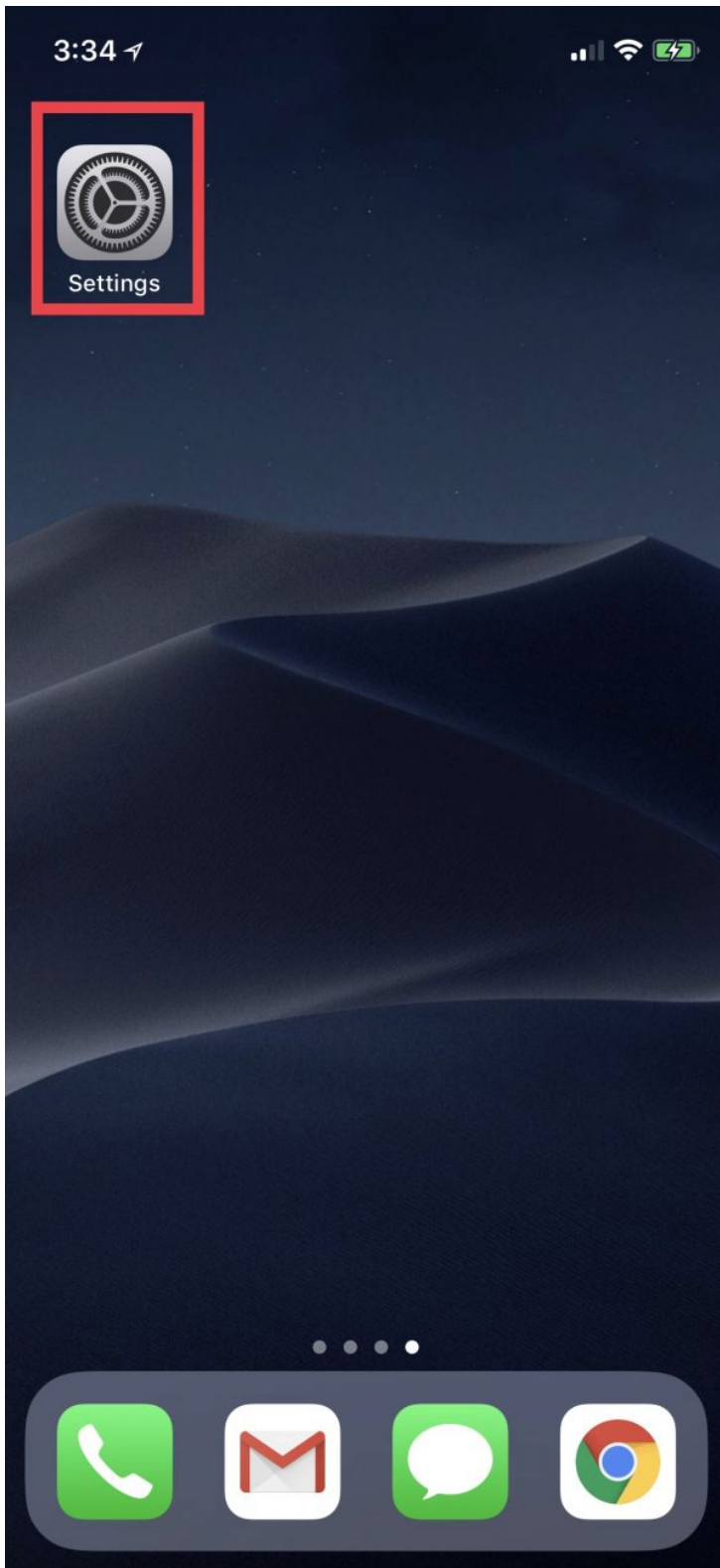


iPhone/iPad Mail Setup iOS 11



Mail is the app you use to retrieve your e-mail on an iOS device including the iPhone, iPad or iPod Touch. To set up your Amplex e-mail account follow the setup instructions below. These instructions are based on iOS version 11.4 but should work on most iOS devices updated with the last few years.

