

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 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.
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**.
9. Back on the **Accounts & Passwords** screen select your **Account name**.
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

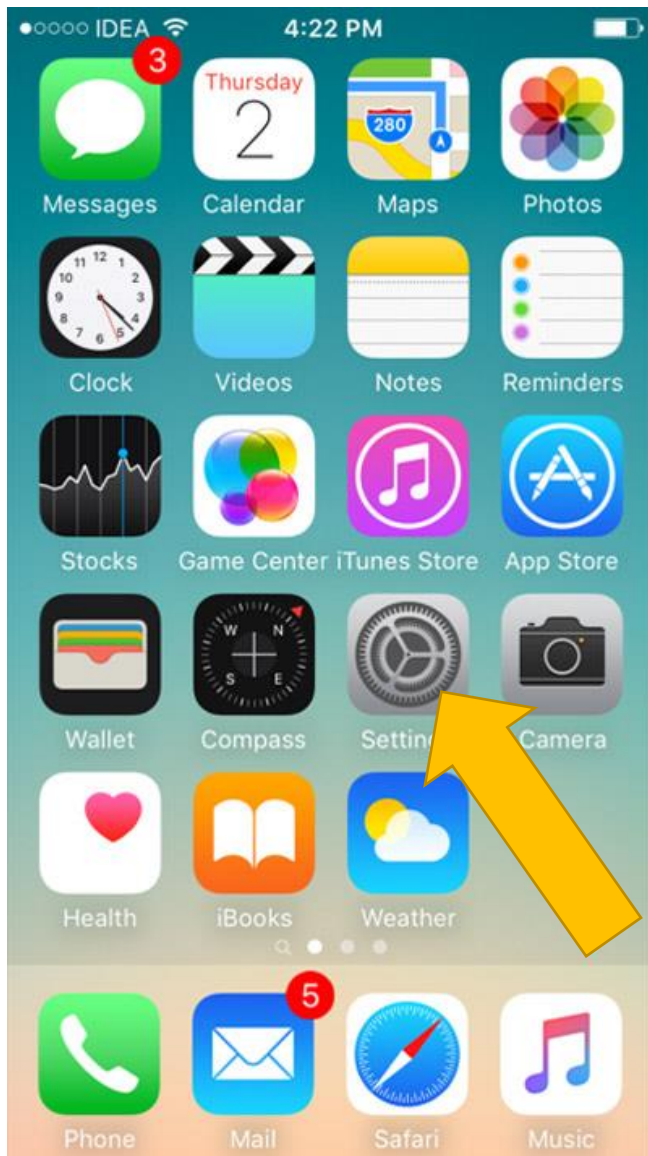
IMAP Path Prefix: **Leave Blank**

Server Port: 143

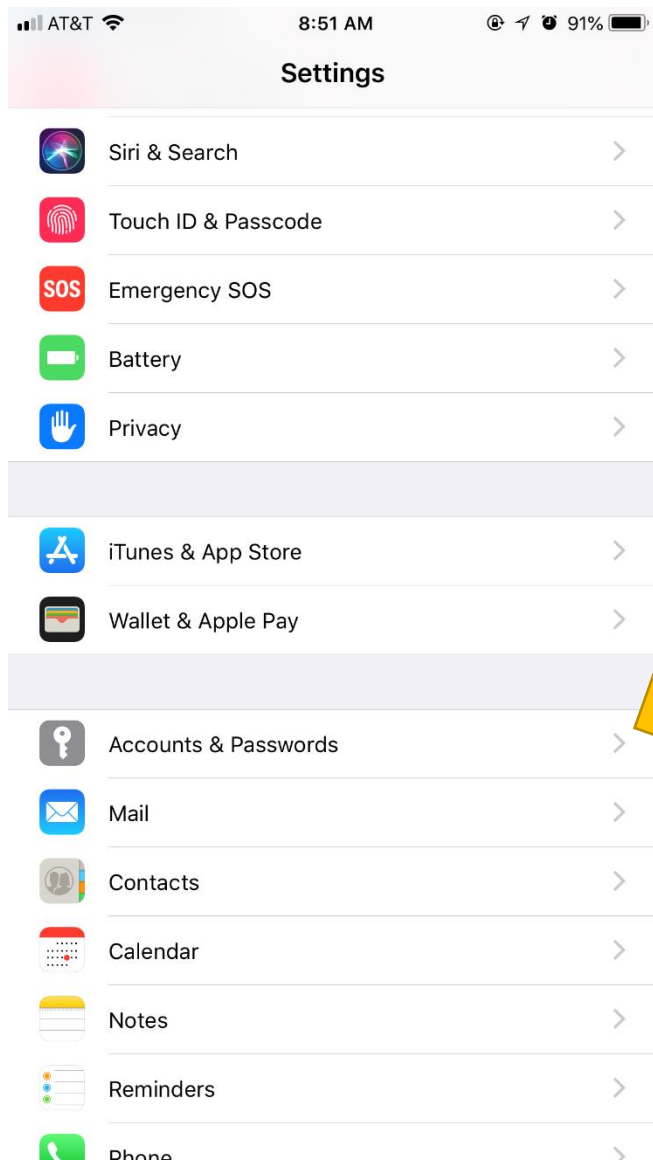
15. Touch **Done**.

