



BASIC EMAIL

Setting Up Your Business Email

Prepared by **Leaders Leaving Legacies®** · Updated September 29, 2026

Your settings

Every phone and computer uses the same server for sending and receiving; only your full email address and password are unique to you. You'll find both in the separate email we sent you.

Setting	Enter this
Full email address	Sent to you in a separate email
Username (incoming and outgoing)	Your full email address
Password	Included in that same email
Account type	POP3 (not IMAP)
Incoming server	mailu.wpmudev.host
Incoming port	995, with SSL/TLS
Outgoing server (SMTP)	mailu.wpmudev.host
Outgoing port	587, with STARTTLS
Outgoing server requires sign-in	Yes, with the same username and password
Email in a web browser	Not included with Basic Email

Before you begin

Four habits prevent nearly every setup problem.

1. Choose "POP" or "POP3" as the account type, never IMAP, Microsoft, or Google.
2. Type mailu.wpmudev.host exactly for both servers, including the "u" after "mail."
3. Always fill in the outgoing username and password, even where your device labels them "Optional." Without them, you can receive email but not send it.
4. Let one main device clear the server, which holds only 100 MB. If you use a computer, it removes messages after 3 days while your phone leaves them, so both get every message.

iPhone or iPad (Mail app)

Use the built-in Mail app; the Outlook app can't add Basic Email accounts on iPhone or iPad. Your iPhone lets you change ports only after the account is saved, so the last steps check them. These steps match iOS 26.

1. Open **Settings**, tap **Apps**, tap **Mail**, then tap **Mail Accounts**.
2. Tap **Add Account**, enter your full email address, and tap **Next**.
3. Tap **Add Other Account...**, then **Mail Account**. On older iPhones, tap **Other**, then **Add Mail Account**.
4. Enter your name as recipients should see it, your password, and a description such as "Work email." Tap **Next**.
5. Choose **POP** at the top of the screen.
6. Under **Incoming Mail Server**, enter host name **mailu.wpmudev.host**, your full email address as the user name, and your password.
7. Under **Outgoing Mail Server**, enter the same host name, user name, and password, even though they say "Optional."
8. Tap **Next** and wait for verification. If you see **Cannot Connect Using SSL**, tap **No**; the steps below fix the ports. Then tap **Save**.
9. Back in **Mail Accounts**, tap your new account (then **Account**, if shown), then tap **Advanced**. Turn on **Use SSL** and set **Server Port** to **995**.
10. Tap **Delete from server** and choose **Never** if you also use a computer, or **Seven days** if this iPhone is your only device.
11. Go back to the account details, tap **SMTP** under **Outgoing Mail Server**, then tap **mailu.wpmudev.host** under **Primary Server**. Turn on **Use SSL**, set **Server Port** to **587**, and tap **Done**. The iPhone has no STARTTLS setting; **Use SSL** covers it.

Android (Gmail app)

The Gmail app works with any email address; choosing **Other** connects it to your business mailbox, not to a Google account.

1. Open **Gmail**, tap your profile picture (top right), and tap **Add another account**.
2. Tap **Other**, enter your full email address, and tap **Manual setup**.
3. Choose **Personal (POP3)**, tap **Next**, enter your password, and tap **Next**.
4. On **Incoming server settings**, enter your full email address as the username, your password, and server **mailu.wpmudev.host**. If port and security fields appear, use **995** and **SSL/TLS**.
5. Set **Delete email from server** to **Never** if you also use a computer, or **When I delete from Inbox** if this phone is your only device. Tap **Next**.
6. On **Outgoing server settings**, keep **Require sign-in** on. Enter the same username and password, SMTP server **mailu.wpmudev.host**, port **587**, and security type **STARTTLS**. Tap **Next**.
7. Choose your sync options, enter your name as recipients should see it, and tap **Next** to finish.

If this phone is your only device, delete messages you no longer need, since the server holds only 100 MB. Other Android mail apps, such as Samsung Email, follow the same pattern: choose Other or Manual setup, then POP3, then the settings above.

Windows PC: classic Outlook

Use classic Outlook, which has a **File** tab in the top-left corner. New Outlook can't remove messages from the server, so it isn't suited to Basic Email; if it's the only Outlook you have, contact us and we'll recommend another app.

1. Select **File**, then **Add Account**.
2. Enter your full email address, select **Advanced options**, check **Let me set up my account manually**, and select **Connect**.
3. Choose **POP**.
4. Under **Incoming mail**, enter server **mailu.wpmudev.host** and port **995**, and check **This server requires an encrypted connection (SSL/TLS)**.
5. Under **Outgoing mail**, enter server **mailu.wpmudev.host**, port **587**, and encryption method **STARTTLS**. Select **Next**.
6. Enter your password, select **Connect**, then select **Done**.
7. To set how long messages stay on the server, select **File, Account Settings**, then **Account Settings** again. Select your email address, then **Change**.
8. Select **More Settings**, then the **Advanced** tab. Check **Leave a copy of messages on the server** and **Remove from server after**, and set it to **3 days**.
9. Select **OK**, then **Next**. When the test finishes, select **Close**, then **Finish**.

Confirm it works

A two-minute test proves each device can both send and receive.

1. From your phone, send a short message to contact@leadersleavinglegacies.com. Then send another from your computer.
2. We will reply to both.
3. When both replies appear on your phone and your computer, setup is complete.

Quick fixes

Most problems trace back to one of these causes.

If this happens	Try this
You receive email but cannot send	Fill in the outgoing username and password, and use port 587 with STARTTLS.
Senders say their messages bounced	Your 100 MB mailbox may be full. Open email on your main device so it can clear the server.
A message shows up on one device but not another	Only your main device should remove messages from the server; set every other device to Never.
Sent or deleted messages don't match across devices	That's normal for Basic Email, since each device keeps its own copy. For email that matches everywhere, ask us about Pro Email.
iPhone says "Cannot Connect Using SSL"	Tap No, then Save. In the account settings, turn on Use SSL and set the ports to 995 (incoming) and 587 (outgoing).
"Cannot verify server identity" or a certificate warning	Check that both servers read exactly mailu.wpmudev.host, then try again.
Outlook opens a Microsoft sign-in page	Close it and choose POP; your mailbox is not a Microsoft account.
An attachment won't send	Keep each attachment under 15 MB; share larger files by link.
Some messages won't send when you email many people	Basic Email sends up to 10 messages a minute. Wait a minute, then send the rest.
Your password is rejected	Passwords are case-sensitive. If it still fails, we'll reset it for you.
You changed your password	Update it on every device, for incoming and outgoing servers.

Questions? Website customers can submit a request at leadersleavinglegacies.com/service-request-form (sign in first), or contact Leaders Leaving Legacies® at 262-389-7557 or contact@leadersleavinglegacies.com. We are glad to set it up with you.