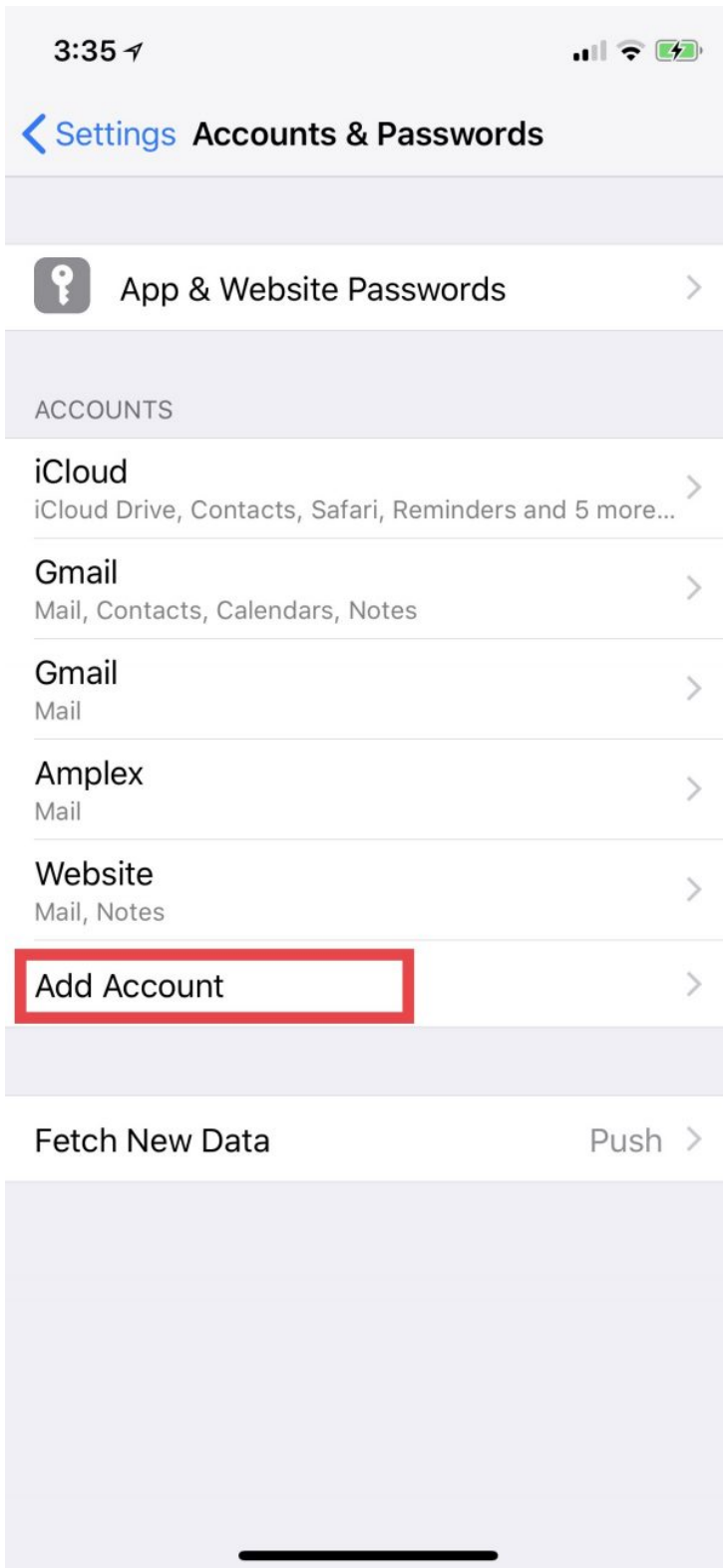
Locate the settings App from your list of Apps and **tap the settings icon** to open settings.