(See below for a step by step tutorial including pictures)

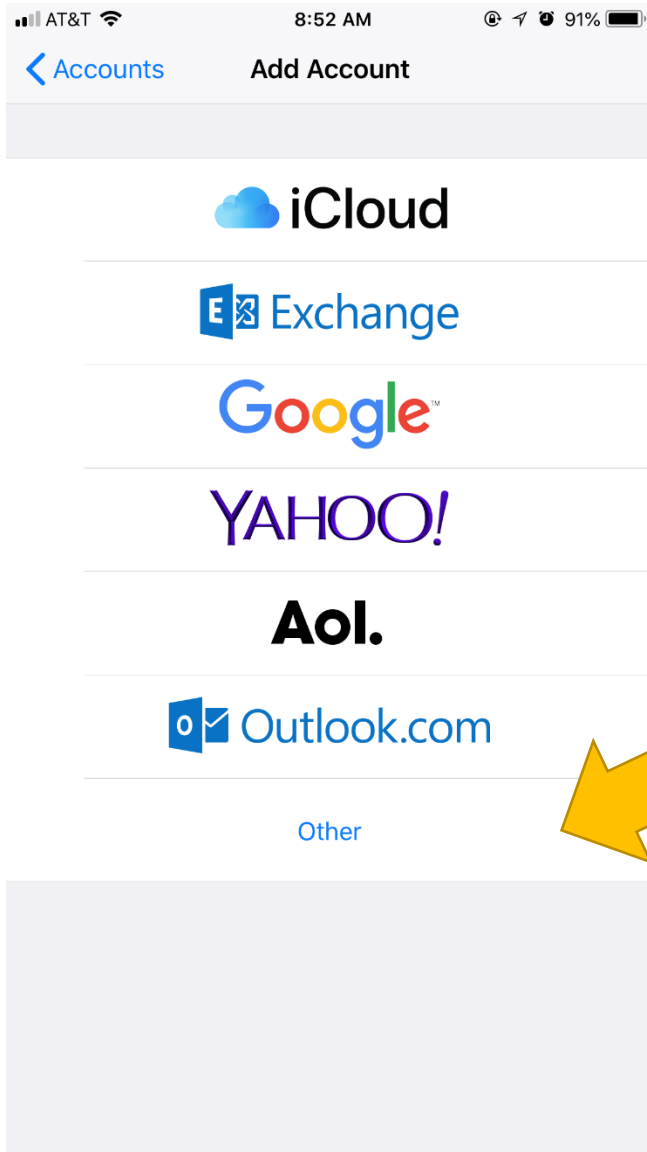
1. Open the **Settings** app for your phone or tablet.



