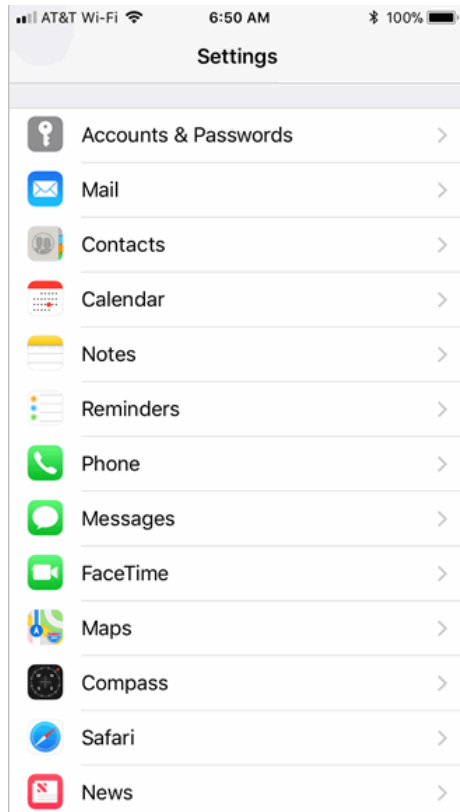


## Changing Email Settings in Apple iOS 11

This process shows how to set up the native email app on the iOS Device.

1. The screenshots below may be from *different* versions of iOS or will look a bit different if you are setting up an iPad versus an iPhone, but they will follow the same format.
2. On the iOS device, open **Settings**.
3. Go to **Accounts & Passwords**.



## Changing the Account:

1. Select your account listed on this main page.
  - Select the specific account from the next screen
  - Verify that the Incoming Mail Server **Host Name** is **mail.grm.net**
  - Verify the Username is your **FULL** email address.
  - If you are viewing this document after changing your password, enter your new password in the Password field.
    - If you have not changed your password since migrating to the new email platform, it is highly recommended that you change your password. For instructions on how to change your email password, go to [www.grm.net/email](http://www.grm.net/email) and click on the "How to Change Your Password" link.

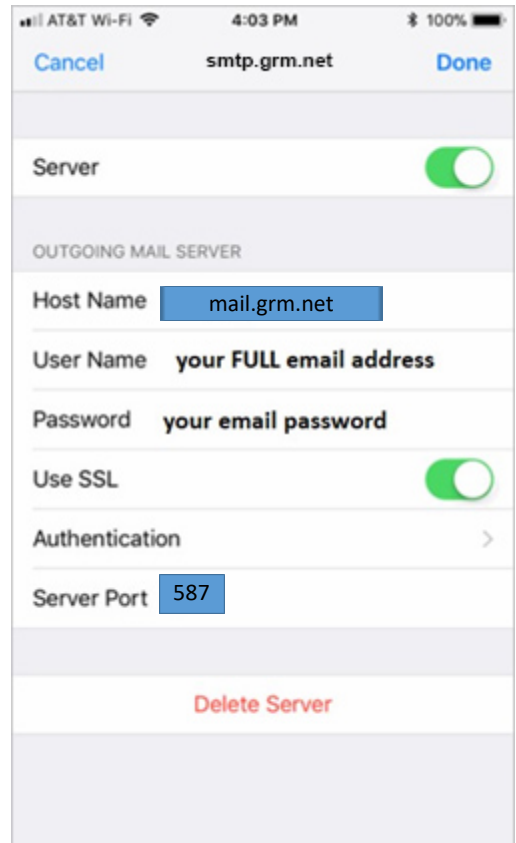


2. Click on server name under the **Outgoing Mail Server** header to verify / change the various sever settings.

3. Click on the **Primary Server** option for **grm.net**. (*It may not necessarily be named mail.grm.net.*)



4. From the **Outgoing Mail Server** settings window:
  - Verify this **Server** is marked as **On**.
  - Verify the Outgoing Mail Server **Host Name** is set to **mail.grm.net**.
  - Make sure the **Username** field has your **FULL** email address in it.
    - Even if this box states "*Optional*" it is **required**.
  - If you are viewing this document after changing your password, enter your new password in the Password field.
    - If you have not changed your password since migrating to the new email platform, it is highly recommended that you change your password. For instructions on how to change your email password, go to [www.grm.net/email](http://www.grm.net/email) and click on the "How to Change Your Password" link.
  - Make sure that **Use SSL** is set to **On**.
  - Below this, verify the password option is set to **Authentication**.
  - Verify the **Server Port** is set to **587**.



5. Click **Done** in the upper right.
6. You should be back a screen now (*see previous image*). Click the **Back** arrow in the top left to go back to the Incoming Mail Server window.
7. Click **Done** in the upper right.
8. Go back to the main window on the iOS device
9. **Test** the email to verify it is working.
10. If your email is **NOT** functioning properly, call Tech Support at 800-721-2577.