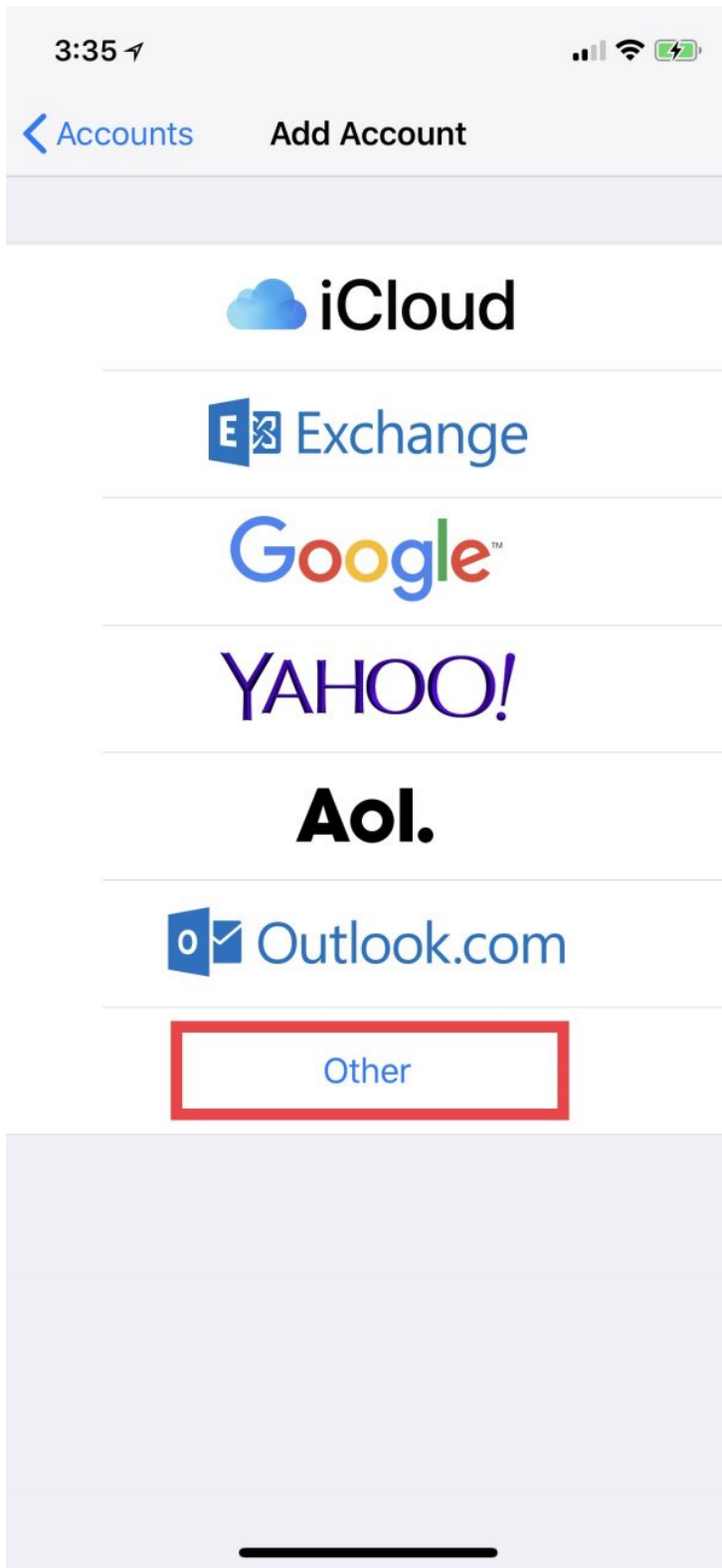
In settings scroll down and tap on **Accounts & Passwords**



