



Universiteit Leiden

User Manual

Configuring uMail on iOS 6

iOS 6

Introduction

Webmail (also known as uMail) has recently been replaced. The new Open Exchange system offers more facilities and these are better equipped to meet current requirements.

In order to benefit from the full functionality of webmail, we advise you to access it via your web browser: <https://webmail.leidenuniv.nl/ox.html>

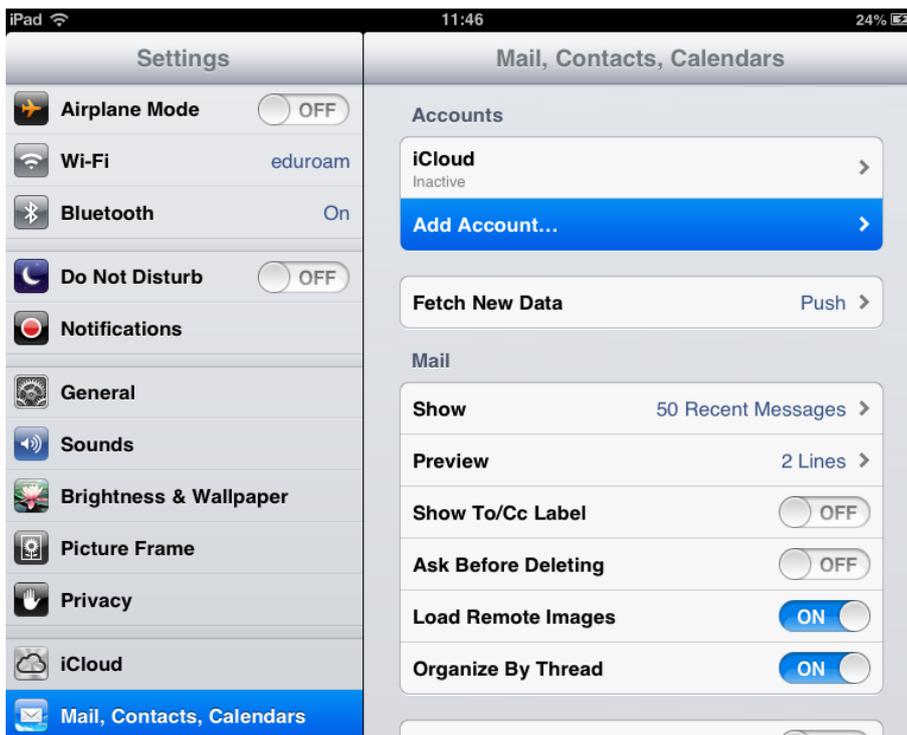
Note: this does not apply to the Faculty e-mail address!

Configuring e-mail

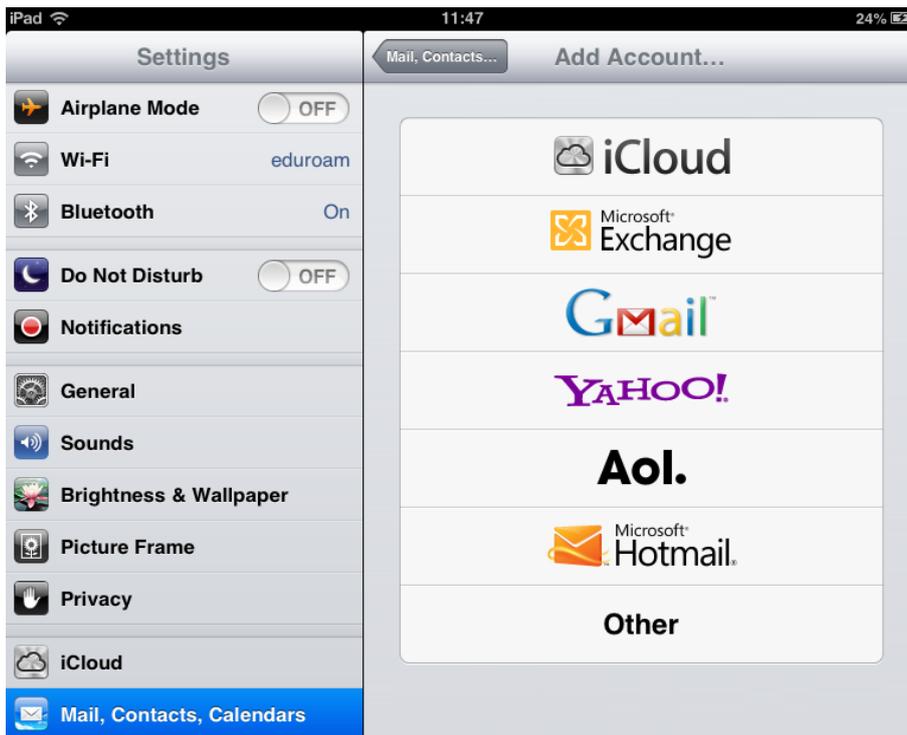
The following screenshots explain step by step how to configure your e-mail on your Apple iPhone, iPad (with iOS5 or iOS6).

