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# How to set up your e-mail on iPhone or iPad

Outlook, Phones & Apps

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# How to set up your e-mail on iPhone or iPad

Outlook, Phones & Apps Created on **August 14, 2026** Updated on **October 4, 2026** 1 min read



The Mail app on iPhone and iPad can hold your professional e-mail alongside any personal accounts, each syncing independently.

## Setting it up

1. Open **Settings** → **Mail** → **Accounts**.
2. Tap **Add Account** → **Other** → **Add Mail Account**.
3. Fill in your name, full e-mail address, password and a description (e.g. "Work"), then tap **Next**.
4. Choose **IMAP** at the top (recommended over POP - it keeps mail in sync if you also check it elsewhere).
5. Under both **Incoming Mail Server** and **Outgoing Mail Server**, fill in the host, and repeat your e-mail and password in the user fields - the outgoing fields are marked "Optional" on iOS, but leaving them blank stops sending from working.

| Setting | Incoming (IMAP) | Outgoing (SMTP) |
|---|---|---|
| Server | **mail.yourdomain.com** - replace with your own domain | |
| Port | **993** | **465** |
| Security | SSL/TLS | SSL/TLS |

**Username:** your full e-mail address - **Password:** the mailbox password you set in cPanel (not your portal or cPanel password).

6 Tap **Next**, wait for verification, then **Save**.

**If verification fails,**
double-check the outgoing username and password were filled in - that's the single most common cause on iOS.

NEED A HAND?

Verification keeps failing? Send us a screenshot and we'll take a look.

Open a support ticket →

SEE ALSO

If you cannot log in, start with webmail:
**Common webmail errors and how to fix each one** →

Set up and still not receiving?
**Why your e-mail is not sending or receiving** →

PROFESSIONAL E-MAIL

## Your e-mail should carry your company name.

Mailboxes on your own domain, with webmail, antispam and automatic setup on phone and desktop.

See e-mail plans →

Works in Outlook, on your phone and in the browser

Mozout

## MozOut International

**RLX Holdings (Pty) Ltd. · Group RLX Holdings**


| | |
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