2. Select **Accounts & Passwords**

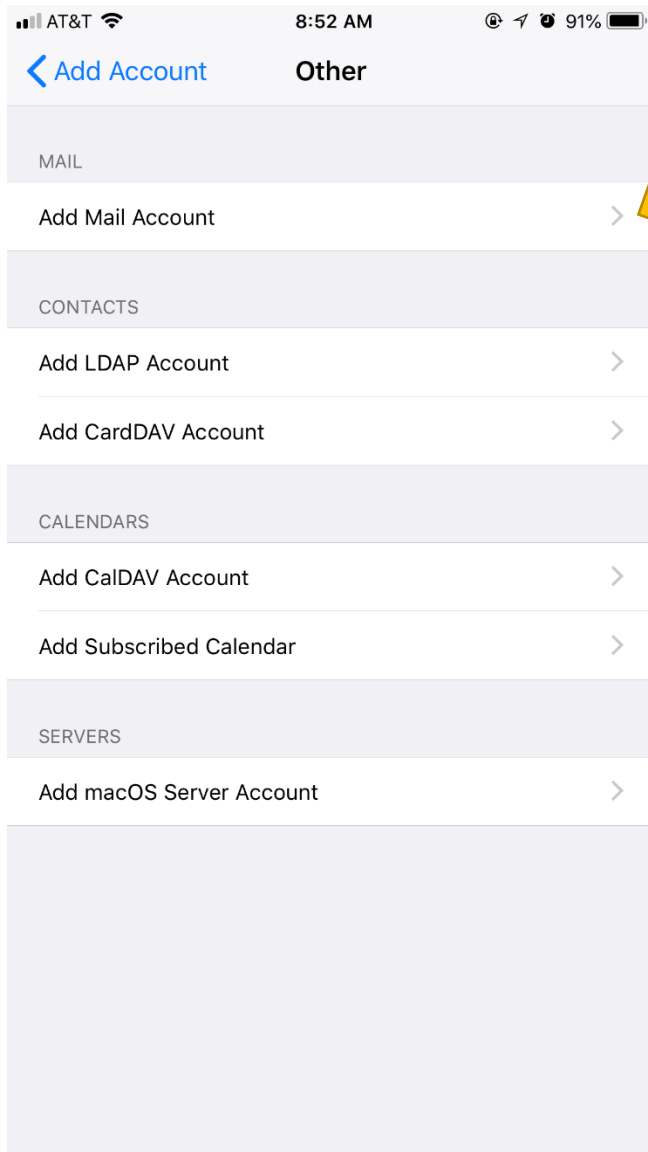


3. Select **Other** as the type of account.



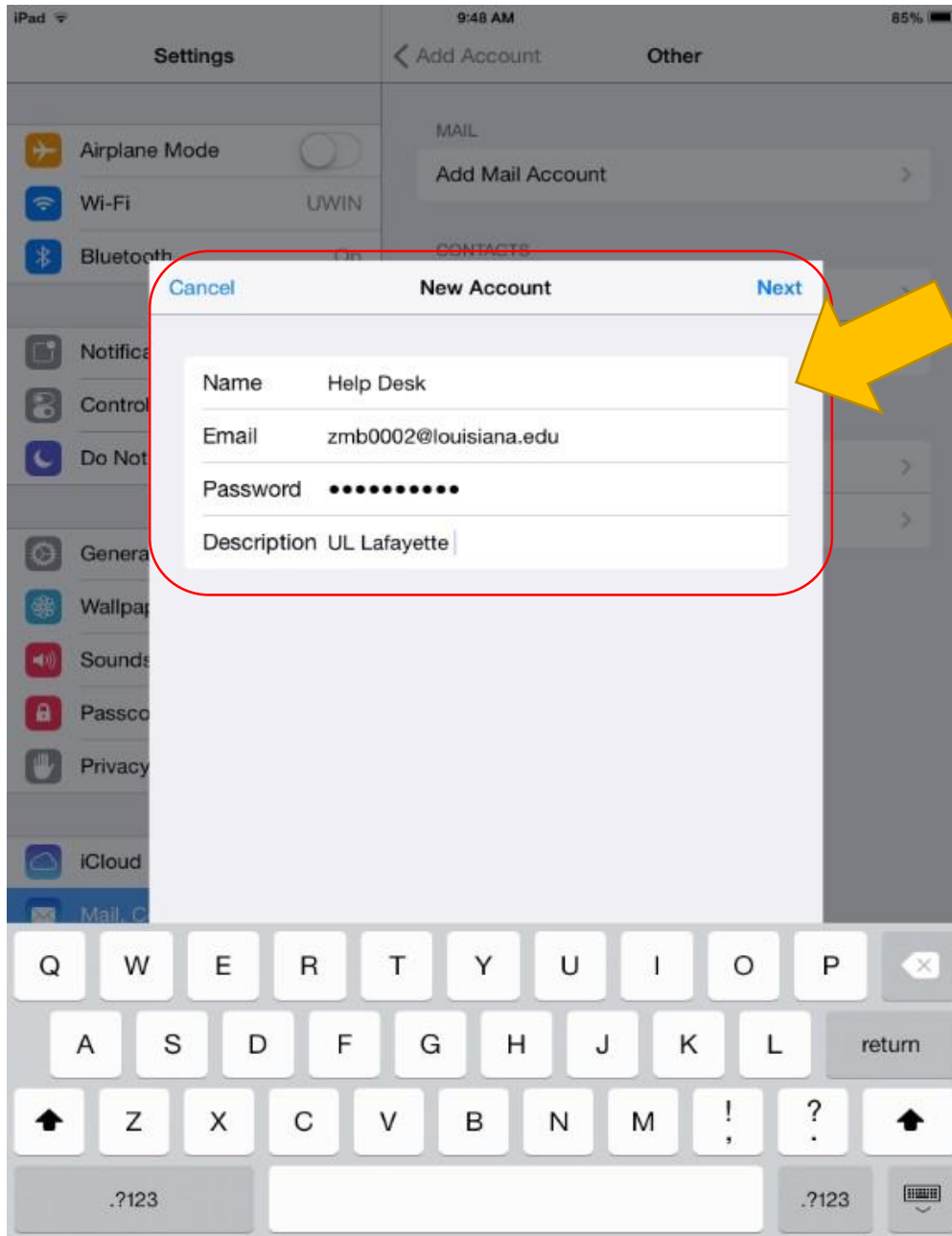
4. Touch **Add Mail Account** under the Mail section.

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**.