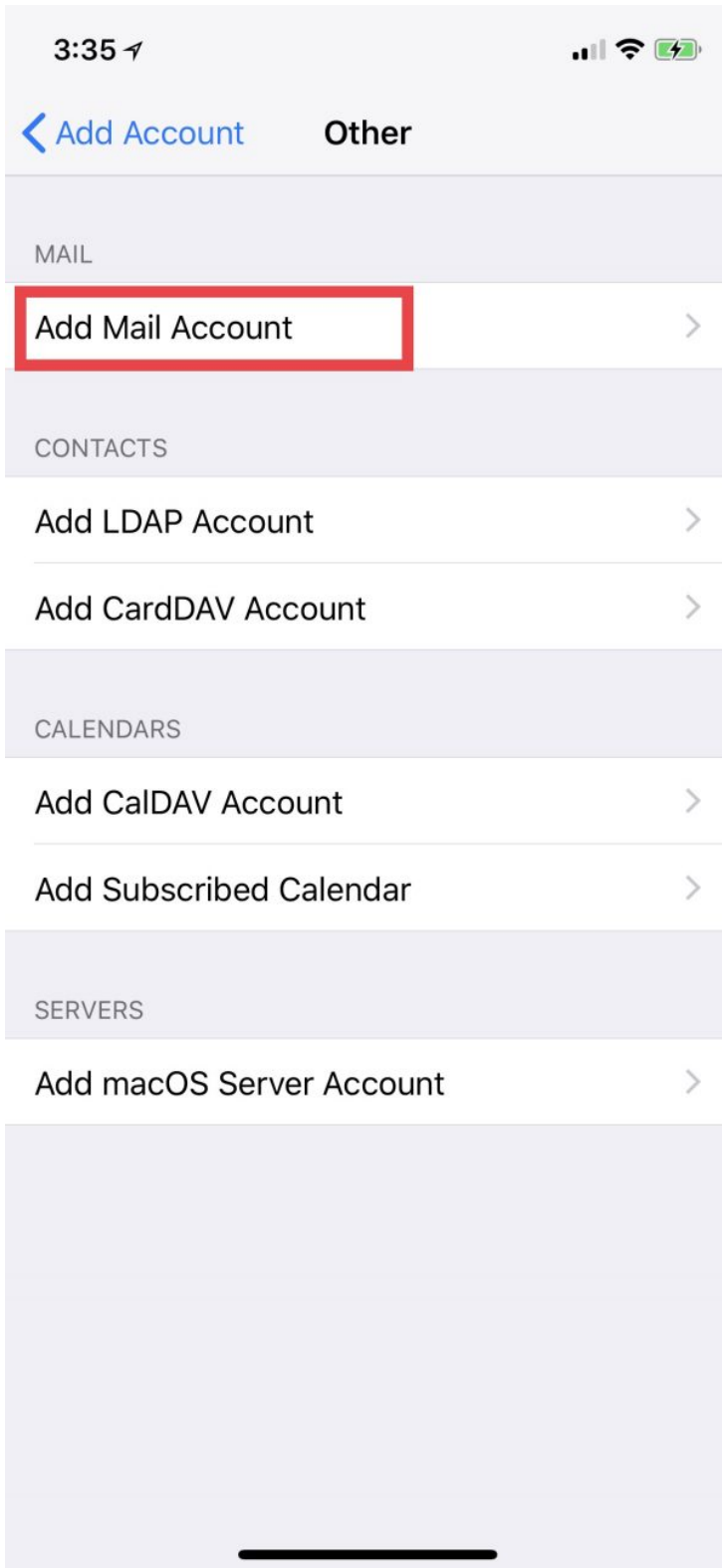
In Accounts & Passwords, scroll down and tap on **Add Account**.



In Add Account scroll down and tap on **Other**.



In Other scroll down and tap **Add Mail Account**.



In New Account tap on the blank area next to Name and **type in your name**. Tap on the blank area next to Email and **type in your Amplex.net e-mail address**. Tap on the blank area next to Password and **type in your Amplex e-mail password**. Tap on the blank area next to Description and **type in a description** for this account, for example: Amplex. **Tap next** once you've filled in all the fields.

4:18

Cancel New Account Next

Name Eric L

Email elindow@amplex.net

Password ●●●●●●●●●●

Description Amplex

"Amplex" And Admin

q w e r t y u i o p

a s d f g h j k l

z x c v b n m

123 space return

😊 🎤

At the top of the page, you will be prompted to select an IMAP or POP email account. Make sure IMAP is selected.

The screenshot shows the 'New Account' setup screen on an iPhone. At the top, there are three buttons: 'Cancel', 'New Account', and 'Next'. Below these is a selection bar with two options: 'IMAP' (which is selected and highlighted with a red box) and 'POP'. The account details are as follows:

- Name: Eric
- Email: elindow@amplex.net
- Description: elindow@amplex.net

Below this is a section for the 'INCOMING MAIL SERVER' with the following details:

- Host Name: mail.amplex.net
- User Name: elindow@amplex.net
- Password: [Redacted]

A virtual keyboard is visible at the bottom of the screen.

You will now be prompted to enter the Incoming and Outgoing mail server settings. Scroll down to Incoming Mail Server and tap on the blank area next to Host Name and **type mail.amplex.net**. Tap on the blank area next to User Name and **type your full e-mail address**. Tap on the blank area next to Password and **type your e-mail account password**.

Scroll down to the Outgoing Mail Server section and tap on the blank area next to Host Name and **type mail.amplex.net**. Tap on the blank area next to User Name and **type your full e-mail address**. Tap on the blank area next to Password and **type your e-mail account password**. **Tap Next** once you've filled in all of the fields.

