

## **Step by Step Guide TrioTel Email to Smart Phone**

Before you even start, you will need your TrioTel email address and password. If you don't know it, please call us during business hours, and we can provide that to you. Every phone and software version might look a little bit different; however, each step will look very similar. Follow the steps to add an existing email address to your phone.

1. Settings-> Mail-> Accounts-> Add Account **OR** Settings-> Passwords & Accounts-> Add Account
2. Choose "Other"
3. Choose "Add Mail Account"
4. Enter Name (TrioTel), Email, and Password. The Description will automatically fill in.
5. Choose "POP" at the top of screen as the account type. Your information will populate from the previous screen.

### **INCOMING MAIL SERVER**

1. Host Name: pop.triotel.net
2. User Name: enter first part of email address (do not include @triotel.net)

### **OUTGOING MAIL SERVER**

1. Host Name: smtp.triotel.net
2. User Name: enter first part of email address (do not include @triotel.net)
3. Enter your Email Password
4. Save (top of screen) to verify

### **PASSWORD & ACCOUNTS (will show after verification)**

1. Choose your email account you just created
2. Scroll down to "Outgoing Mail Server" and select "SMTP"
3. Select "smtp.triotel.net"
4. Make sure the Server is turned on (green)
5. Verify that the Host Name is "smtp.triotel.net" and that your User Name is correct
6. "Use SSL" should be on (green)
7. "Authentication" should be selected as "Password"
8. Server Port should be "587"
9. Select Done to verify all information (may take several minutes)

Once verified, go back to your home screen. Open your Mail app, you should see your incoming emails in your inbox. Send some test emails to make sure they go through. If you have any issues, call 425-2238 during business hours for assistance.