

# Setting up email on iPhone or iPad

To set up a new POP3 account on an iPhone, iPhone 4, iPhone 5 or an iPad please follow the steps below:

**Note:** *depending on which device you have, and the version of the software running on it, some screens may look slightly different - however the settings will be the same.*

## 1- Select **Settings**



## 2- Select **Mail, Contacts, Calendar**

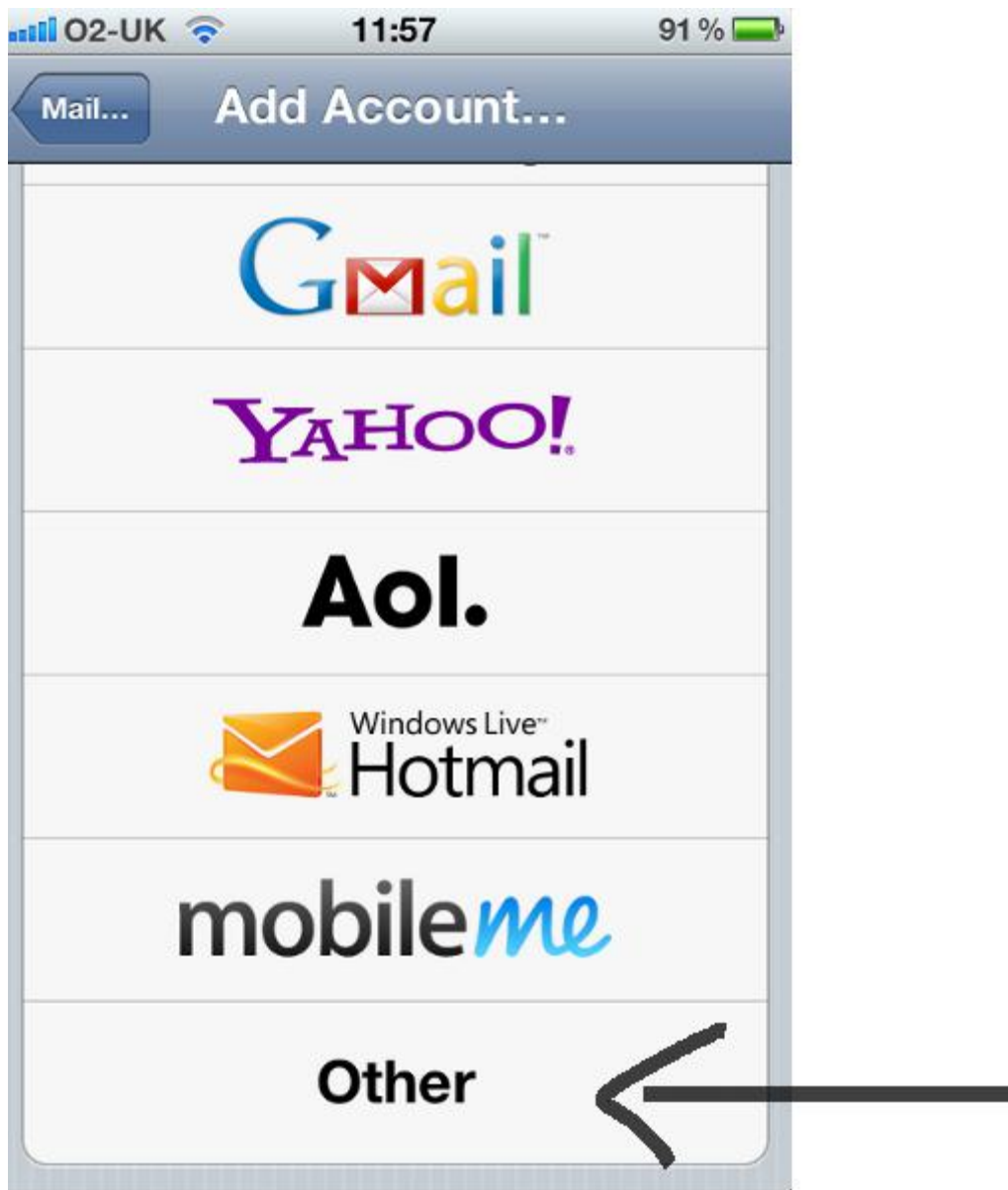