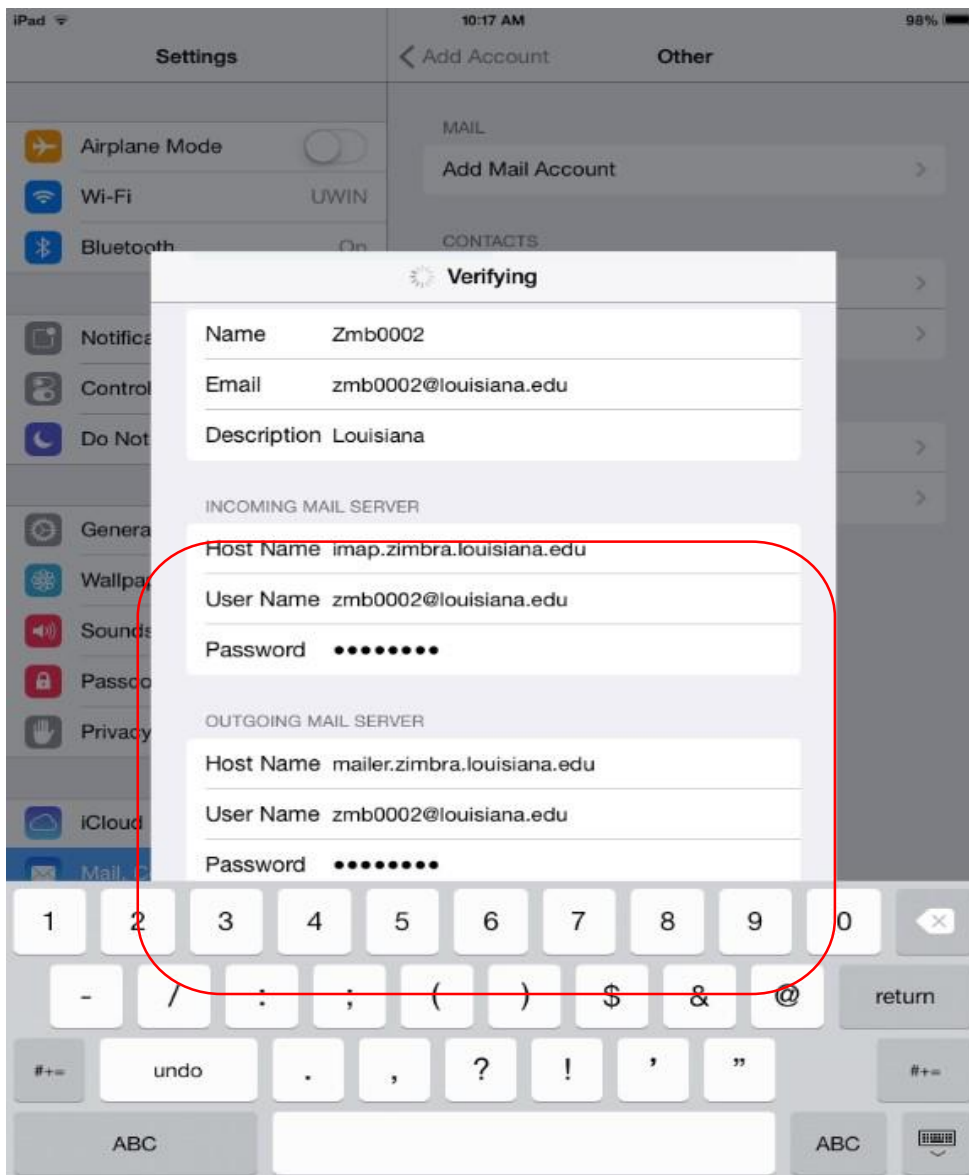
Incoming Mail Server:

Host Name: imap.zimbra.louisiana.edu
