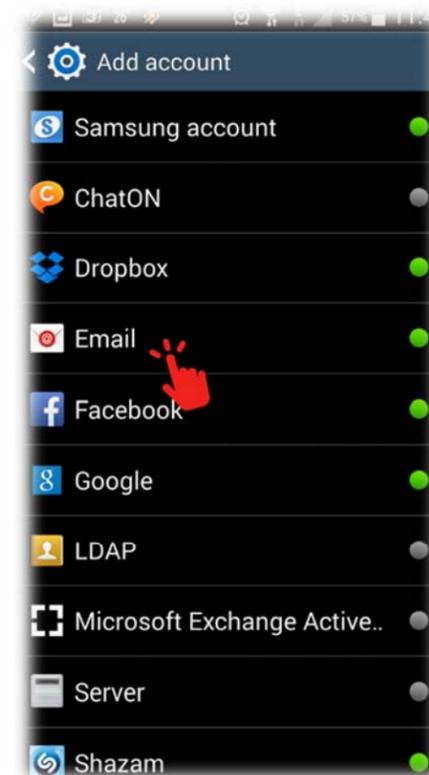
IUE-2014

Student

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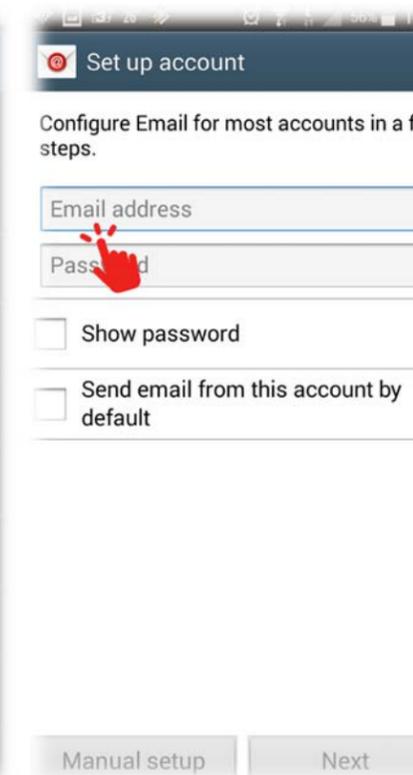**1**- Please click on "**Settings**" icon on the main screen.
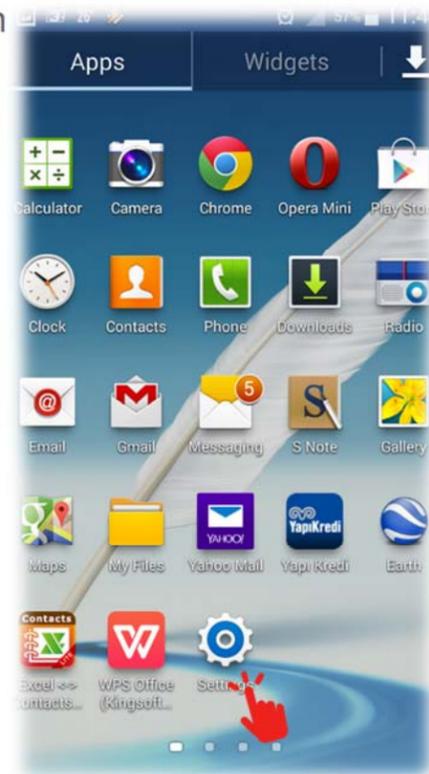
2-" Please click on "**Accounts – Add account**" menu from "**Settings**" menu.