3:37

Cancel New Account Next

INCOMING MAIL SERVER

Host Name mail.amplex.net

User Name elindow@amplex.net

Password ●●●●●●●●●●

OUTGOING MAIL SERVER

Host Name mail.amplex.net

User Name elindow@amplex.net

Password ●●●●●●●●●●

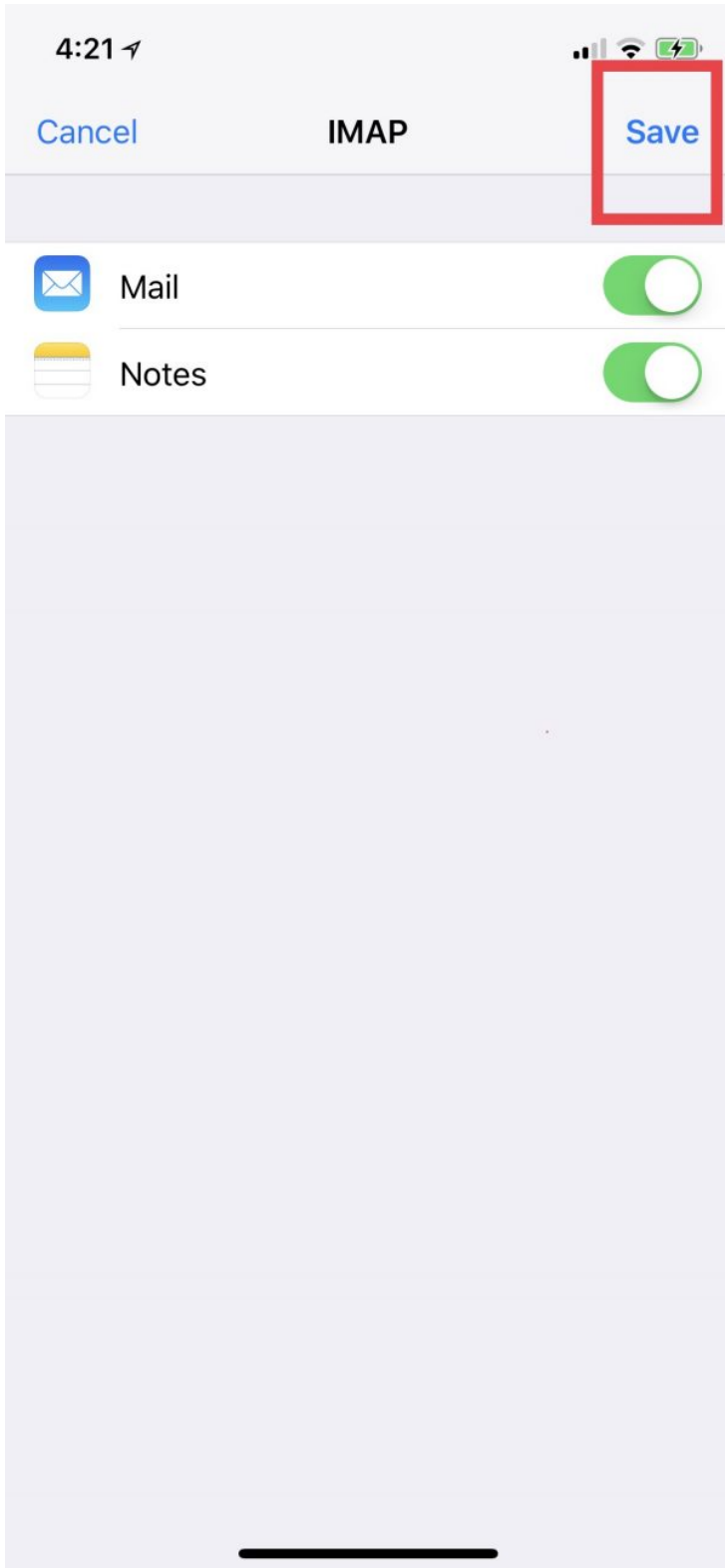
1 2 3 4 5 6 7 8 9 0

- / : ; () \$ & @ "

#+= . , ? ! ' < X

ABC space return

A window will appear verifying your settings then asking you if you wish to turn on Mail and Notes. Leave both options on (green as pictured) and **tap Save** to save your account.



You can now view your Amplex e-mail by tapping on the Mail App icon on your dock bar.