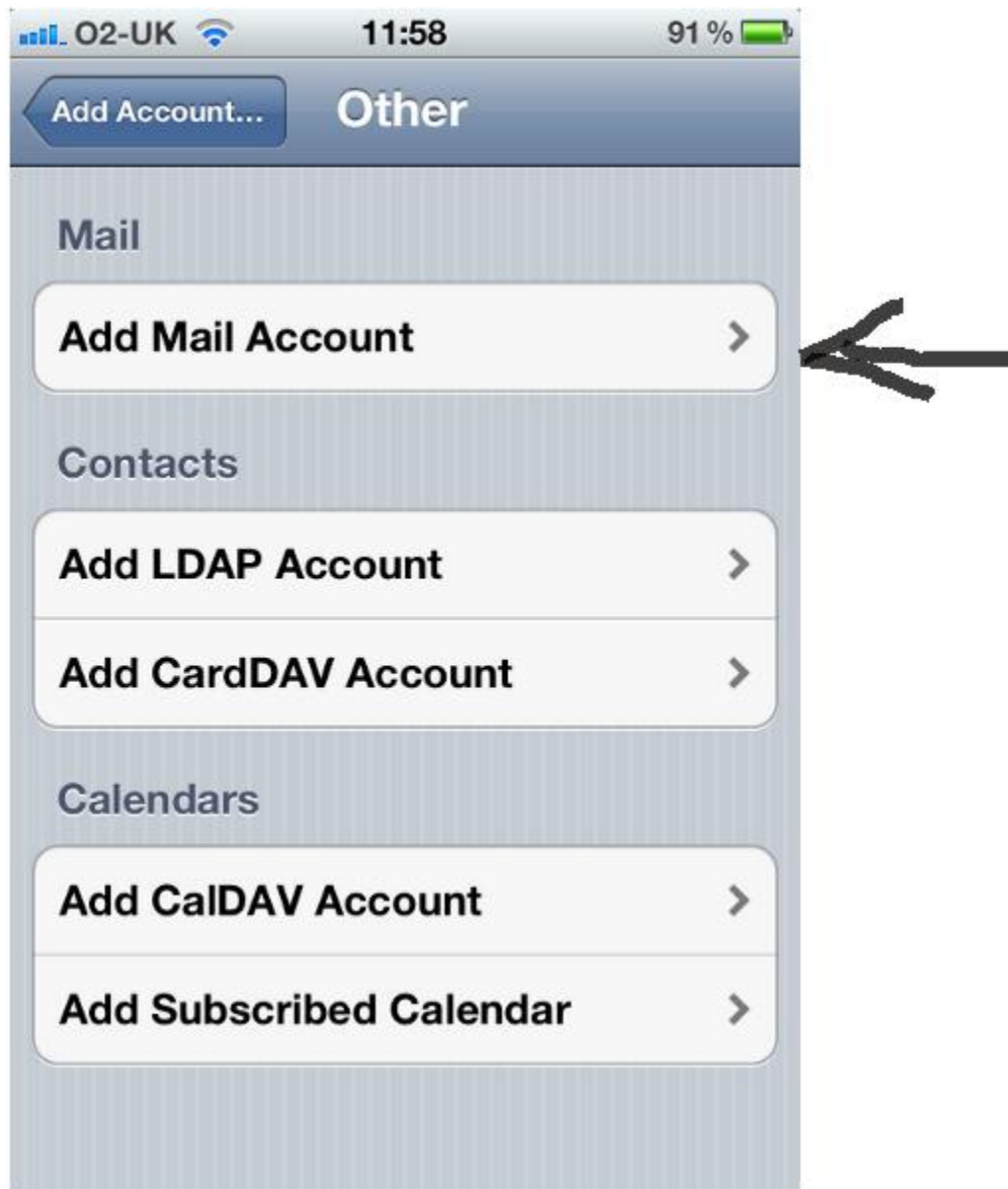
**3- Select Add Account..**



4- Select **Other**



5- **Select Add Mail Account**



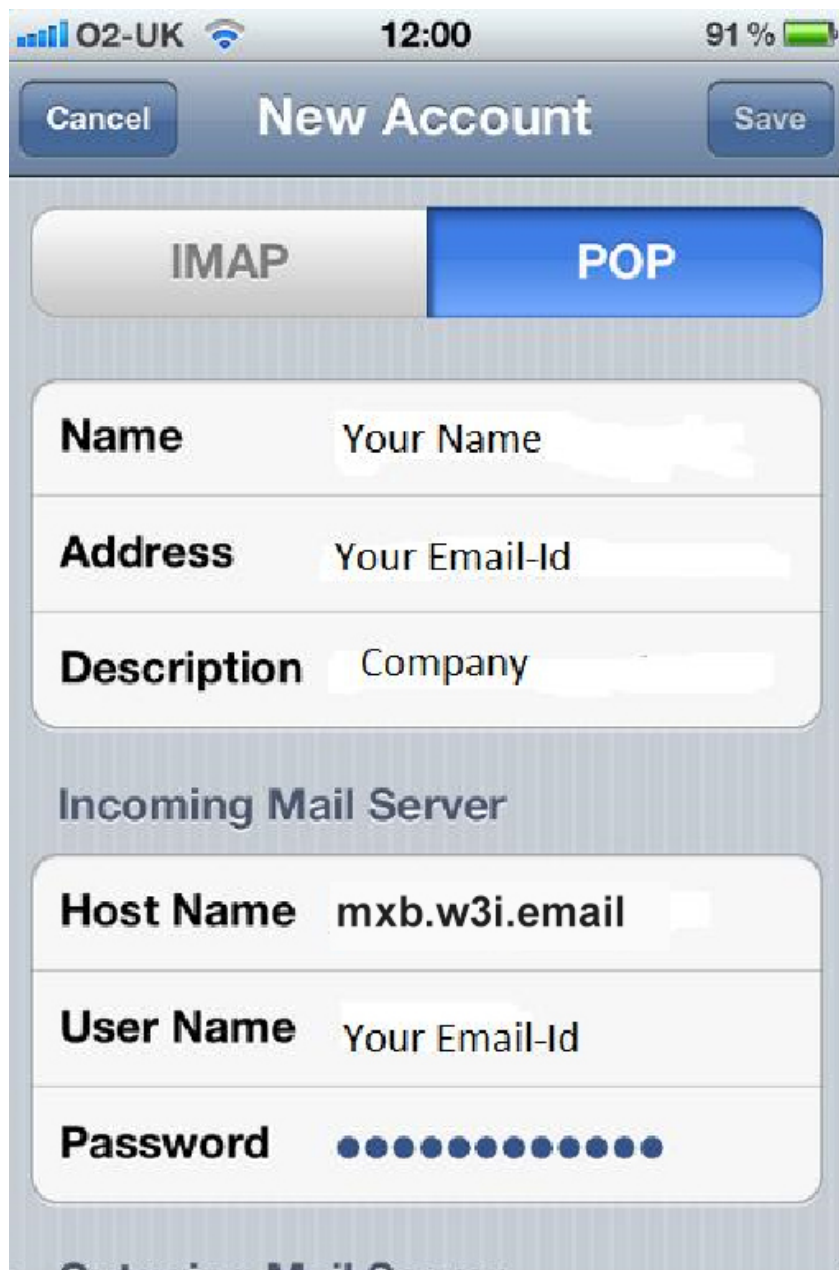
6- Enter your account details; **Name**, **Email Address** and **Password**. The **Description** is a way for you to identify the account. Press **Next**