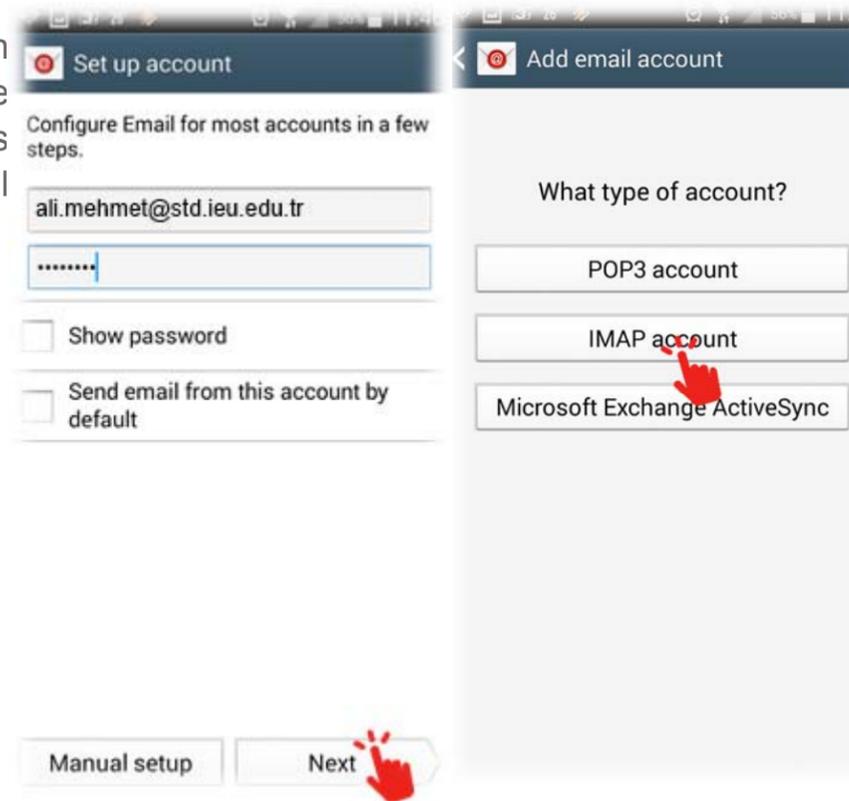**3**-" Please click on "**Email**" menu under "**Add Account**" menu.

4- Fill out the information in the "**Set up account**" menu

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6- Please click on "Next" button after filling out the information in the "**Set up account**" section such as your e-mail and password and mail account info.
*IUE mail info is as;
name. last name @ieu.edu.tr.

7- Later, **POP3 / IMAP** account, under "**Add email account**" section will pop up, click on the answer that applies to you and continue.

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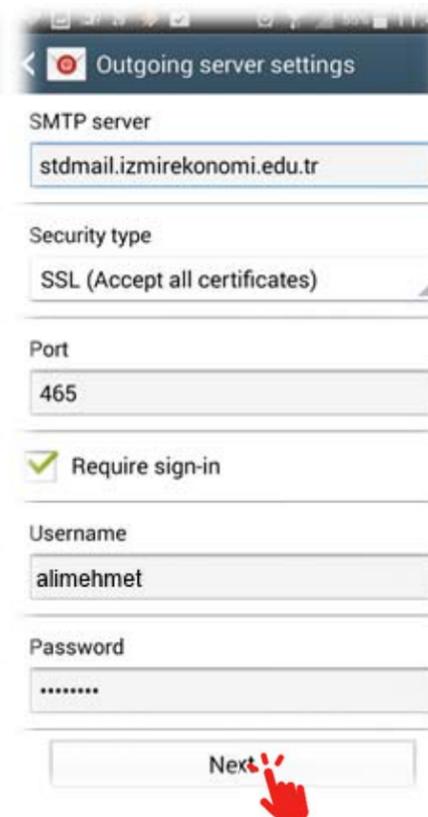
*POP: E-mails are copied on a hard disk.
It is specifically designed for downloading email from your email provider's server to your local machine. Mails in your e-mail box are periodically downloaded to your hard disk.

