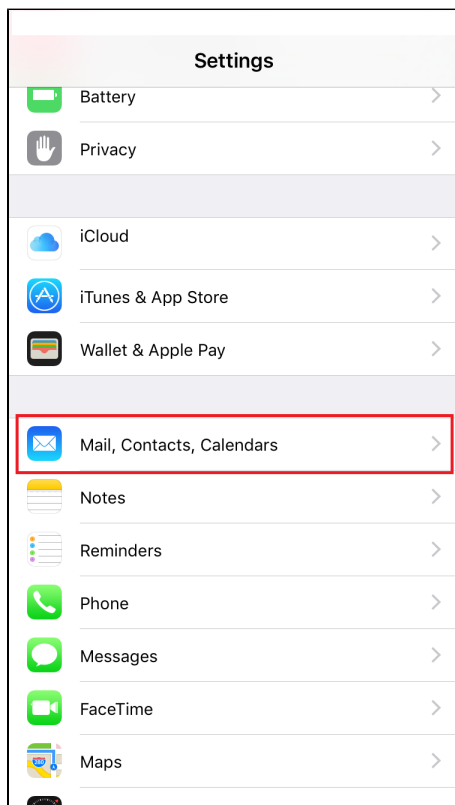


# How To Set Up Email On Your iPhone

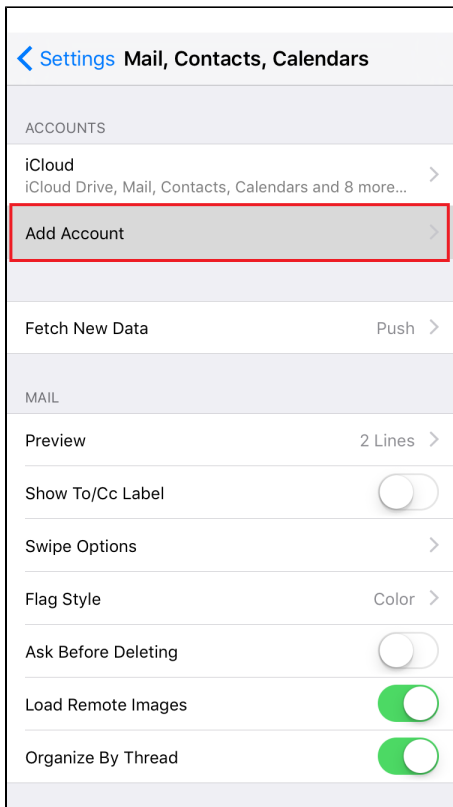
*This article was created to help Midphase clients set up an email account on an iPhone using the CHI email system.*

**1. Navigate to Settings.**

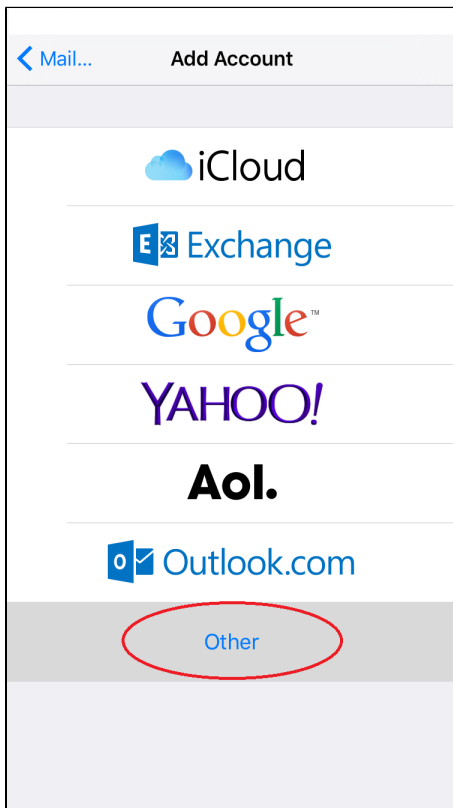
**2. Scroll down and select Mail, Contacts, Calendars.**



