Configuring JHEM Email on your iPhone or iPad

JHEM users can configure their iPhone or iPad to send and receive email by following these steps:

1. Tap **Settings**, and then tap **Mail, Contacts, Calendars**
2. On the Accounts page, tap **Add Account...**
3. Choose **Other** from the choices of types of accounts to add
4. In the Mail section on the Other page, tap **Add Mail Account**
5. In the New Account page, enter the following information:
   - **Name**: your name as you would like it to appear
   - **Address**: your JHEM email address
   - **Password**: your JHEM/JHED password
   - **Description**: a label for this email account on your iPhone
4. Tap **Next**. You will see a brief message that says **Looking up Account**, and then you will be taken to the New Account page
6. With the IMAP tab highlighted, Name, Address, and Description should already be filled in.
7. With the IMAP tab still highlighted, enter in the following **Incoming Mail Server**
   - **Host Name**: jhem.johnshopkins.edu
   - **User Name**: your JHED ID
   - **Password**: your JHEM/JHED password
8. With the IMAP tab still highlighted, enter in the following **Outgoing Mail Server**
   - **Host Name**: smtp.johnshopkins.edu
   - **User Name**: your JHED ID
   - **Password**: your JHEM/JHED password
9. Tap **Next**. You will briefly see a message that says **Verifying**. If there is a problem with a user name or password that you entered, you will be taken back to IMAP New Account page for correction. When everything is correct, you will be taken to the IMAP page where you will see Mail and Notes options. The Mail option should be turned ON.
10. Tap **Save**, and you will briefly see a message that says **Configuring or Configured Sync**.
    You will be taken back to the Mail, Contacts, Calendars page, where you will see your new JHEM email account listed.
11. Configuration is complete. When you return to your iPhone or iPad applications, the Mail app should now connect to your JHEM email.