8- After that fill out the necessary information as **Email address, Username, Password, IMAP server, Security type, and Port** under " **Incoming server setting**" section.
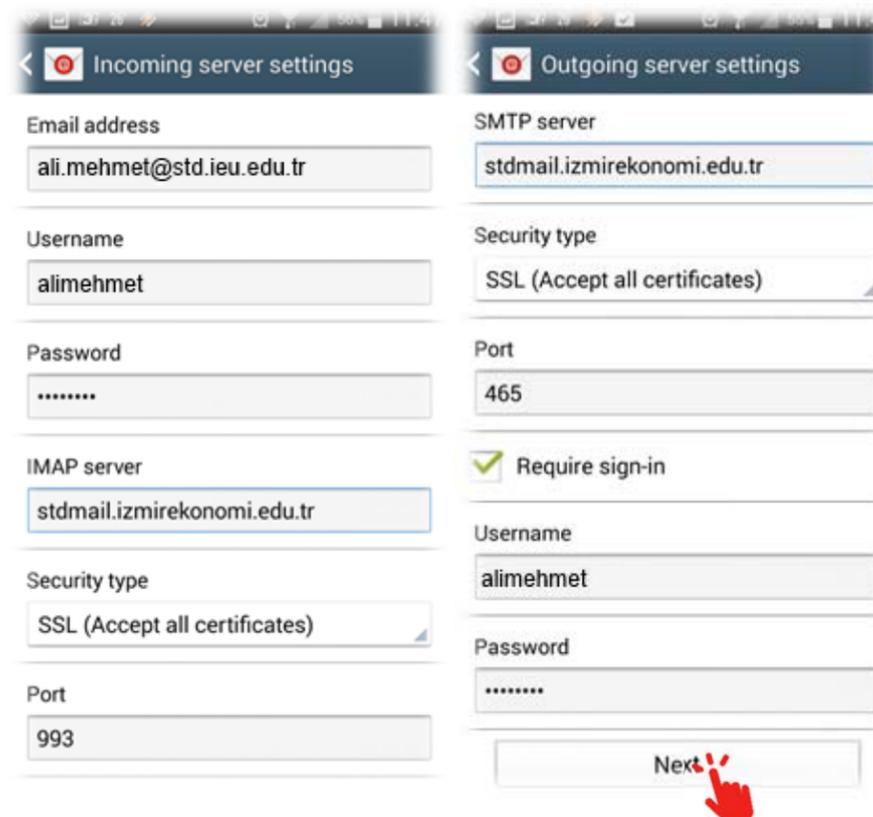
9- In the next step, please fill out the necessary information as **SMTP server Security type, Port, Username, and Password** under "**Outgoing server setting**" section and click on **Next** button.


Set up account

Configure Email for most accounts in a few steps.

ali.mehmet@std.ieu.edu.tr

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☐ Show password

☐ Send email from this account by default

Manual setup | Next

Add email account

What type of account?

POP3 account

IMAP account

Microsoft Exchange ActiveSync

Incoming server settings

Email address
ali.mehmet@std.ieu.edu.tr

Username
alimehmet

Password
••••••••

IMAP server
stdmail.izmirekonomi.edu.tr

Security type
SSL (Accept all certificates)

Port
993

Outgoing server settings

SMTP server
stdmail.izmirekonomi.edu.tr

Security type
SSL (Accept all certificates)