The screenshot shows an iPhone interface for creating a new account. The status bar at the top displays 'O2-UK', signal strength, Wi-Fi, the time '11:59', and a 91% battery level. The form is titled 'New Account' and has 'Cancel' and 'Next' buttons. It contains four input fields: 'Name' with the placeholder 'Your Name', 'Address' with 'Your Email-Id', 'Password' with a masked input of ten blue dots, and 'Description' with 'Your Company Name'. Four black arrows on the right side of the form point to each of these input fields. Below the form is a standard QWERTY keyboard.

## 7- Select POP or IMAP

Enter the **Incoming Mail server** details. **Host Name** will be **mxb.w3i.email**, the **User Name** will be your 'mailbox' name. The **Password** will already be populated



O2-UK 12:00 91%

Cancel **New Account** Save

IMAP **POP**

**Name** Your Name

**Address** Your Email-Id

**Description** Company

**Incoming Mail Server**

**Host Name** mxb.w3i.email

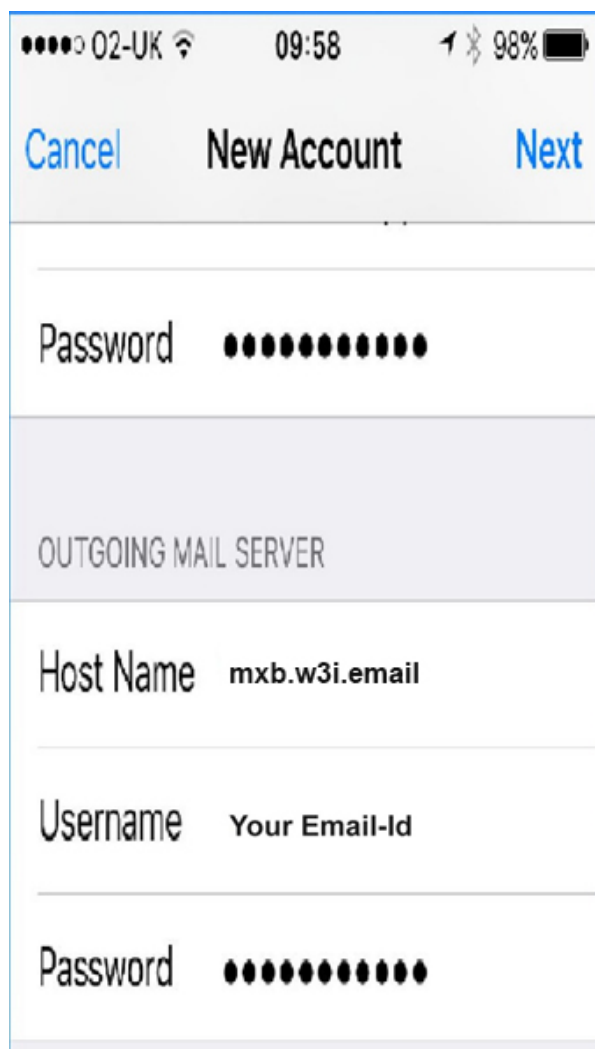
**User Name** Your Email-Id

**Password** ●●●●●●●●●●

**Outgoing Mail Server**



8- Enter the **Outgoing Mail server** details. **Host Name** will be **mxb.w3i.email**, the **User Name** will be your 'mailbox' name. The **Password** will already be populated



Cancel    New Account    Next

Password    ●●●●●●●●●●

OUTGOING MAIL SERVER

Host Name    mxb.w3i.email

Username    Your Email-Id

Password    ●●●●●●●●●●