

# Adding Your Meigscounty.net Email to your iPhone/iPad

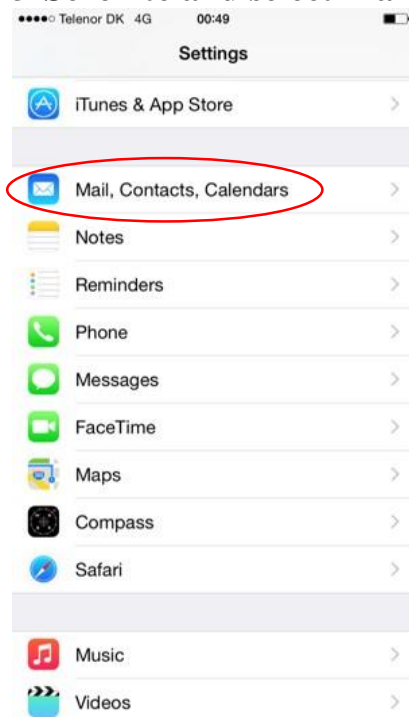
## 1 Before you start

If you are a new teacher you will need to get your email address and password. It is usually in the format of FirstNameLastName@meigscounty.net

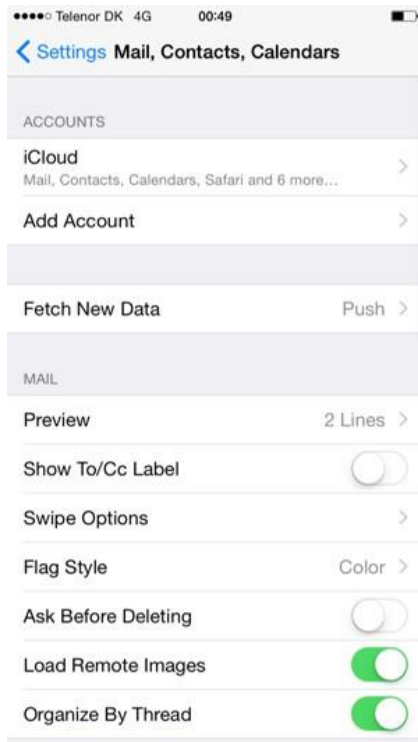
## 2 Select Settings



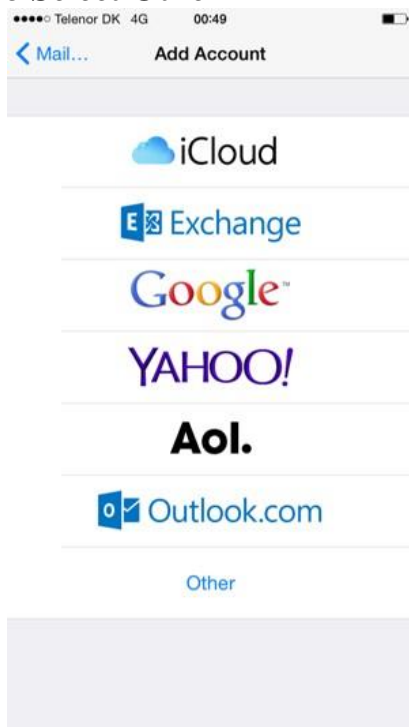
## 3 Scroll to and select Mail, Contacts, Calendars