Port
465

☑ Require sign-in

Username
alimehmet

Password
••••••••

Next

9- Under "**Account options**" menu you can find setting options about your account. Please select the ones that apply to you and click on **Next** button.
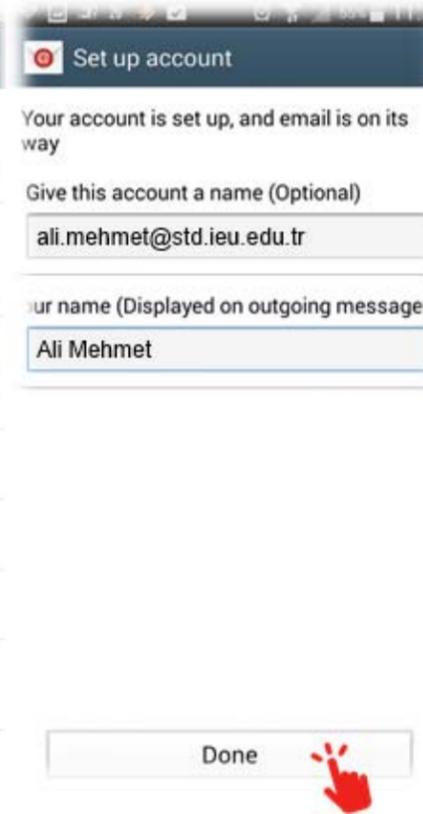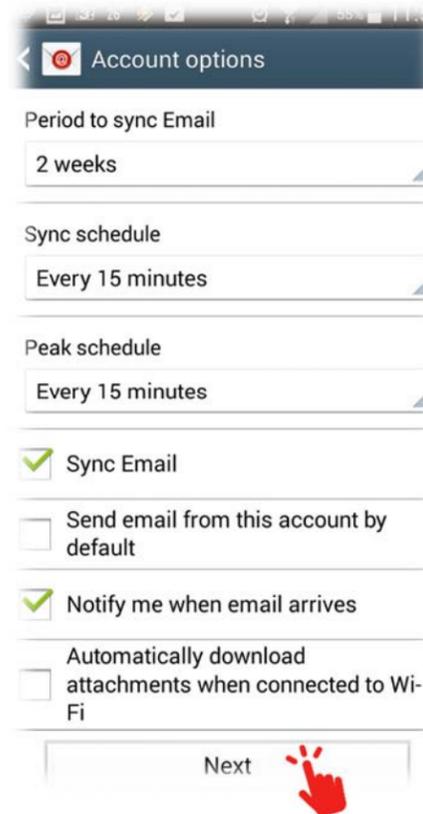
10- Write your account name and your name (displayed on outgoing message) under "**Set up account**" menu and click on **Done** button.

11- Please click on "**Mail**" icon on the main screen.
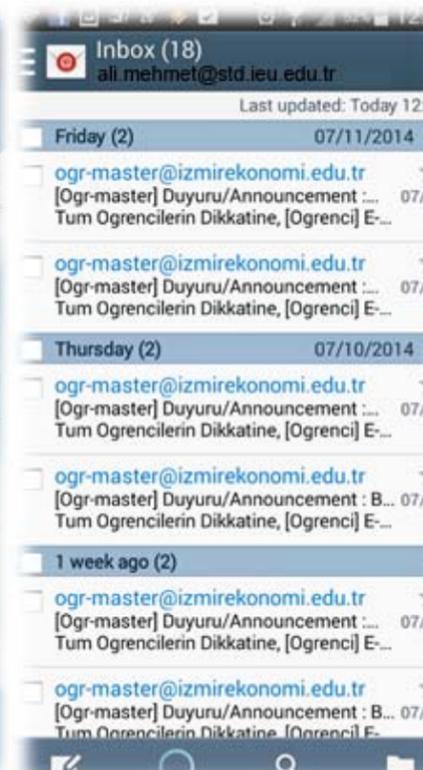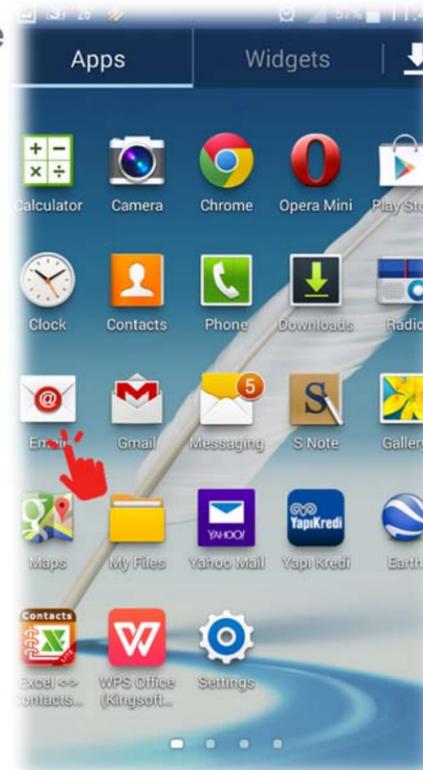
15- You can select the account you created under the "**Inbox**" menu and see your mails.