

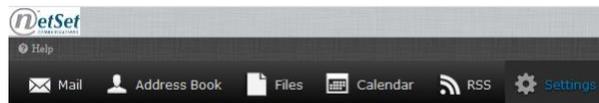
## Change NetSet Email Settings on an Apple iOS 12 Mobile Device using the Mail app

You were issued a **new random email password** about a week before the migration. If you haven't done so already, you should **change it** first; otherwise proceed to step 6.

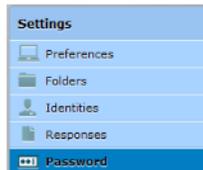
1. Log into Webmail at <https://mail.mynetset.ca/> on a computer (not a mobile device) with your full email address and new random password



2. Click on **Settings**



3. Under Settings, click on **Password**



4. Enter your **Current** random **Password**, and then your **New Password** twice

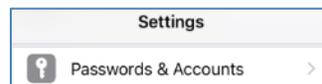
5. Click **Save**

### Changing Your Settings

6. From your Home Screen or the appropriate folder, tap the **Settings** icon



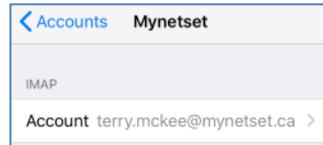
7. Scroll down and tap **Passwords & Accounts**



8. Under **Accounts**, tap your **Mail** account (typically a portion of the domain name after the @ sign in your email address, such as Mynetset)



9. Take note of the type of account (IMAP or POP)



*If using IMAP*

OR



*If using POP*

10. If using **POP**, go to **step 27**; otherwise continue here for the **IMAP** steps

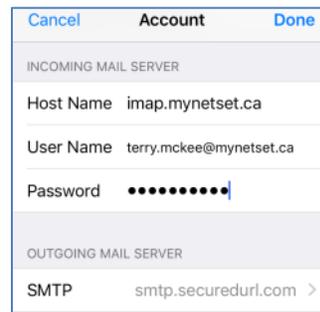
### IMAP Account

11. Tap your **Account**



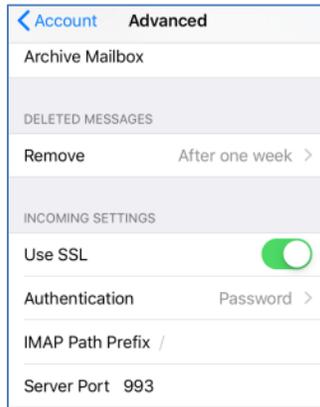
12. Change these settings:

- a. Change the **Incoming Mail Server Host Name** to **imap.mynetset.ca**
- b. Enter your new email **Password**



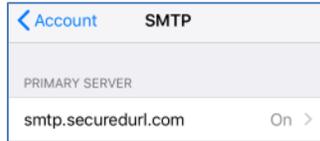
13. Do NOT tap Done yet. Tap **Advanced** at the bottom

- a. Verify that **“Use SSL”** is enabled (**green**)
- b. Verify the **Server Port** is set to **993**



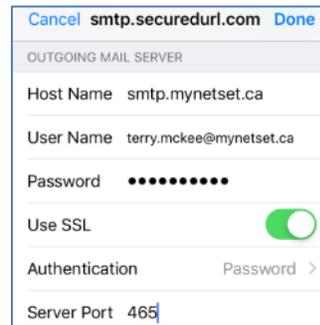
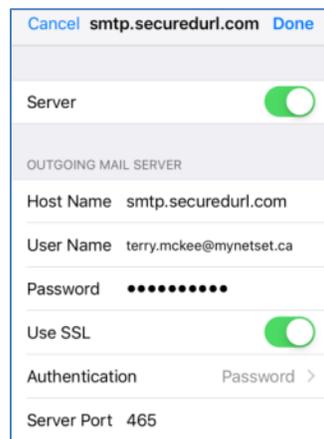
c. Tap < **Account** at the top left to go back to the previous screen

14. Tap **SMTP**, and then tap the **Primary Server** at the top



15. Change these settings:

- c. Change the **Outgoing Mail Server Host Name** to **smtp.mynetsset.ca**
- d. Enter your new email **Password**
- e. Verify that **"Use SSL"** is enabled (green)
- f. Verify the **Server Port** is set to **465**



g. Tap **Done** at the top right

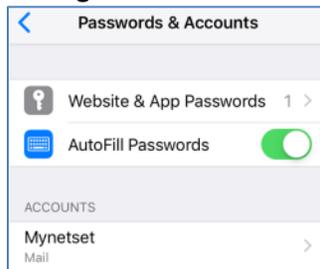
16. Tap < **Account** at the top left to go back to the previous screen



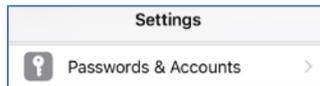
17. Tap **Done** at the top right



18. Tap the < arrow at the top left to go back to **Settings**



19. Scroll down and tap **Passwords & Accounts**



20. Under **Accounts**, tap your **Mail** account



21. Tap your **Account**



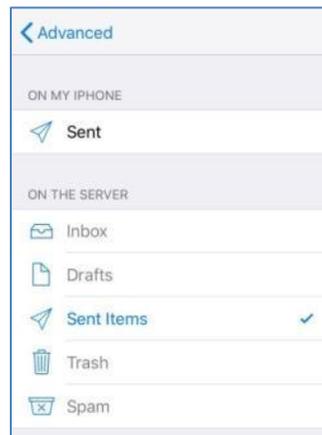
22. At the bottom tap **Advanced**



23. Under **Mailbox Behaviors**, tap each of **Drafts Mailbox**, **Sent Mailbox** and **Deleted Mailbox**, and verify that there is a **checkmark** against the appropriate folder under **On The Server** (not On My [iOS device]) and correct if necessary:
- Drafts Mailbox: **Drafts**
  - Sent Mailbox: **Sent Items**
  - Deleted Mailbox: **Trash**



