

Instructions for setting up your Gaggle email account on your iPad

Make sure you are connected to the Internet before setting up your mail account.

1. Go to **Settings**
2. Select **Mail, Contacts, Calendars**
3. Under Accounts, select **Add Account**
4. Choose **Other**
5. Under Mail, select **Add Mail Account**
6. Enter the following:
 - a. **Name:** Your Name
 - b. **Address:** username@gaggle.clkschools.org
 - c. **Password:** Your Gaggle password
 - d. **Description:** Change to Gaggle Email Account
7. Press **Next**
8. The **IMAP** button should be highlighted in blue. If not, press **IMAP** to change it to blue.
9. Under Incoming Mail Server, enter the following:
 - a. Host Name: imap.gaggle.net
 - b. User Name: username@gaggle.clkschools.org
10. Under Outgoing Mail Server, enter the following:
 - a. Host Name: smtp.gaggle.net
 - b. User Name: username@gaggle.clkschools.org
 - c. Password: Your Gaggle password
11. Press **Next**
12. A verification process will take place. This may take some time. Be patient.
13. When it is finished, press **Save**.
14. Under Accounts, select **Gaggle Email Account**.
15. Under IMAP, select your account. It should be named username@gaggle.clkschools.org.
16. Under Outgoing Mail Server, select **smtp.gaggle.net**.
17. Under Primary Server, select **smtp.gaggle.net**
18. Make sure Server is turned **ON** (indicated by the blue highlight)
19. Make sure Use SSL is turned **ON** (indicated by the blue highlight)
20. The Server Port should be set to 465. If it is not, change it to 465.
21. Press **Done**
22. Press **Account**
23. Press **Advanced** (at the bottom of the screen)
24. Under Mailbox Behaviors, set the following behaviors:
 - a. Select **Drafts Mailbox**; Under On My iPad press **Drafts**; press **Advanced** to go back.
 - b. Select **Sent Mailbox**; Under On My iPad press **Sent**; press **Advanced** to go back.
 - c. Select **Deleted Mailbox**; Under On My iPad press **Trash**; press **Advanced** to go back.
25. Under Deleted Messages press **Remove**; Select **After one week**; press **Advanced** to go back.
26. Under Incoming Settings, Use SSL should be set to ON (indicated by the blue highlight)
27. Under Incoming Settings, press **Authentication**; press **Password**; press **Advanced** to go back.
28. IMAP Path Prefix should be left blank.
29. Server Port should be set to 993. If it is not, change it to 993.
30. Press **Account**
31. Press **Done**
32. Press **Done** again
33. Press your home button. Congratulations! Your email account is now set up.