

Century 21 email setup

IMAP Setup for iOS 7, 8, &9 (all devices)

Select **Settings** from the home screen of your iPhone

Choose **Mail, Contacts, Calendars**

Click on **Add Account**

Choose **Other** from appeared list

Select **Add Mail Account**

In the **New Account** menu, you will need to specify the following records:

- **Name:** your name, it will appear as a sender name
- **Address:** your full email address
- **Password:** the password you use for email
- **Description:** you can enter the brand name(CB,C21,etc,.)
Click on **Next.**
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- Select protocol type: IMAP – will be automatically selected and will be highlighted blue.
- The fields: **Name, Address** and **Description** should have been already filled in.
- Indicate in the fields for both Incoming Mail Server and Outgoing Mail Server the following settings:
 - **Incoming**
 - **Host Name:** *imap.postoffice.net* or *imap.'brandname'.com*
 - **User Name:** your full email address
(john.doe@brandname.com)
 - **Password:** password for your email

 - **Outgoing**
 - **Host Name:** **smtp.postoffice.net**
 - **User Name:** your email address(john.doe@brandname.com)
 - **Password:** password for your email

Click on **Next.**

Once the account is verified, it should show Mail & Notes as green or 'On'

Click on **Save** and wait till checking is finished.

When the check is finished you will be redirected to **Mail, Contacts, Calendars** screen.

Please enter your newly created account and go to **Account Info**. The click on your email address at the top.

Scroll down the screen and select **Advanced**

You will be able to choose additional settings for **IMAP**. If you set **IMAP** connection you need to use the **port 143**.

Also make sure that SSL is white or 'Off'.

Please leave **IMAP Path Prefix** field empty.

S/MIME should be white or 'Off'

Click Done.

Under **Account Info** go to **Outgoing Mail Server** and click on the smtp address.

Under Primary Server, also click on the smtp address.

The server should be green or 'On'.

The username and password **MUST** be entered eventhough it says optional. SSL should be white or 'Off'.

Authentication should be Password.

Please select **port 2525** for the **Outgoing Server**.

Once settings are verified, account is active and ready to use.