## **Access Your Email**

## Internet



Go to: https://mymail.myregisteredsite.com

Email address: your.name@bobjones.com

Password: enter password for this account

## **Smartphone**



Accessing email on your smartphone is easy.

Most phones follow the same basic set-up steps.

See setup example below\*

## \*Smartphone Set-up

The below example highlights the general steps required to set-up email on your smartphone. Order of set-up steps may vary by smartphone.

Settings Mail, Contacts,	Calend	Cancel New Account	Cancel New Account Save	Cancel New Account Save
Accounts			Incoming Mail Server	Outgoing Mail Server
		Name Bob Jones	Host Name imap.bobjones.com	Host Name smtp.bobjones.com
Email Mail	>	Address bob@bobjones.com	User Name bob@bobjones.com	User Name bob@bobjones.com
Add Account	>	Password	Password	Password
1. Go to "Add Mail Account." Look 2. Enter:		2. Enter:	3a. Enter.	3b. Enter:
in your Email or Settings section for		Display Name	Username	Outgoing mail server
this step.		Bob	bob@bobjones.com	smtp.bobjones.com
Email Address		Email Address	Incoming mail server	
		bob@bobjones.com	imap.bobjones.com or	
		Your Password	pop.bobjones.com	
		Enter email address password		

\*NOTE: Your mobile provider may require you to use their SMTP server to send mail. If you are not able to send mail from your phone, check with your provider to determine if they require you to use their SMTP server details.