User Name: YourCLIDorULID@louisiana.edu
Password: YourPasswordHere

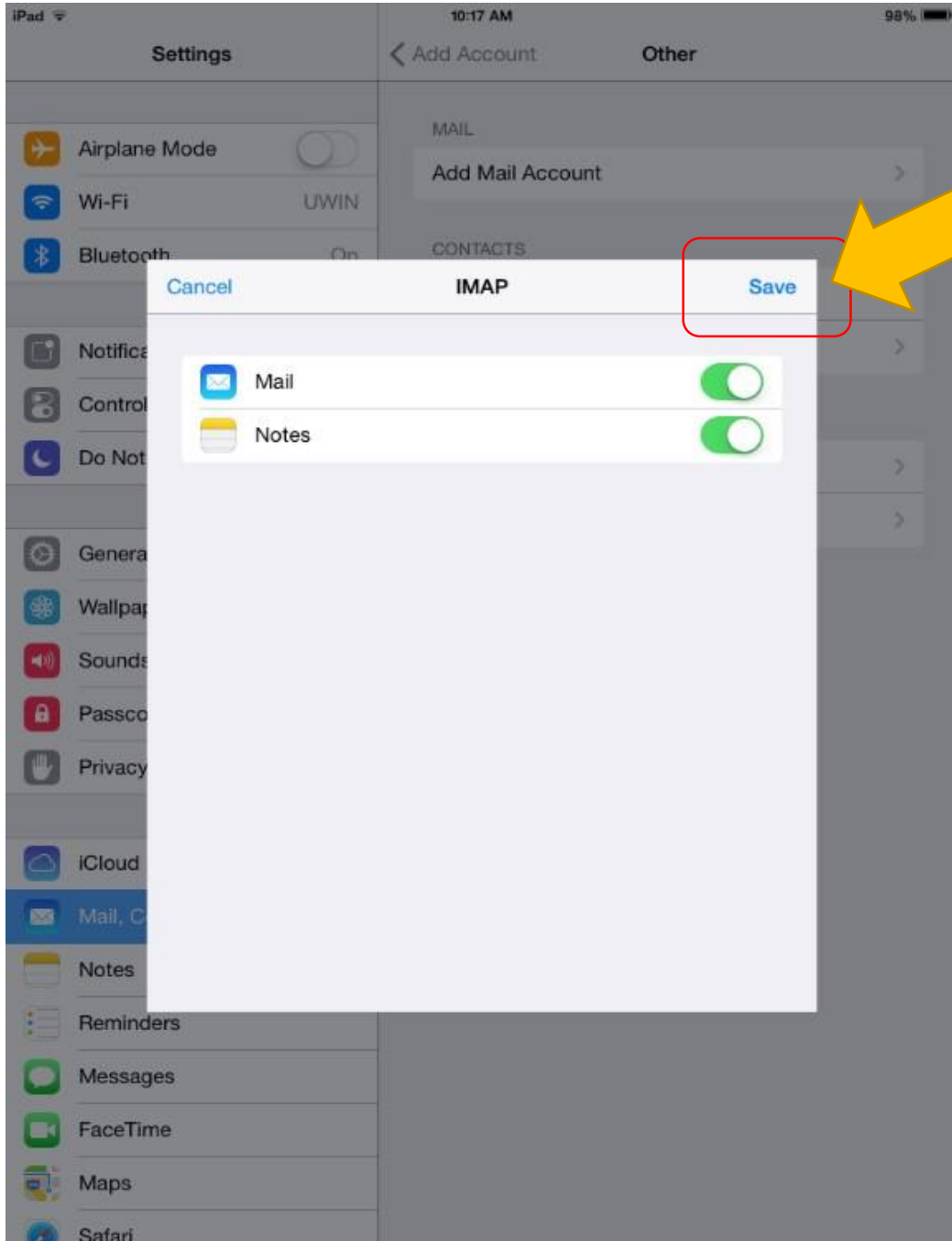
Outgoing Mail Server:

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**.



Settings Accounts & Passwords

App & Website Passwords >

ACCOUNTS

iCloud >
iCloud Drive, Contacts, Calendars, Safari and 6 more...

Gmail >
Mail, Calendars

Yahoo! >
Mail, Calendars, Reminders, Notes

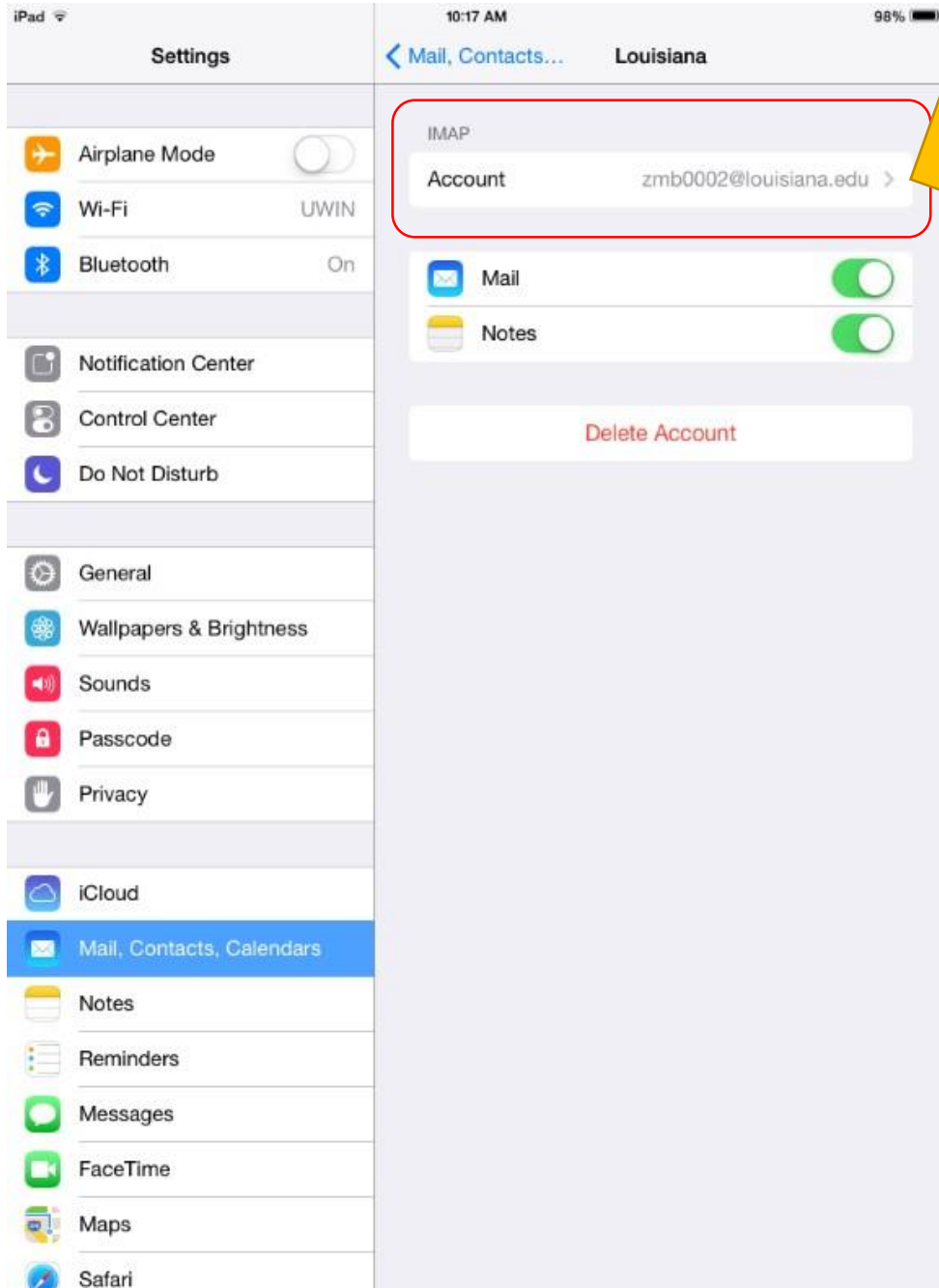
Louisiana >
Mail

Add Account >

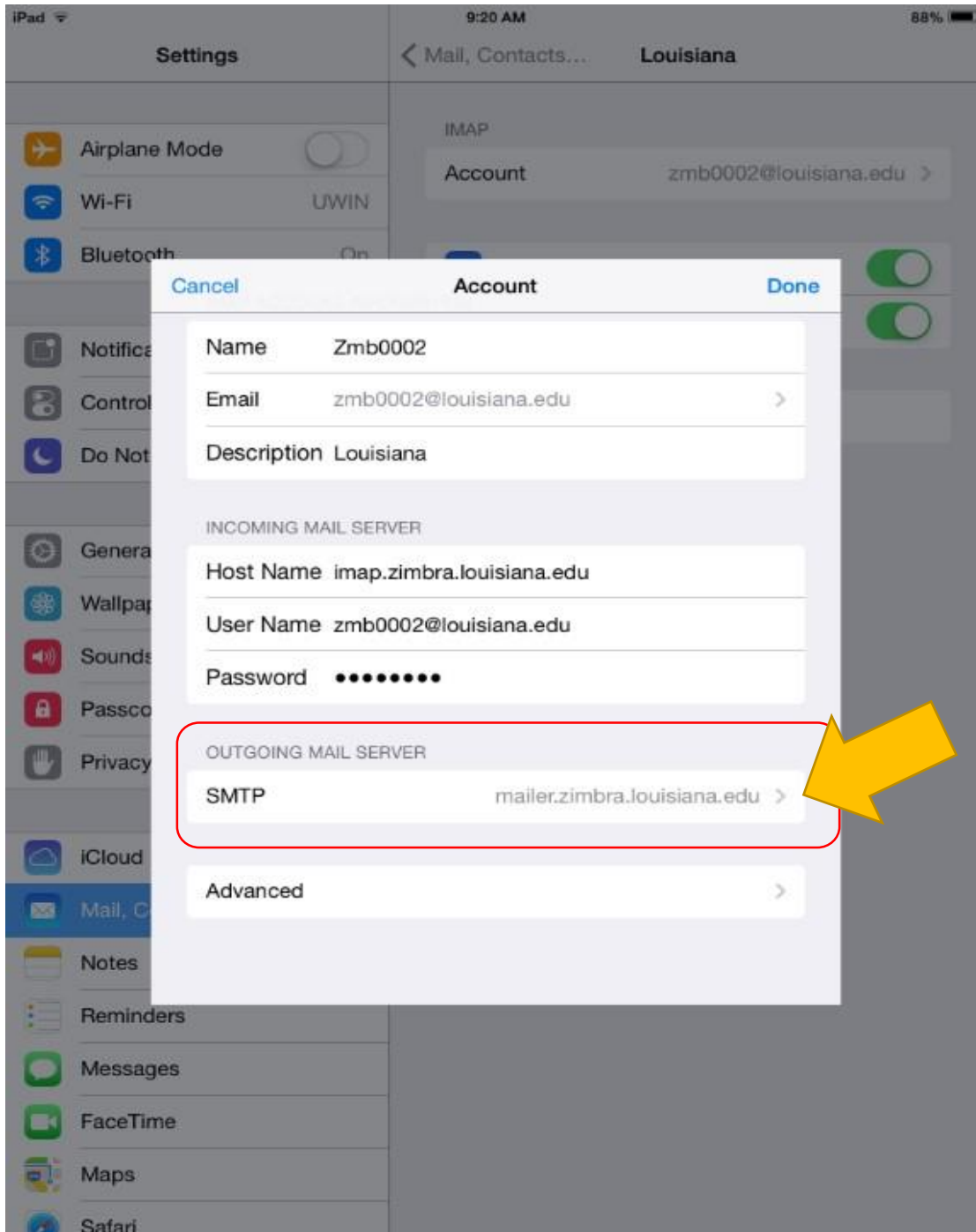
Fetch New Data Push >



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**

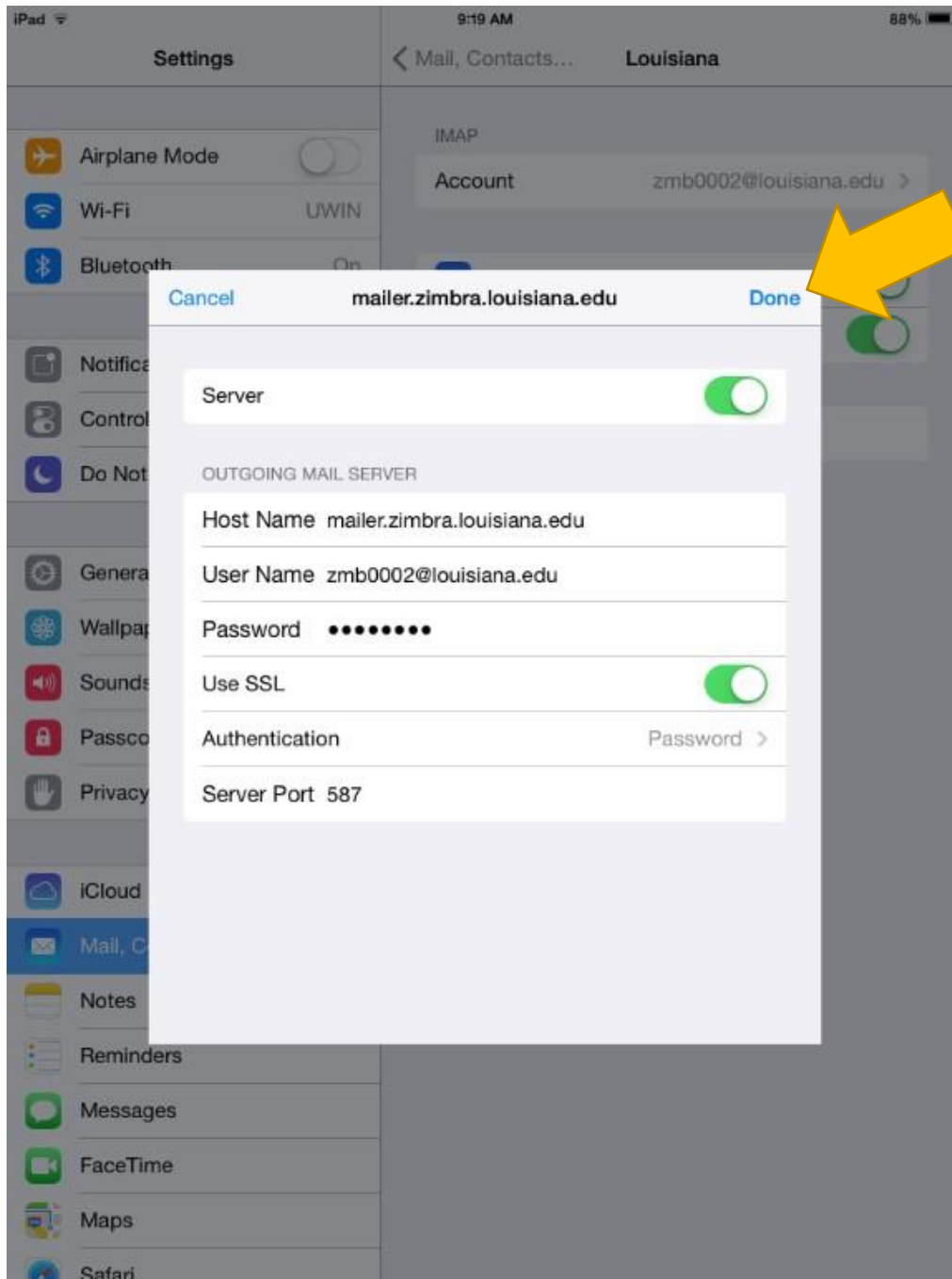
User Name: **YourCLIDorULID@louisiana.edu**