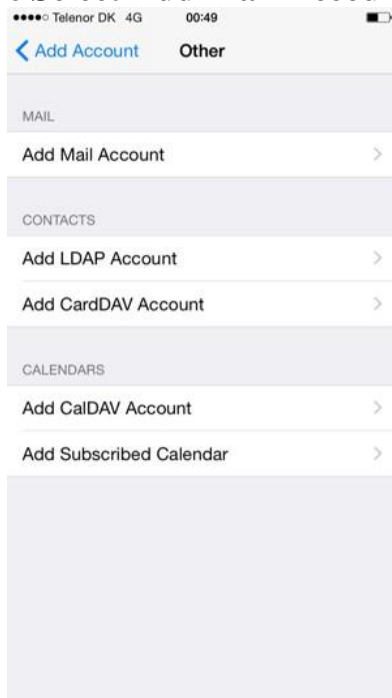
## 4 Select Add Account



## 5 Select Other



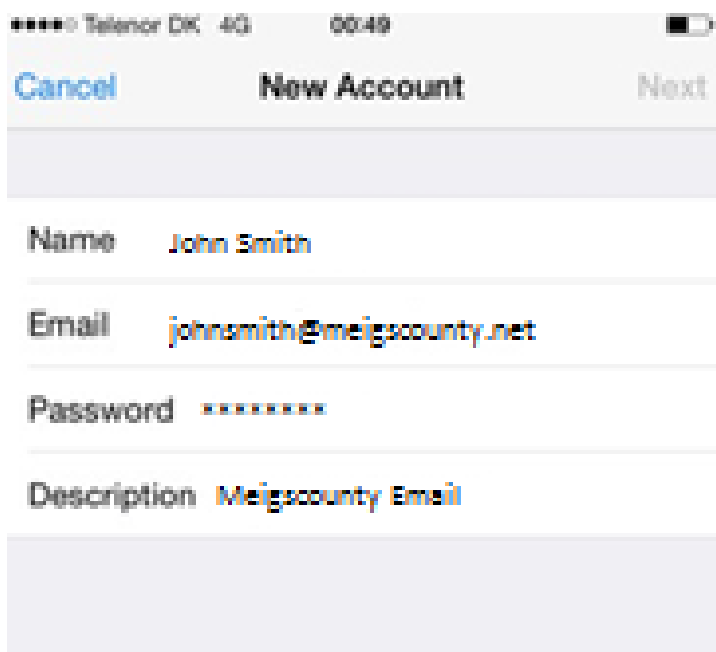
## 6 Select Add Mail Account



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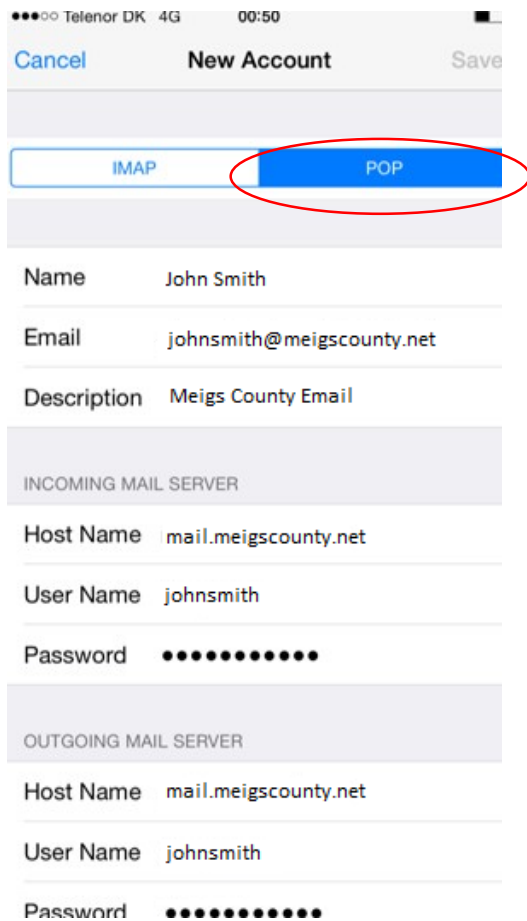
## Enter the required information and select Next

Note: the Password is case-sensitive.



