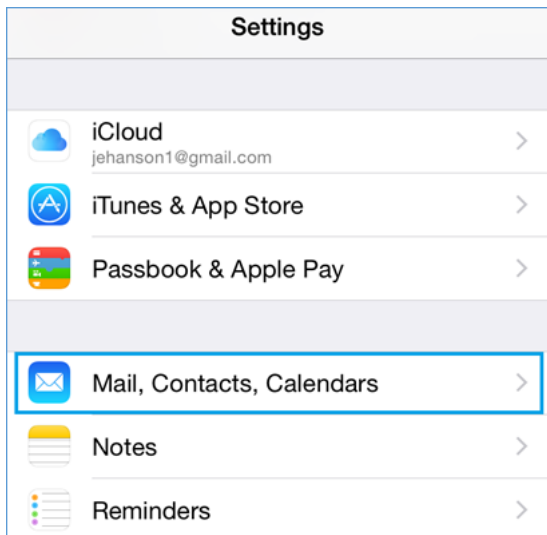


## Configuring PC Telcom Email Using Apple Mail (iPhone / iPad)

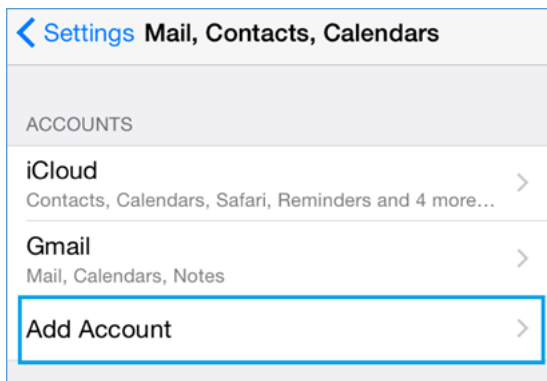
This easy guide will help you set up your iPhone or iPad with iOS8/9 to receive and send email using your new account settings. If you are using an earlier version of the iOS operating system (specifically iOS 4), please contact our office at 970-854-2201.

### Step 1. Locate your email settings:

On your iPhone or iPad, open **Settings** (typically on your home screen)  
Tap **Mail, Contacts, Calendars**.



**Step 2.** Click on **Add Account**, then **Other**, then **Add Mail Account**. Now complete the form and tap **Next** when finished.



**Step 3.** Now complete the form with your **Name**, **Email** and **Password** (given to you by PC Telcom) and tap **Next** when finished.

Cancel	New Account	Next
Name	Jane Smith	
Email	janes@domain.com	
Password	•••••	
Description	Domain	

Cancel	New Account	Next
Name	Jane Smith	
Email	robertjones@pctelcom.coop	
Password	•••••	
Description	Domain	

**Step 4.** Update your **INCOMING MAIL SERVER** settings:  
Edit the **Host Name** field to: **mail.pctelcom.coop**  
Ensure the **User Name** is your full **xxxxxxx@pctelcom.coop** email address.

Cancel      **New Account**      Next

IMAP      POP

Name      Robert Jones

Email      robertjones@pctelcom.coop

Description      Domain

INCOMING MAIL SERVER

Host Name      mail.pctelcom.coop

User Name      robertjones@pctelcom.coop

Password      ●●●●

Confirm that IMAP is selected

**Step 5.** Update your **OUTGOING MAIL SERVER**  
In the **Host Name** field enter: **smtp.pctelcom.coop**  
In the **User Name** field enter: Your full **xxxxxxx@pctelcom.coop** email address  
In the **Password** field enter: Your email password  
Tap **Next**  
You have just configured your email

Cancel      **New Account**      Next

IMAP      POP

Name      Robert Jones

Email      robertjones@pctelcom.coop

Description      Domain

INCOMING MAIL SERVER

Host Name      mail.pctelcom.coop

User Name      Required

Password      ●●●●

OUTGOING MAIL SERVER

Host Name      smtp.pctelcom.coop

User Name      robertjones@pctelcom.coop

Password      Optional