The screenshots below were taken on an iPad with iOS6.

- 1) Go to the “Settings” of your Apple device, then to “Mail”, and select “Add Account” as shown in the example below.



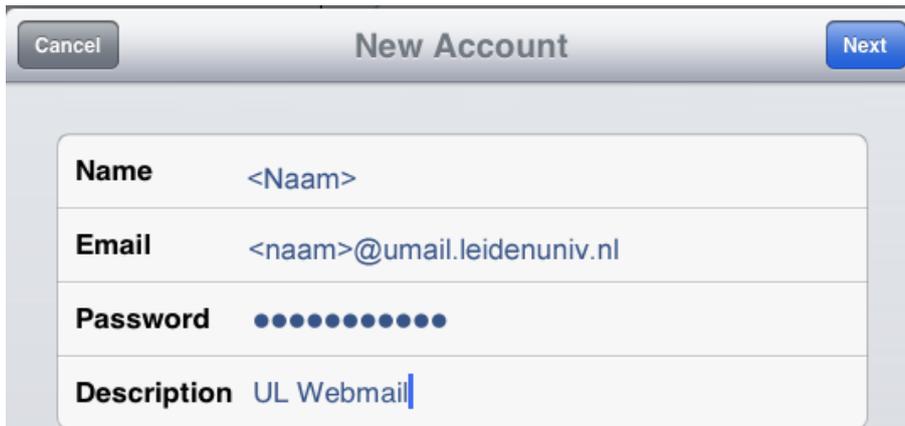
2) You will now see an overview of the various e-mail services that you can configure. Select “Other”.



3) Select “Add Mail Account” as in the example below.



4) You will now see the screen below, in which you should enter the following details:



The screenshot shows the 'New Account' screen on an iOS 6 device. The title bar at the top contains 'Cancel' on the left and 'Next' on the right. Below the title bar, there are four input fields:

- Name**: The text '<Naam>' is entered.
- Email**: The text '<naam>@umail.leidenuniv.nl' is entered.
- Password**: The field is filled with ten dots.
- Description**: The text 'UL Webmail' is entered.

	Details to enter	Remarks
Name	Your own name	This is the sender's name that will appear on the e-mails you send
Email	Your uMail address	
Password	Your ULCN password	
Description	UL Webmail	This field is optional

- 5) You will now see the screen below, in which the details above have already been entered.
 You now only need to enter the details below:

The screenshot shows the 'New Account' setup screen in iOS 6. At the top, there are 'Cancel' and 'Next' buttons. Below them are two tabs: 'IMAP' (selected) and 'POP'. The form contains the following fields:

- Name:** ISSC
- Email:** <naam>@umail.leidenuniv.nl
- Description:** UL Webmail
- Incoming Mail Server:**
 - Host Name:** imap.leidenuniv.nl
 - User Name:** <ulcn-username>
 - Password:** masked with 10 dots
- Outgoing Mail Server:**
 - Host Name:** smtp.leidenuniv.nl
 - User Name:** Optional

Details to enter	
Incoming Mail Server	
Host Name	imap.leidenuniv.nl
User Name	Your ULCN username
Password	Your ULCN password
Outgoing Mail Server	
Host Name	smtp.leidenuniv.nl

Note: If you are doing this from home, you might have to replace smtp.leidenuniv.nl with the mail server of your own internet provider (for instance: smtp.ziggo.nl)

- 6) Once all the details have been entered, you will be given the option of actively synchronising your e-mail.

This is in principle already set correctly. Once you have saved the details above, you will be able to use the University e-mail on your Apple device.