## 8 Select POP and enter email information for Incoming/Outgoing Mail Server

Note: the Password is case-sensitive



Cancel      **New Account**      Save

IMAP      **POP**

Name      John Smith

Email      johnsmith@meigscounty.net

Description      Meigs County Email

INCOMING MAIL SERVER

Host Name      mail.meigscounty.net

User Name      johnsmith

Password      ●●●●●●●●

OUTGOING MAIL SERVER

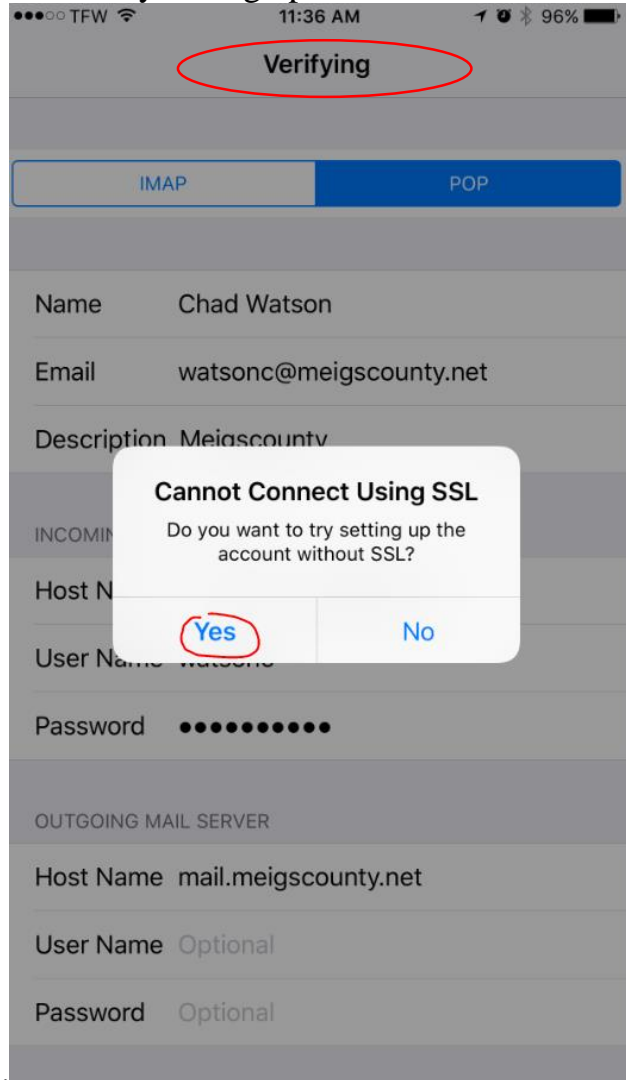
Host Name      mail.meigscounty.net

User Name      johnsmith

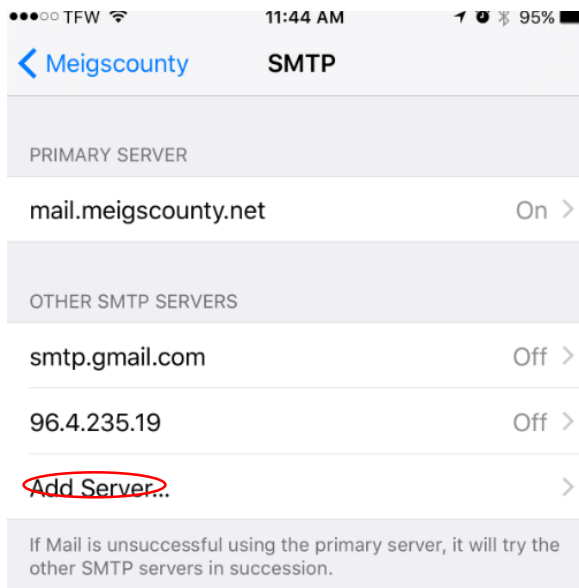
Password      ●●●●●●●●

10 Select **DONE** and wait for **Verifying** to error out (this may take several minutes)

**Click Yes** – When prompted with a box that says **Cannot Connect Using SSL** Do you want to try setting up the account without SSL, choose Yes.



## 11) Add Outgoing Mail Server – Click Add Server



**For the Outgoing Mail server use this information**

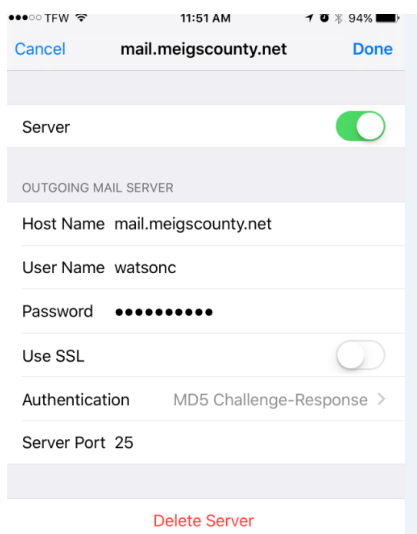
**Server:** mail.meigscounty.net

**Username:** Same as used above (LastNameFirstInitial)

**Password:** Same as used above.

**Port:** 25

**DO NOT USE SSL**



**Click Done**