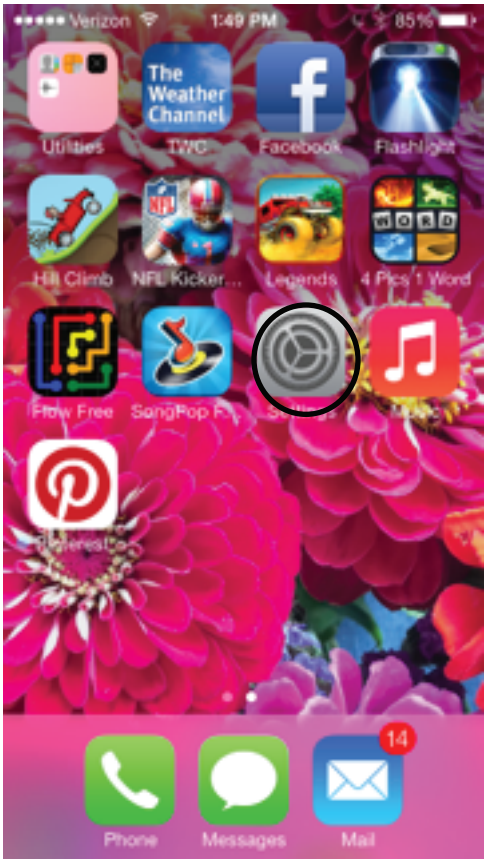
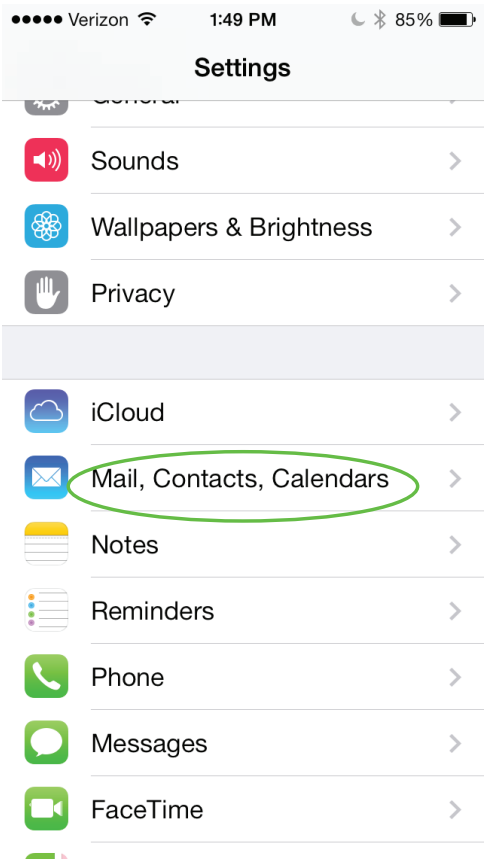
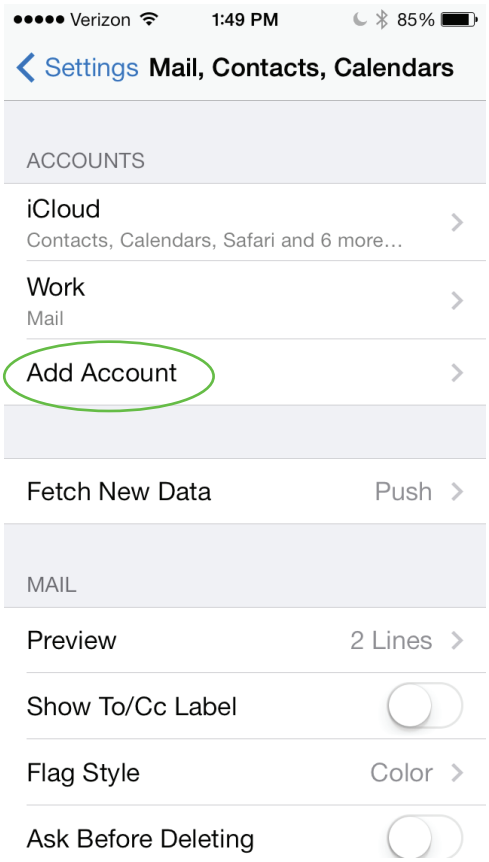
1. Touch **SETTINGS** on your screen.



