1. New users can open the Email app. You will then be at the account creation wizard. Skip to Step 4.

2. Users with existing accounts can add a new account by going to Settings > Personal > Accounts > Add account. The location might vary slightly depending on the device and software version.
3. Select Email.

4. Enter your email address (Ex. abc123@drexel.edu) and DrexelOne password, then select Manual Setup.
5. Choose IMAP account.

6. Change the IMAP server field as shown to imap.mail.drexel.edu and the Security type to SSL. Ensure the Port is set to 993. Tap Next.
7. Change the **SMTP server field** to `smtp.mail.drexel.edu` and the **Security type** to **SSL**. Ensure the Port is **465**.

Make sure “Require sign-in” is checked and your username and password are entered. Tap **Next**.

8. You may set the options on this screen to match your personal preferences. Tap **Next** when ready.
9. Choose a name for this mail account on your phone, such as “Drexel Mail,” type your name, and tap Done.

Note: Verizon customers are currently unable to send mail using Drexel’s SMTP server while only connected to 3G/4G. Sending via our SMTP server does however work if you are also connected to Dragonfly3 (on campus only).