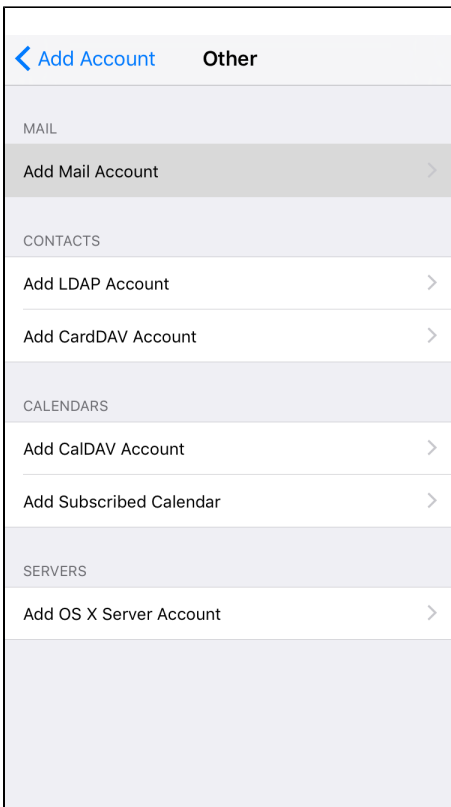
**3. Select Add Account at the top of your screen.**



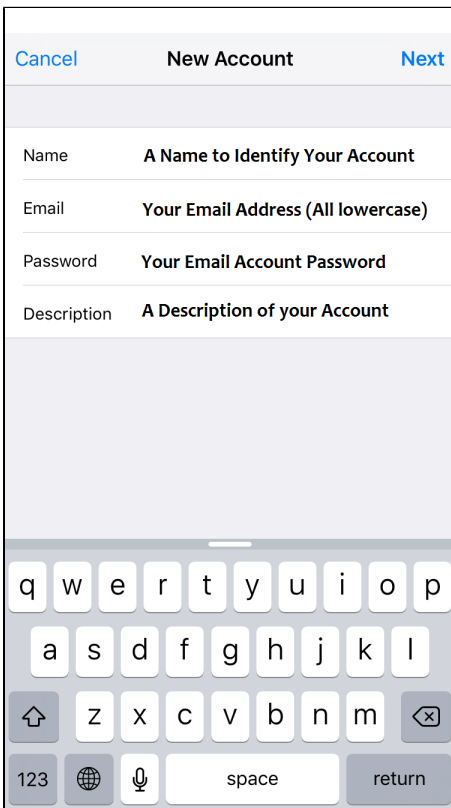
4. Select Other at the bottom of the list provided.



5. Select Add Mail Account at the top of your screen.



**6. Fill in the necessary information in the following fields:**



**Name:** Your name

**Email:** Full email address in all lowercase.

For Example: test@example.com

**Password:** The password associated with your email

**Description:** This is how you want to reference the email.

## 7. Next, you will need to fill in all the required server information in the spaces allotted:

### Incoming Mail Server

Host Name: [chicemail.midphase.com](http://chicemail.midphase.com)

User Name: Your email address in all lowercase.

Password: Password associated with your email address

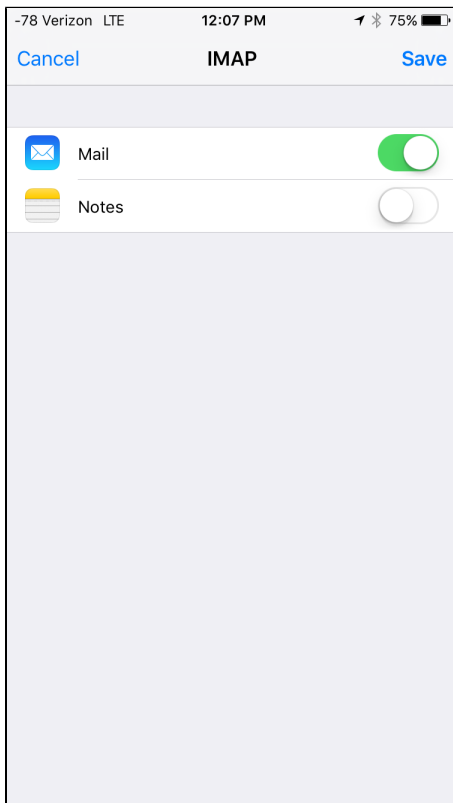
### Outgoing Mail Server

Host Name: [chicemail.midphase.com](http://chicemail.midphase.com)

User Name: Your email address in all lowercase.

Password: Password associated with your email

## 8. Once you have entered everything entered in correctly, your phone will ask you to save the account information.



If you experience any issues with this process or have any questions, please contact our Technical Support team via chat or by creating a ticket within your CHI account.

## Related articles

- [How To Add My Email Account To Entourage](#)
- [Does My CHI Password Expire](#)
- [What Happens After I Submit A Support Ticket](#)
- [How To Merge CHI Accounts](#)
- [How To Recover Your Control Panel - Billing Management Login](#)