

.scot Email on Apple

Introduction

Thank you for joining the .scot community! We hope you enjoy using your new .scot email address.

You will have received an email with your new email address and a password. *Please change your password to one of your choosing the first time you log in.*

Web Access

You can access your email from any web browser on any device including computer, tablet or mobile. To do this, go to <u>https://mailserver.scot/</u> and you will see the mail service log-on screen:





Username: Enter your full .scot email address Password: Enter your password (case sensitive)

Mobile or Tablet Access

You can also set up your account on an Apple computer, iphone or tablet. Apple's guides on how to add email accounts for:

- Mac can be found <u>here</u> or <u>https://support.apple.com/en-gb/guide/mail/welcome/mac</u> see Table of Contents.
- iPhone, iPad, or iPod touch can be found here <u>https://support.apple.com/en-gb/HT201320</u>.

3 Simple Points to Note

- 1. Always enter your full email address
- 2. Both the Incoming Server and the Outgoing Server must be set to **mailserver.scot**, for ALL .scot email addresses.
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3. IF ANY APP CLAIMS THAT mailserver.scot IS REQUESTING A CHANGE TO YOUR SECURITY SETTINGS, OR ACCESS TO ANY PART OF YOUR MOBILE DEVICE, *THIS IS NOT TRUE!* OUR MAILSERVER DOES NOT AND WILL NEVER DO SO. THIS IS PURELY THE APP PROVIDER.

Step-by-Step Example on iPad

1. On the Home Screen select Settings:



20:35

ACCOUNTS

iCloud Driv Hotmail

Mail, Contacts, Gmail Mail, Calendars

Add Account

Fetch New Data

Accounts & Passwords

Push

App & Website Passwords

3. Select Add Account

Settings

Control Centre

C Do Not Disturb

🔼 Display & Brightness

General

🛞 Wallpaper

🛃 Siri & Search

Passcode

Battery

🕑 Privacy

🖂 Mail

Contacts

🛃 iTunes & App Store

Sounds

iPad 🐨

2. Scroll down and select Accounts & Passwords:

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	Settings	General	
	Control Centre	About	>
C	Do Not Disturb	Software Update) >
Ø	General	AirDrop	>
AA	Display & Brightness	Handoff	>
*	Wallpaper	Multitasking & Dock	>
(1)	Sounds		
	Siri & Search	Accessibility	>
â	Passcode	USE SIDE SWITCH TO:	
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	Accounts & Passwords	Background App Refresh	>
	Mail		
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4. Select Exchange



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Help File - Email on Apple 20181218



- 20:36 Settings Add Account Control Centre iCloud C Do Not Disturb Exchange <u>Cancel</u> Next 🙆 Ger Email test@blether.scot Description Blether account 🛞 Wallp 🚺 Sour Exchange Device ID AppID 🔄 Siri 8 Pass 🗖 Batte 🕑 Priva 🛃 iTun 🖾 Mail Contacts
- 5. Enter your <u>full</u> *Email address* and *Description* of your choice. Select *Next.*

 Check that your Email and Description have auto-filled and complete, if not. Enter your *Password* and select *Next*.



6. Select Configure Manually



8. Choose whether you want to sync your *Contacts* (see 9.), *Calendar, Reminders*, *etc.* These can be changed at any time.





9. If you choose to sync *Contacts* you will see this. Select *Keep on My iPad* then *Save.*



10. Your .scot email should now appear on your *Accounts* list.

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Settings	Accounts & Passwords	
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Wallpaper	Mail, Calendars Hotmail Mail, Contacts, Notes	>
Sounds	Gmail Mail, Calendars	>
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11. CONGRATULATIONS... Your .scot email is set up and ready to go!

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Have fun and spread the word!



If you have tried all the above and are still experiencing issues, please contact us by either of the following:

Tel: +44 (0) 141 343 7620

Email: support@domains.scot