INSTRUCTIONS FOR SETTING UP GDC EMAIL ON IPAD OR IPHONE
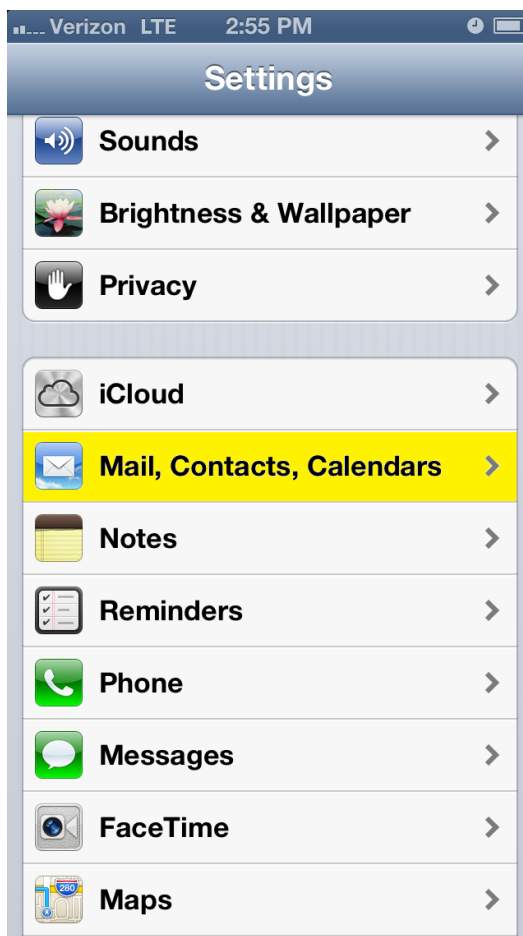
STEP 1

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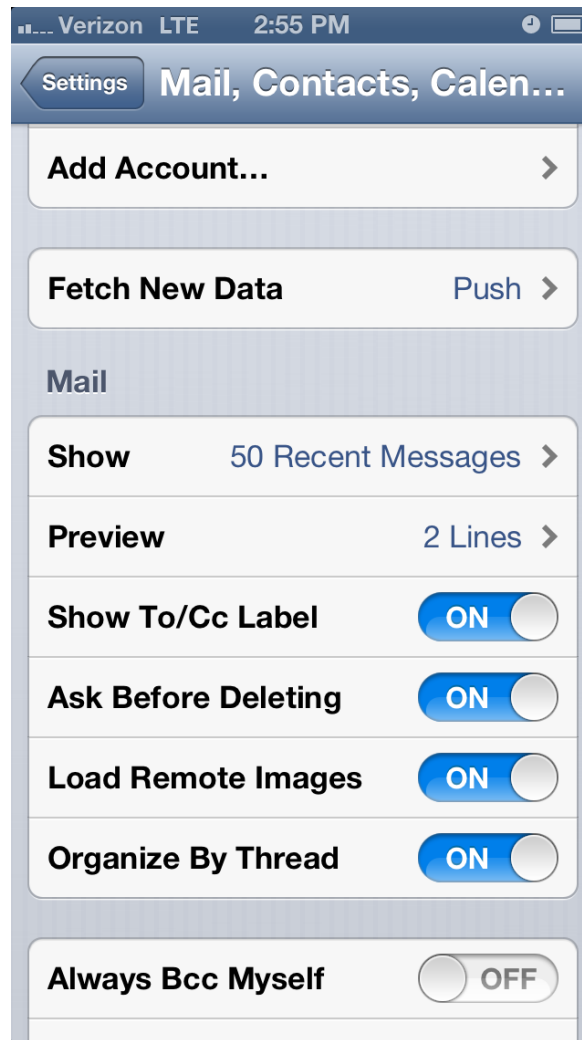

STEP 2

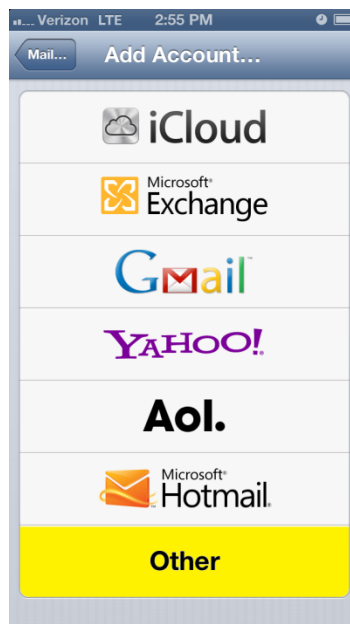This will take you into the Settings Screen. Scroll down and select **Mail, Contacts, Calendars >**

