Setting up email accounts on your IPhone/ IPad

onlinedesigns

Please note: *If your Apple device is a secondary device for emails, you need to check that your email account on your main device is setup to use IMAP as your account type and incoming mail server. If your mail account is set up as a POP3 account, it is recommended that you remove and re-add the account using the IMAP as the account type and incoming mail server. (Please see email support page on how to set up an email account or contact an IT Person).*

POP3 and IMAP are two different protocols (methods) used to access email. Each has its own advantages.

POP3 downloads email from a server to a single computer, then deletes it from the server. So POP3 is most useful if you want to keep all your email on one computer and check emails **only** on that computer, and not from any other device.

IMAP is the better option when you need to check your emails from multiple devices, such as a work laptop, a home computer, or a tablet, smartphone, or other mobile device. Tap into your synced (updated) account from any device with IMAP.

Here are the differences between POP3 and IMAP.

POP3 - Post Office Protocol	IMAP - Internet Messaging Access Protocol
You can use only one computer to check your emails (no other devices)	You can use multiple computers and devices to check your emails
Your emails are stored on the computer that you use	Your emails are stored on the server
Sent mail is stored locally on your PC, not on a mail server	Sent mail stays on the server so you can see it from any device.

Step 1.
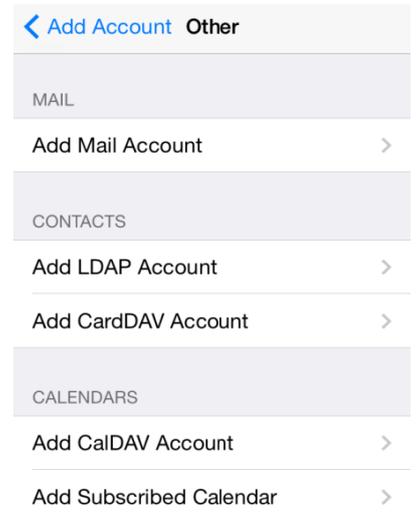
Tap 'Settings' on your mail screen

Step 2.

Tap 'Mail, Contact, Calendars'

Step 3.

Tap 'Add Account'

Step 4.

Tap 'Other'

Step 5.

Enter in your Name, Email Address & Password

Step 6.
Select 'IMAP'
Your name & email should be already entered in.
Under Incoming Mail Server
Host Name needs to be:
imap.webhost.co.nz
Username: Your email address goes here
Password: You would have received this when your email account was set up.

Step 7.

Once you have filled in the settings for your incoming mail you will need to the same for your Outgoing Mail Server.

However Host Name for your outgoing will be: smtp.webhost.co.nz

You will need to re-enter your password also. Then go 'Next'.

Cancel	New Account	Next

INCOMING MAIL SERVER

Host Name imap.webhost.co.nz

Username user@example.co.nz

Password ••••••••

OUTGOING MAIL SERVER

Host Name smtp.webhost.co.nz

Username user@example.co.nz

Password ••••••••

You will see that your email account is now set up.

To double check your outgoing mail settings, Under Outgoing Mail Server tap on: 'SMTP smtp.webhost.co.nz'

Primary Server should be 'On'.
TAP this option to bring up more settings.

(Other SMTP Server should be off - Unless you have other email accounts on that phone also.)

Under the Outgoing Mail Server make sure that 'SSL' is ON
Authentication is: Password
Server Port is: 587

Press 'Done' to save