# How To Set Up Email On Your iPad

NOTE: *Synchronizing your email account to your iPad WILL copy your email account's settings, but WILL NOT copy your email messages. Whether or not the messages appear in your inbox display (on both your iPhone and your computer) depends on your email account type and how it is configured. Many clients choose IMAP over POP when syncing emails between multiple devices. For more detailed information, see the article "What Is The Difference Between Email Protocols"*

Instruction on how to setup your email with your iPad:

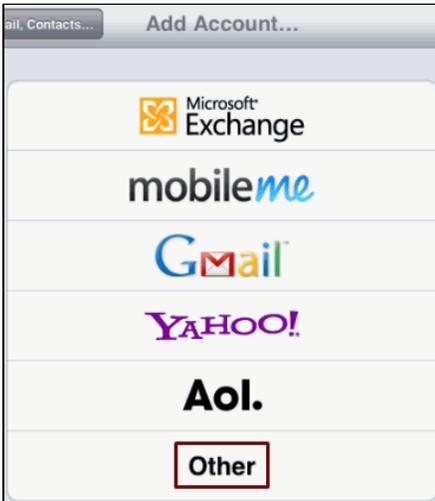## 1. Click the "Settings" icon.

2. Once you have reached the "Settings" screen tap on "Mail, Contacts, Calendars".
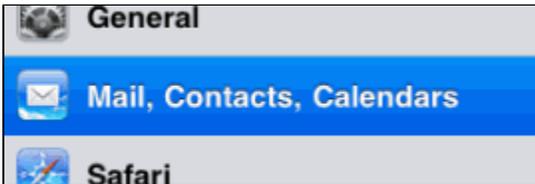
3. Within the "Mail" screen, under "Accounts" tap on "Add Account".

4. You will be taken to the "Welcome to Mail screen" tap on the "Other" button.

5. Select "Add Mail Account" to input the necessary information to setup your email account.

6. Under "New Account" fill in the correct email account information including:

Name, Email, and Description.

7. Fill in the boxes for the "Incoming Mail Server Settings" section with the following information:

Host name: chimail.midphase.com

User name: Your email address

Password: The same password you use to login to your Midphase email account.

8. Fill out the boxes for the "Outgoing Server Settings" section with the following information:

Host name: chimail.midphase.com

User name: Your email address

Password: The same password you use to login to your Midphase email account.

Click "Next"

Finishing the Setup of Your Email:

Before implementing the use your new email account, please complete the following steps:

Before attempting to send mail from your account, you will need to check for new mail in your mailbox. If you attempt to send mail before you have checked your account for new mail, an error may appear when as you press send.

This step is only necessary once you have set up your email account for the first time OR if you have switched internet connections.

ⓘ   Our 24/7/365 technical support staff will be happy to assist however we can.

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