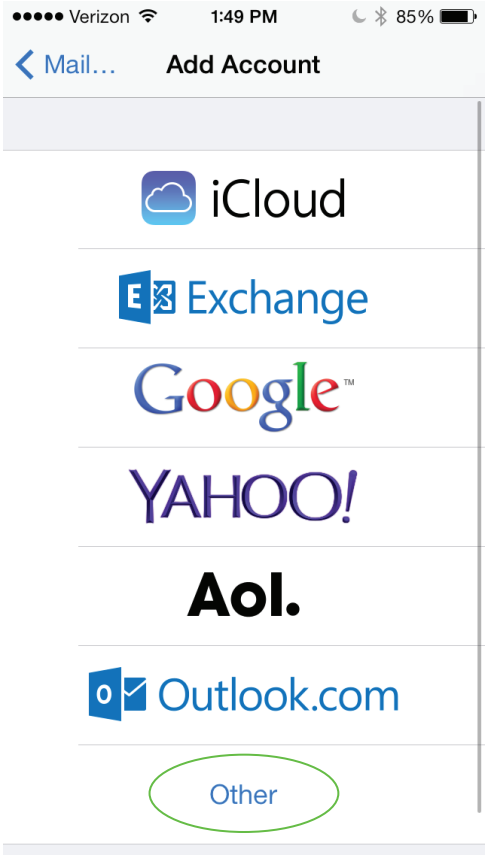
2. Scroll down to **Mail, Contacts, Calendars** and touch.



