STEP 1

Open up Settings on the iPad/iPhone by tapping the Gears icon on the home screen:



STEP 2

This will take you into the Settings Screen. Scroll down and select Mail, Contacts, Calendars >



1

STEP 3

Scroll down and select Add Account... >



STEP 4

Scroll down and select Other

And then choose **Add Mail Account >** on the next screen

Verizon LTE 2	2:56 PM	9 📄
Add Account	Other	-
Mail		
Add Mail Acco	unt	>
Contacts		
Add LDAP Acc	ount	>
Add CardDAV Account		>
Calendars		
Add CalDAV A	ccount	>
Add Subscribe	d Calendar	>

STEP 5

In the next screen, you will need to type in your GDC email address(username@globaldrugconcepts.com) and password, and click on the blue Next button. What is entered in for Name and Description is arbitrary.

3

STEP 6

In the next screen, you will need to select POP (upper right) for the email type, and type in

mail.globaldrugconcepts.com for the Incoming Mail Server Host Name:

Ham Verizon LTE	2:57 PM 🥹 📰		
Cancel Ne	w Account Save		
IMAP	РОР		
Name	Webmaster		
Email	webmaster@globaldrug		
Description	GDC Email		
Incoming Mail Server			
Host Name	mail.globaldrugconcepts.com		
QWERTYUIOP			
ASD	FGHJKL		
ۍ z x	C V B N M 💌		
123 🌐 👤	space return		

Scroll down and enter **mail.globaldrugconcepts.com** for the Outgoing Mail Server Host Name as well, and then select the blue SAVE button in the upper right hand corner of the screen. The account will now attempt to verify, and will **NOT** verify, as the server identity is masked.

Verizon LTE	3:00 PM	•	
	Verifying		
Name	webmaster		
Email	webmaster@global	drug	
Description	GDC Email		
Incoming Mail Server			
Host Name	mail.globaldrugconce	pts.com	
User Name	webmaster@global	drug	
Password	•••••		
Outgoing Mail Server			
Host Name	mail.globaldrugconce	pts.com	
User Name	webmaster@global	drug	
Password	•••••		

STEP 7:

You will receive a message stating that the server identity cannot be verified, click on the **Continue** Button

Once you click on Continue the settings will Verify and email will function. If you cannot recall your password, then email webmaster@globaldrugconcepts.com, from an authorized email account.