

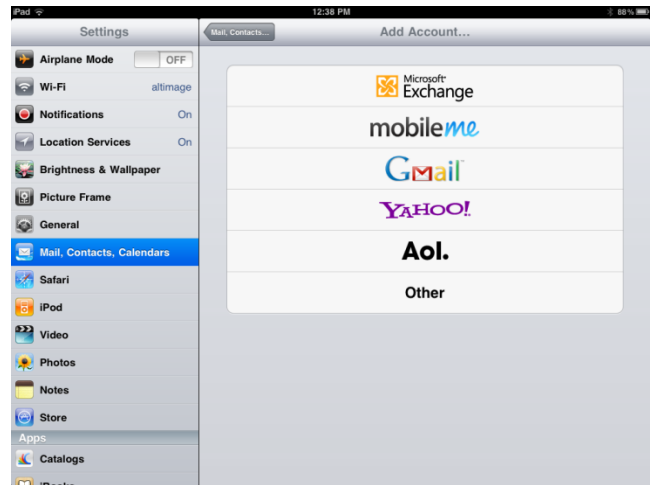
How to Setup your Email on an iPad

To setup your Zimbra email account on an iPad, you will want to make sure you are setup on the PRO email account plan from Alternate Image, which allows extra features such as the mobile sync.

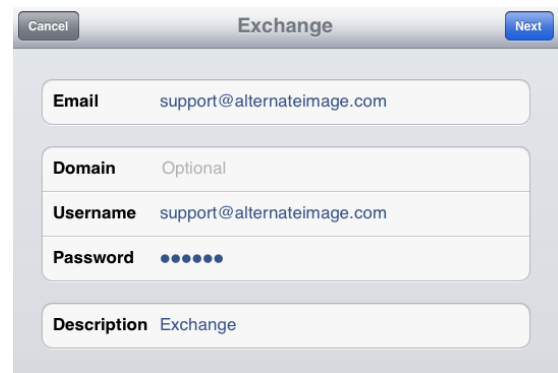
1. Tap on the **Settings** application on your iPad



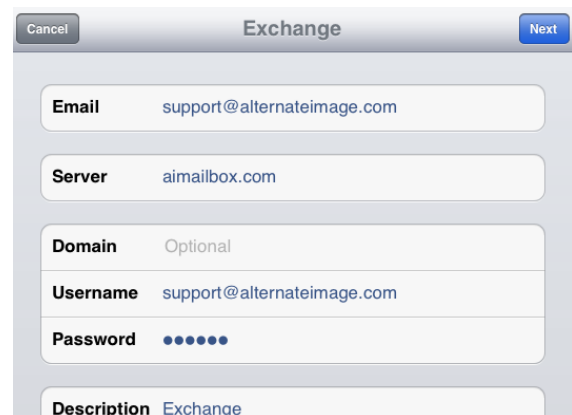
2. Tap on the **Mail, Contacts, Calendar** button and select **Microsoft Exchange** and then **Add Account**.



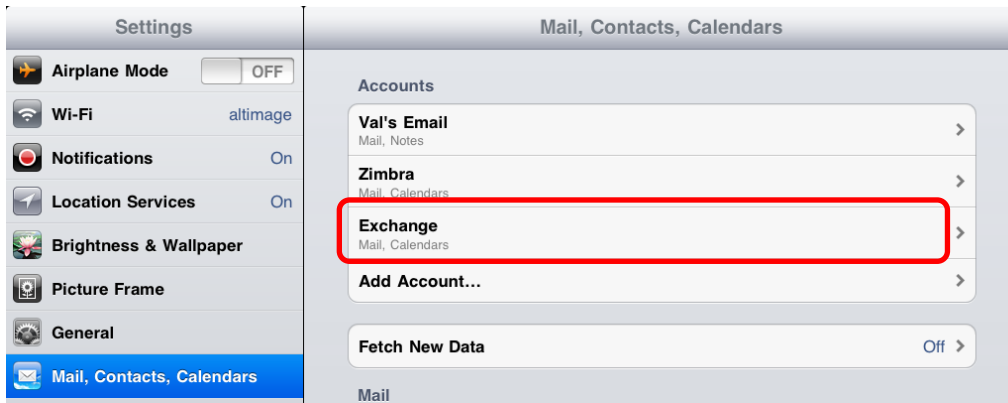
3. Add your email address and password that was given to you when your email was setup and tap **Next**.



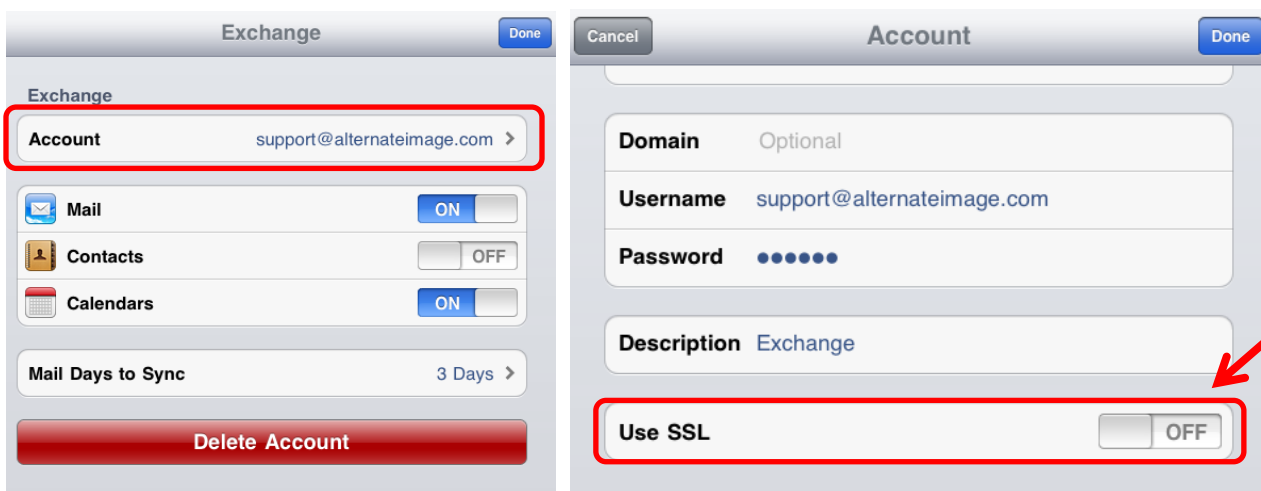
4. The next screen will ask for the server settings, type **aimailbox.com** for the server. The username and password should be your complete email address and your email password (same setup as the screen before). Tap Next. A pop-up will appear that says it is unable to verify, click OK. Another pop-up will appear informing you that you will not be able to send/receive mail and asking if you want to move forward. Click **SAVE**.



5. Now, go back into your account settings and click on the **Exchange account** that you just setup.



The following screen will show with your email account settings, click on the Account button:



6. Now you will see your email account settings with an additional setting for **Use SSL** – this needs to be turned **OFF**. Click done and your email is now ready to use. Mail can be accessed by tapping the Mail Application on your iPad. You will see a button for the Exchange Account.

**Be sure to send a test email to someone and have them reply back so that you can be sure your email is properly setup to send and receive emails. If you have any questions please call support at 386-760-1774.*

Note: If you change your email password you will need to update the password on your iPad as well. This can be edited in your Settings Application as seen in step 5.