3. Touch **Add Account** on your screen.

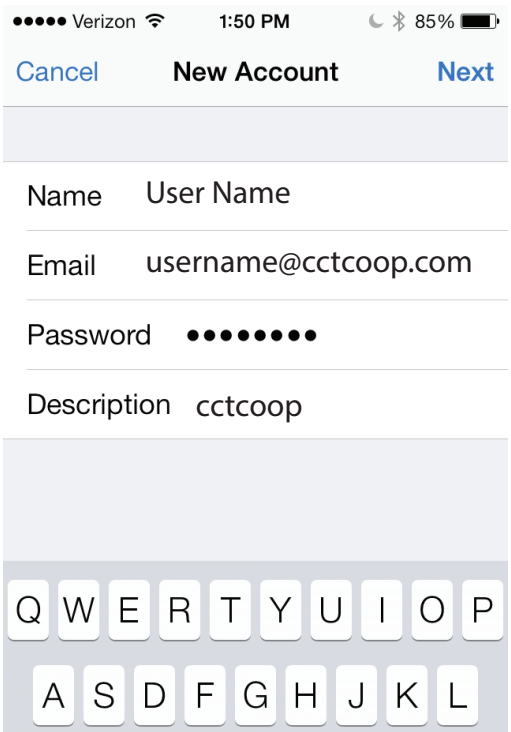


4. Touch **Other** on your screen.

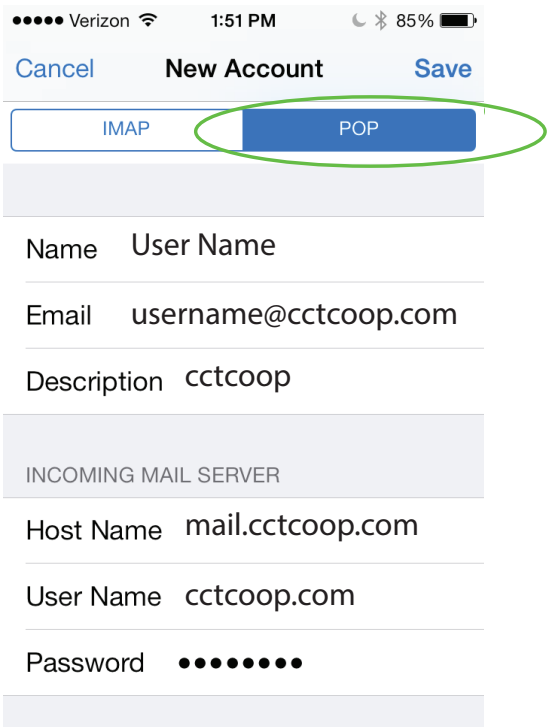


5. Touch **ADD MAIL ACCOUNT**

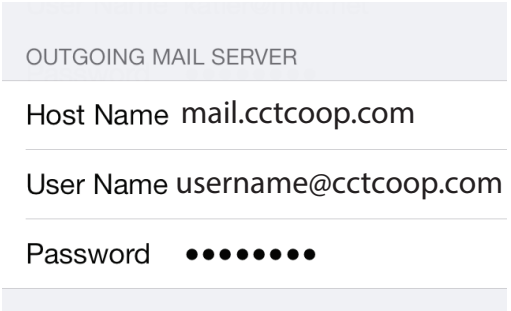
6. **Name:** This name appears when sending email
Email: Your cctcoop email address
Password: Your password for cctcoop email account
Description : Examples (Work) (Home)



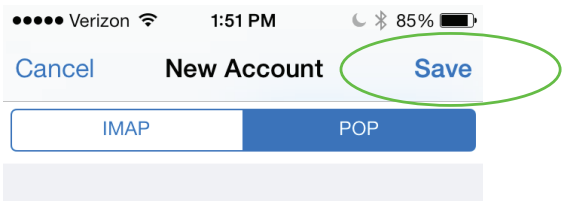
7. Touch **POP** at the top of your screen. Make sure information on top is correct.
Incoming Mail Server
Host Name: cctcoop.com
User Name Your complete cctcoop address
Password: Your password for you cctcoop email



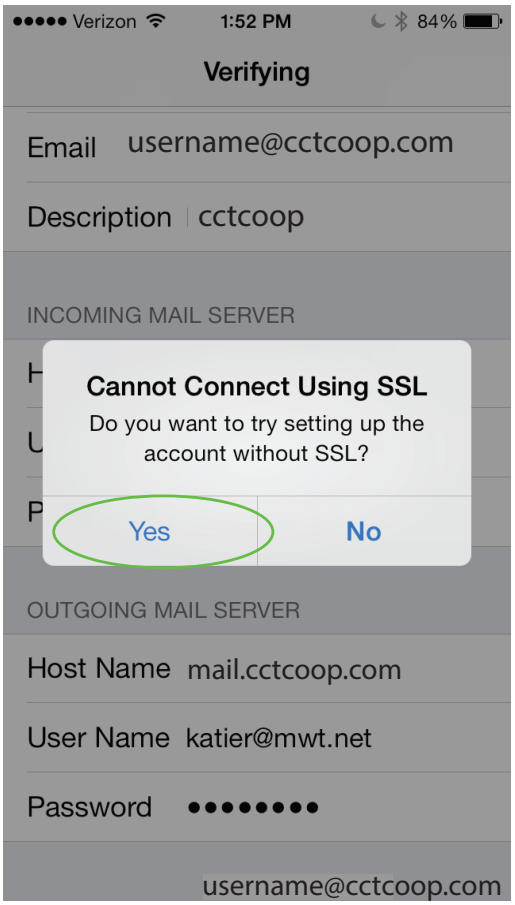
Outgoing Mail Server
Host Name: cctcoop.com
User Name: Your complete cctcoop address
Password: Your password for you cctcoop email



8. Then touch **Save** on the top right.



9. After you touch Save you will get this pop-up that says **Cannot Connect Using SSL**. Touch **YES.**



Congratulations!! Your CCTCOOP email account is set up!