Password: **YourPasswordHere**

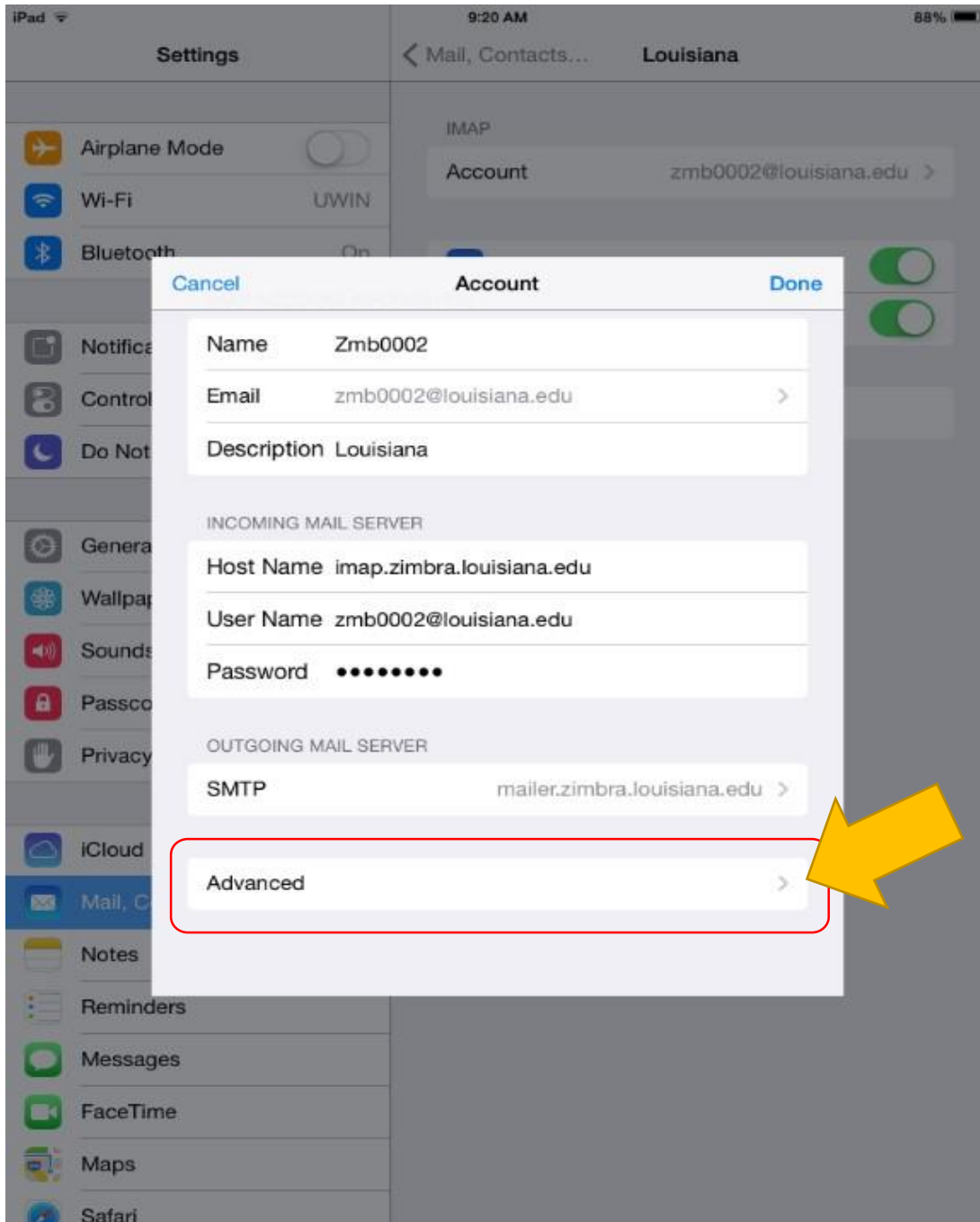
Use SSL: **Green**

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.

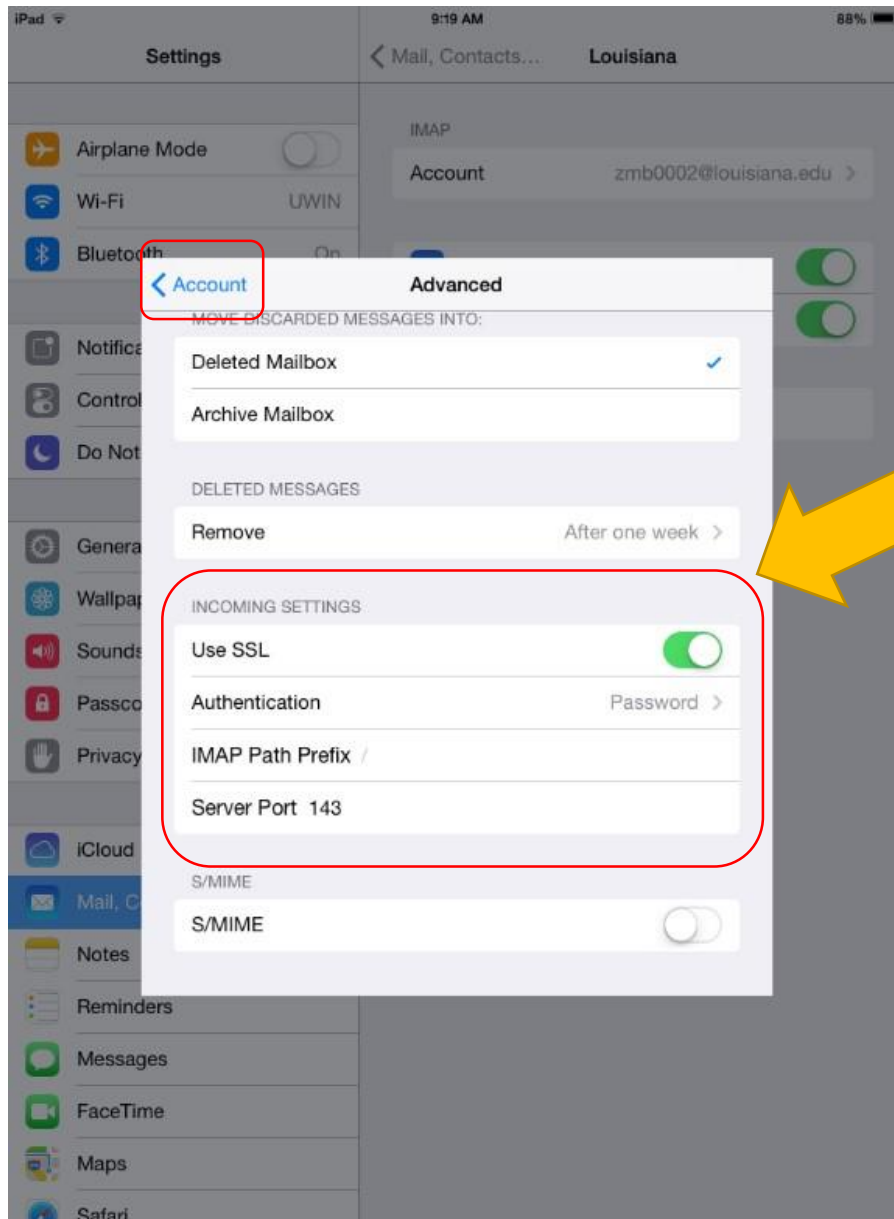
Incoming Settings

Use SSL: Green

Authentication: Password

IMAP Path Prefix: **Leave Blank**

Server Port: 143



15. Touch **Done**.