STEP 3

Scroll down and select **Add Account… >**

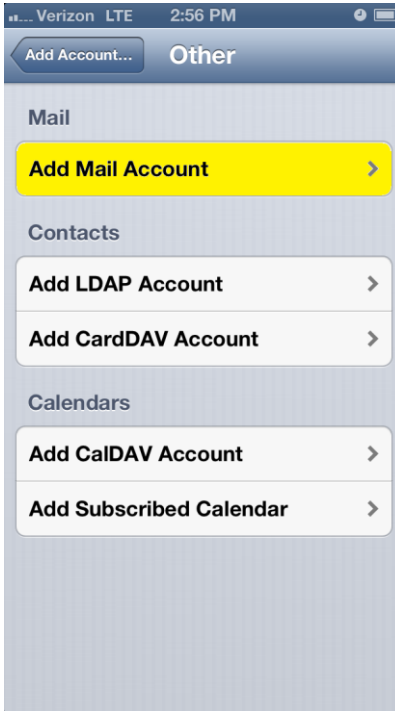# INSTRUCTIONS FOR SETTING UP GDC EMAIL ON IPAD OR IPHONE

STEP 4
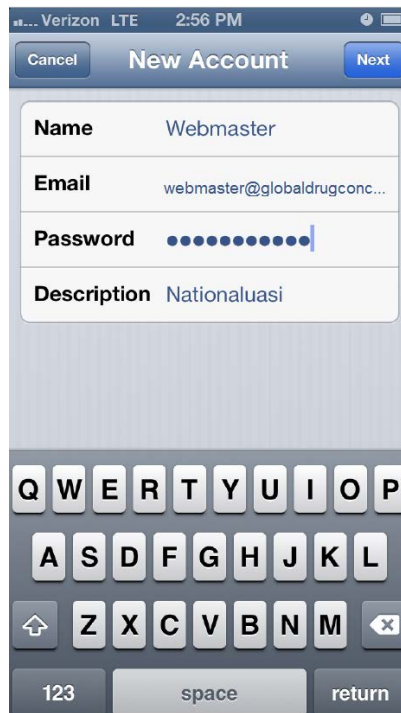
Scroll down and select **Other**

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And then choose **Add Mail Account >** on the next screen
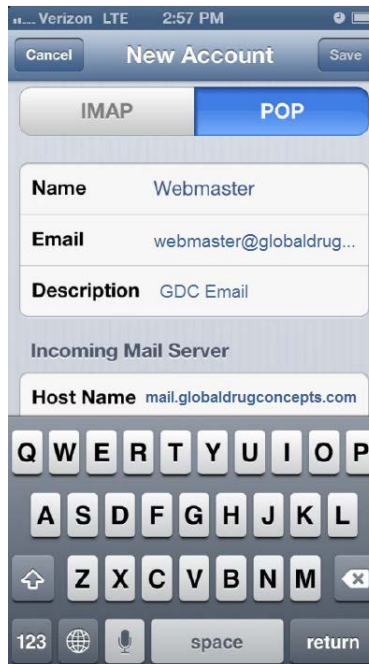
STEP 5

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.
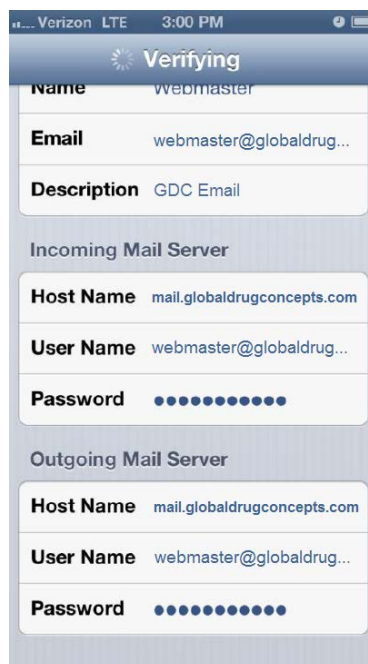
INSTRUCTIONS FOR SETTING UP GDC EMAIL ON IPAD OR IPHONE

STEP 6

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

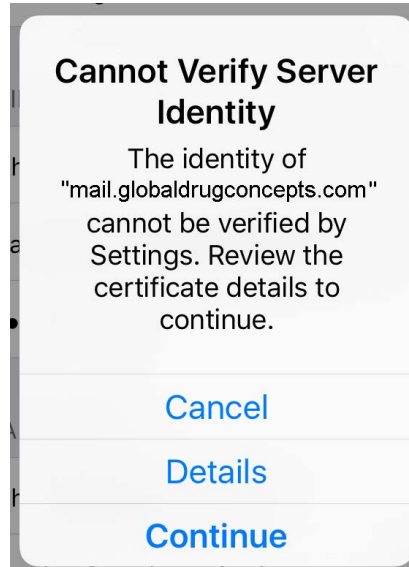**mail.globaldrugconcepts.com** for the Incoming Mail Server Host Name:

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.

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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.