

USING CABRINIONE E-MAIL ON AN IPHONE

Updated November 2011 by the Cabrini College Information Technology & Resources Help Desk

Students, Faculty, and Staff all have the ability to send and receive their Cabrini e-mail from mobile devices.

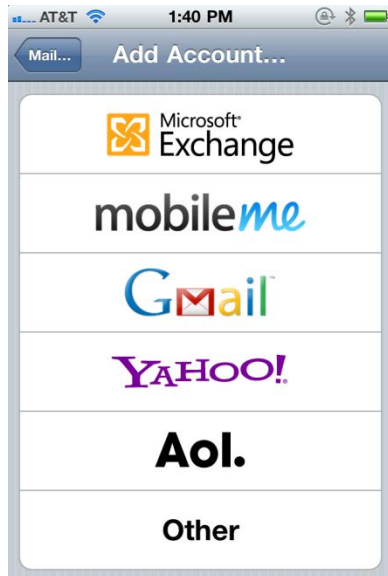
NOTE: Full-time Faculty and Staff who have an Exchange e-mail account must follow a different procedure which can be obtained from the Help Desk.

To set up e-mail on an iPhone:



1) On your home screen press the Settings button, then press “Mail, Contacts, Calendars”.

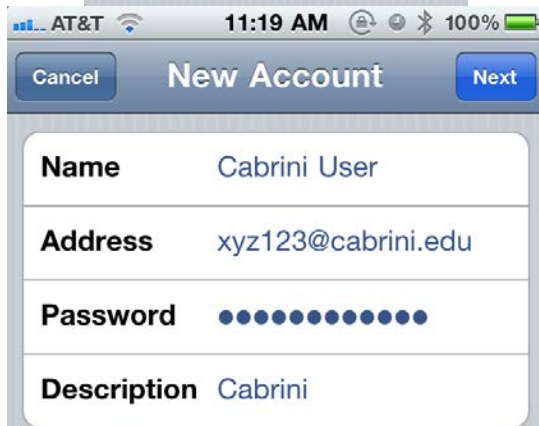
2) At the very bottom of your Accounts list, press the “Add Account” button.



3) You will then be given this screen, where you will press the "Other" button.



4) You can then select the "Add Mail Account" button.



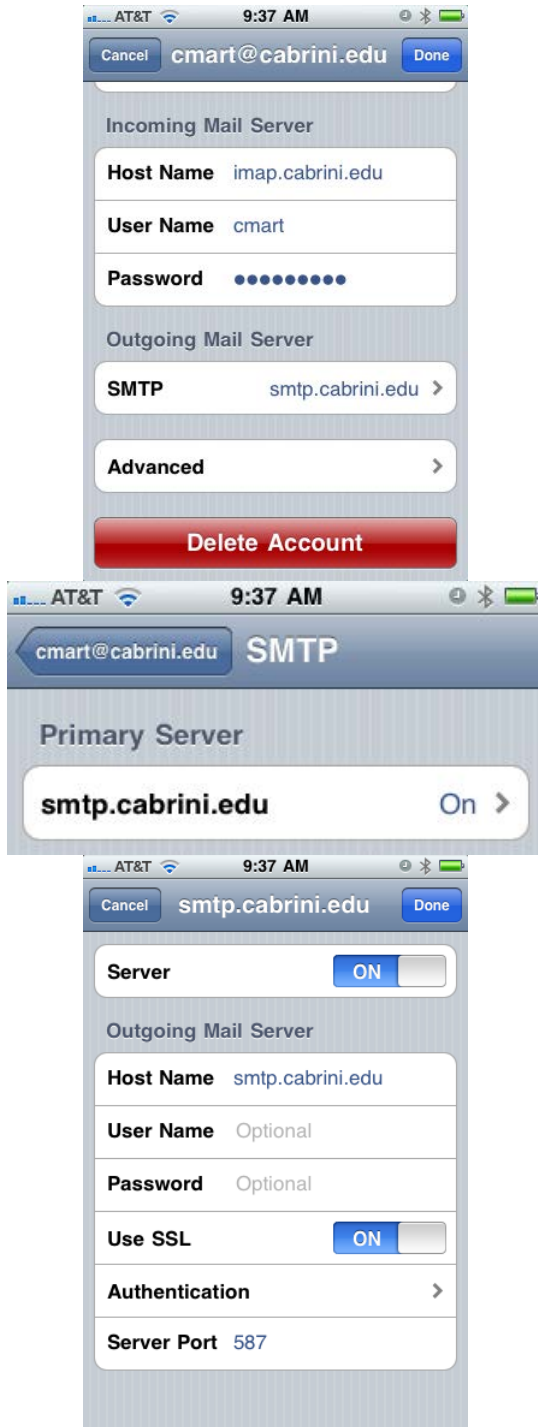
5) Enter your first and last name, your Cabrini e-mail address (please use your CabriniOne username, an example is shown above), and your password. Press the "Next" button on the top right hand corner of the screen.



6) For the Incoming Mail Server, enter **imap.cabrini.edu** as the Host Name, your user name as shown above, and your password.

7) Scroll down to your Outgoing Mail Server and enter **smtp.cabrini.edu** as the host name, your username as shown above, and your password. Press the "Next" button on the top right hand corner of the screen.

8) On your home screen press the Settings button, then press "Mail, Contacts, Calendars" and select the newly created account.



9) Under Outgoing Mail Server, select SMTP.

10) Under Primary Server, select smtp.cabrini.edu.

11) Under Outgoing Mail Server, make sure that Use SSL is turned on. Press Done, then press the button in the top left corner of the screen to go back to the settings for your new account.



12) Select Advanced and make sure that Use SSL is turned on.

If you have correctly entered all information your iPhone will begin to receive your Cabrini e-mail within 15 minutes.

Please note: The use of iPhones to obtain Cabrini e-mail is not officially supported. This instruction sheet has been tested successfully but may not work in every case.