How To: Setting up King University Student E-mail on Apple iPhone (iOS 8.3)

This document outlines the process for setting up a King University student e-mail account on Apple iPhone using the stock Mail app on iOS 8.3.

Step 1: Open the ‘Settings’ app  
Step 2: Open Mail settings
Step 3: Tap ‘Add Account’

Step 4: Choose ‘Other’
Step 5: ‘Add Mail Account’

<table>
<thead>
<tr>
<th>Mail</th>
<th>Contacts</th>
<th>Calendars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Mail Account</td>
<td>Add LDAP Account</td>
<td>Add CalDAV Account</td>
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<tr>
<td></td>
<td>Add CardDAV Account</td>
<td>Add Subscribed Calendar</td>
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</tbody>
</table>
Step 6: Fill out the form

Enter your name and King University student e-mail address and password, as well as a description of the mailbox. Then tap ‘Next’.

Name: King IT
Email: @student.king.edu
Password: **********
Description: King Mail
Step 7: Mail Server Settings

Fill out the incoming mail server fields like the image below, using your King student e-mail credentials for User Name and Password. You only need to provide a Host Name for the outgoing mail server. Then tap 'Next'.
Step 8: Verifying your Info
The app will attempt to verify your account credentials. If successful, it should display a page similar to the one in Step 9. If verification fails, please check the information you provided in the form and try again.

Step 9: Tap ‘Save’ to Continue
Tap ‘Save’ to finish setting up your King University student e-mail account.
Step 10: Account Created
Verify that your new King student e-mail account is listed under ‘Accounts’ on the Mail settings page.

Step 11: Open the ‘Mail’ app
You should now be able to open the ‘Mail’ app and see your new mailbox under ‘Mailboxes’ (see Step 12).
Step 12: Mailboxes

You should see two (2) listings for your new mailbox – one in the list of inboxes (read/archivedelete incoming e-mails) and one in the list of accounts (manage folders, such as Sent, Drafts, Junk, etc).