Setting up your University Email Account on an iOS Device

IMAP Settings

These instructions are to be used as a general guideline only, directions will vary per device.

1. Open the Settings app for your phone or tablet.
2. Scroll down and find Accounts & Passwords
3. Choose Add account
4. Select Other
5. Select Add Mail Account
6. Enter in your full email address and password and select Next

   During our CLID to ULID transition, some users will have CLID@louisiana.edu as their primary email address while others will have ULID@louisiana.edu. To confirm you’re using the correct email address login to your University email in a web browser and hoover your mouse over your name in the top right corner of the screen. The email address that appears in the box is your primary address.

7. Select IMAP account.

   Enter the following settings for the Incoming Server:
   - Host Name: imap.zimbra.louisiana.edu
   - Username: YourCLID/ULID@louisiana.edu
   - Password: YourPasswordHere

   Enter the following settings for the Outgoing Server:
   - Host Name: mailer.zimbra.louisiana.edu
   - Username: YourCLID/ULID@louisiana.edu
   - Password: YourPasswordHere

8. On the next screen, touch Save.
10. On the next screen, select Account with your .edu email address next to it.
11. In the Account box, under Outgoing Mail Server, touch SMTP.
12. In the SMTP box, under Primary Server, touch mailer.zimbra.louisiana.edu. Verify the following settings and touch Done, and return to the Account box.

   Host Name: mailer.zimbra.louisiana.edu
   User Name: YourCLID@louisiana.edu
   Password: YourPasswordHere
   Use SSL: Green
   Authentication: Password
   Server Port: 587

13. In the Account box, near the bottom, touch Advanced.
14. In the Advanced settings box, under Incoming Settings, touch SMTP. Verify the following settings and touch Account, and return to the Account box.
**Incoming Settings**
Use SSL: Green
Authentication: Password
IMAP Path Prefix: *Leave Blank*
Server Port: 143

15. Touch **Done**.

*(See below for a step by step tutorial including pictures)*
1. Open the **Settings** app for your phone or tablet.
2. Select **Accounts & Passwords**
3. Select **Other** as the type of account.
4. Touch **Add Mail Account** under the Mail section.

5.
6. Type your name, full email address, password, and a description for that mailbox (such as UL Lafayette) and touch Next.

During our CLID to ULID transition, some users will have `CLID@louisiana.edu` as their primary email address while others will have `ULID@louisiana.edu`. To confirm you’re using the correct email address login to your University email in a web browser and hoover your mouse over your name in the top right corner of the screen. The email address that appears in the box is your primary address.
7. With IMAP selected, fill in the settings listed below and touch Next.

**Incoming Mail Server:**
Host Name: imap.zimbra.louisiana.edu
User Name: YourCLIDorULID@louisiana.edu
Password: YourPasswordHere

**Outgoing Mail Server:**
Host Name: mailer.zimbra.louisiana.edu
User Name: YourCLIDorULID@louisiana.edu
Password: YourPasswordHere

During our CLID to ULID transition, some users will have CLID@louisiana.edu as their primary email address while others will have ULID@louisiana.edu. To confirm you’re using the correct email address login to your University email in a web browser and hover your mouse over your name in the top right corner of the screen. The email address that appears in the box is your primary address.
8. On the next screen, touch **Save**.
9. Back on the **Accounts & Passwords** screen select your **Account name**.
## Accounts & Passwords

### iCloud
- iCloud Drive, Contacts, Calendars, Safari and 6 more...

### Gmail
- Mail, Calendars

### Yahoo!
- Mail, Calendars, Reminders, Notes

### Louisiana
- Mail

### Add Account

### Fetch New Data
- Push
10. On the next screen, select **Account** with your .edu email address next to it.
11. In the **Account** box, under **Outgoing Mail Server**, touch **SMTP**.
12. In the **SMTP** box, under **Primary Server**, touch `mailer.zimbra.louisiana.edu`. Verify the following settings and touch **Done**, and return to the **Account** box.

- **Host Name**: `mailer.zimbra.louisiana.edu`
- **User Name**: `YourCLIDorULID@louisiana.edu`
- **Password**: `YourPasswordHere`
- **Use SSL**: `Green`
- **Authentication**: `Password`
- **Server Port**: `587`
13. In the **Account** box, near the bottom, touch **Advanced**.
14. In the **Advanced** settings box, under **Incoming Settings**, touch **SMTP**. Verify the following settings and touch **Account**, and return to the **Account** box.

**Incoming Settings**
- Use SSL: Green
- Authentication: Password
- IMAP Path Prefix: *Leave Blank*
- Server Port: 143
15. Touch **Done**.

![Image of the device interface showing the account settings and theDone button highlighted.](image-url)