- Tap **< Advanced** at the top after each Mailbox Behavior is verified



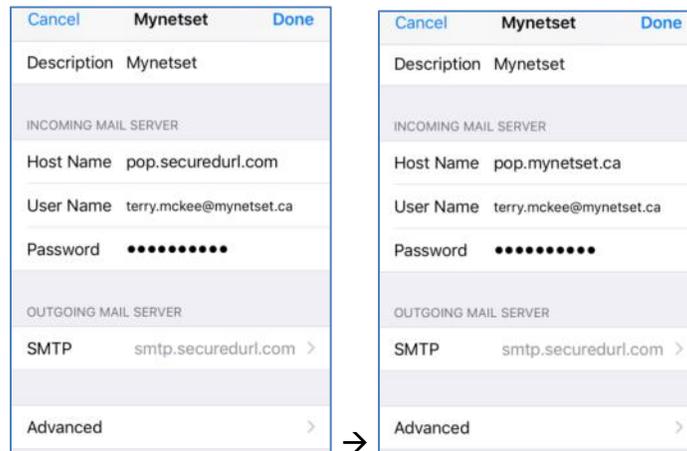
- Tap **< Account** at the top
- Tap **Done**
- Tap the **<** arrow at the top left to go back to **Settings**



Your **IMAP** account is now ready for post-migration use in the Mail app on an Apple mobile device running iOS 12.

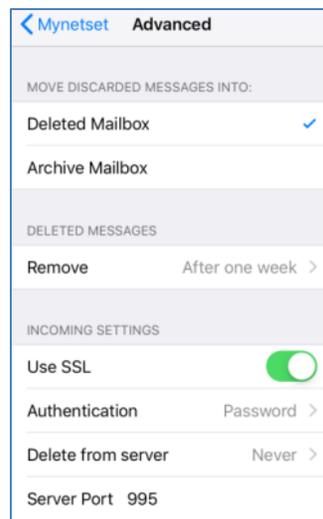
### **POP Account**

- Change these settings:
  - Change the **Incoming Mail Server Host Name** to **pop.mynetset.ca**
  - Enter your new email **Password**



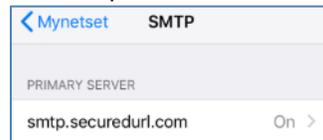
28. Do NOT tap Done yet. Tap **Advanced** at the bottom

- h. Verify that **“Use SSL”** is enabled (**green**)
- i. Verify that **“Delete from server”** is to either **Never** or **“When removed from Inbox”**
- j. Verify the **Server Port** is set to **995**



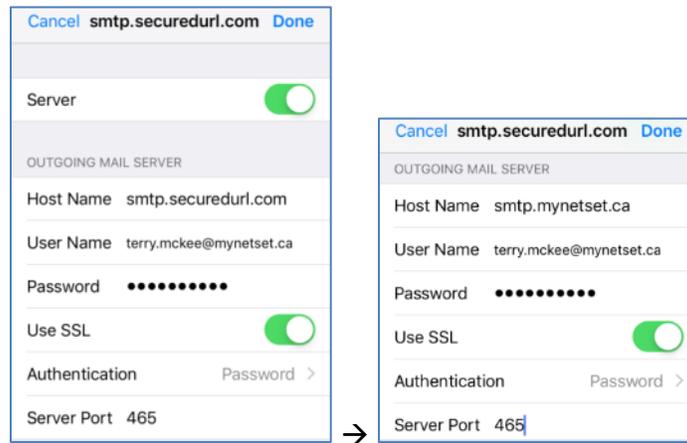
k. Tap your **account name** (such as Mynetset) at the top left to go back to the previous screen

29. Tap **SMTP**, and then tap the **Primary Server** at the top



30. Change these settings:

- j. Change the **Outgoing Mail Server Host Name** to **smtp.mynetset.ca**
- k. Enter your new email **Password**
- l. Verify that **“Use SSL”** is enabled (**green**)
- m. Verify the **Server Port** is set to **465**

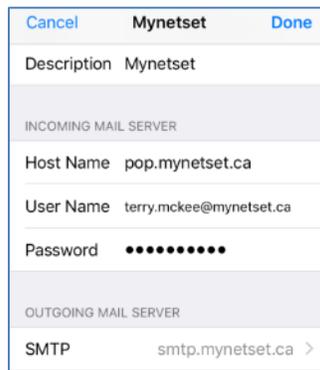


n. Tap **Done** at the top right

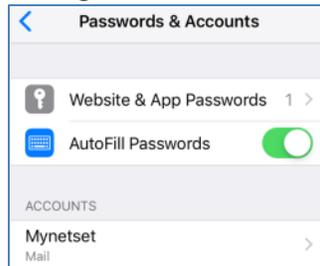
31. Tap your **account name** (such as Mynetset) at the top left to go back to the previous screen



32. Tap **Done** at the top right



33. Tap the < arrow at the top left to go back to **Settings**



Your **POP** account is now ready for post-migration use in the Mail app on an Apple mobile device running iOS 12.