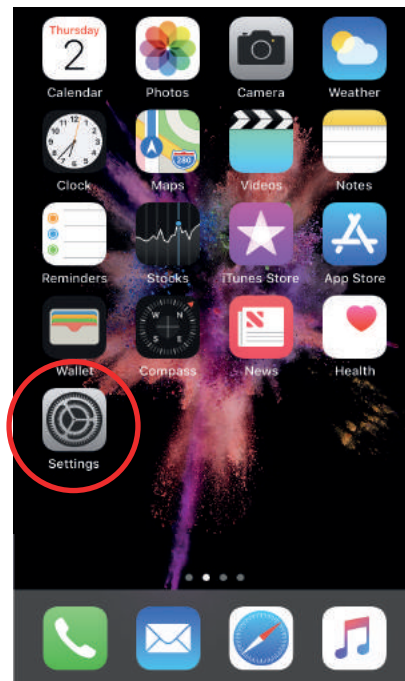


# How to add your new email account to an iOS (Apple) device

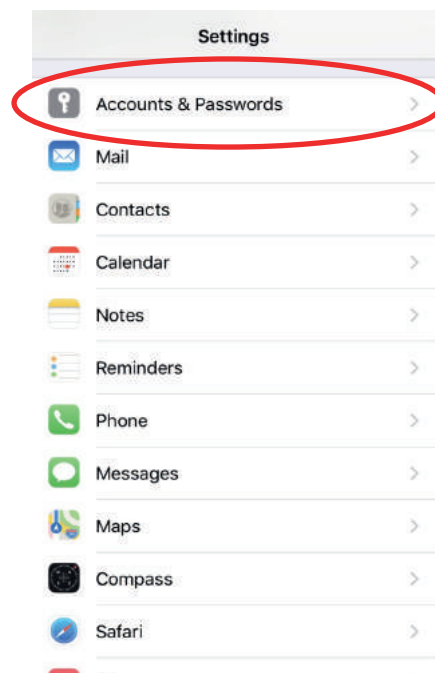
This document explains how to set up a connection between your iOS mobile device and your new email address, so that you can use your iOS device to send and receive emails.

**Please Note:** You will need to be connected to the internet on your device

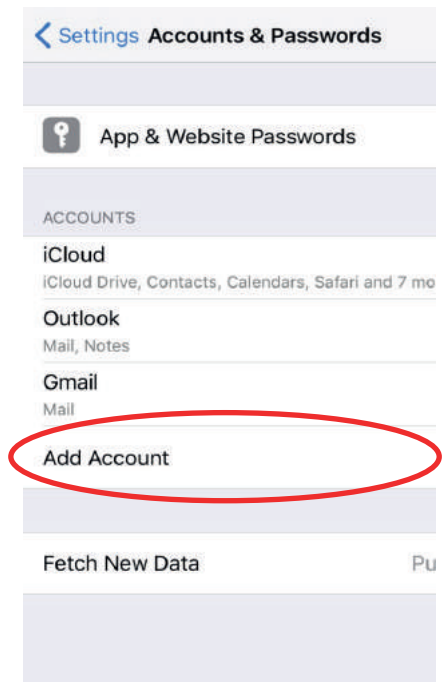
1: Go to "Settings"



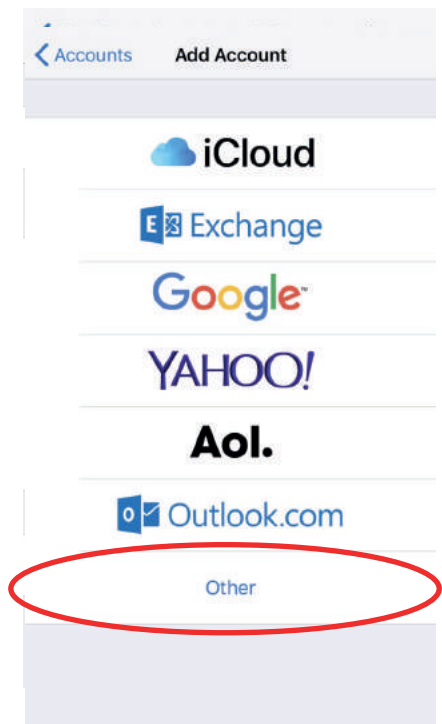
2: Select "Accounts & Passwords"



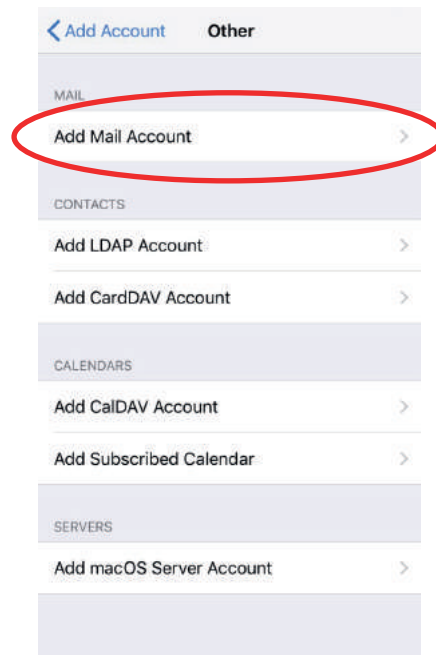
3: Select "Add Account"



4: Select "Other"



5: Select "Add Mail Account"



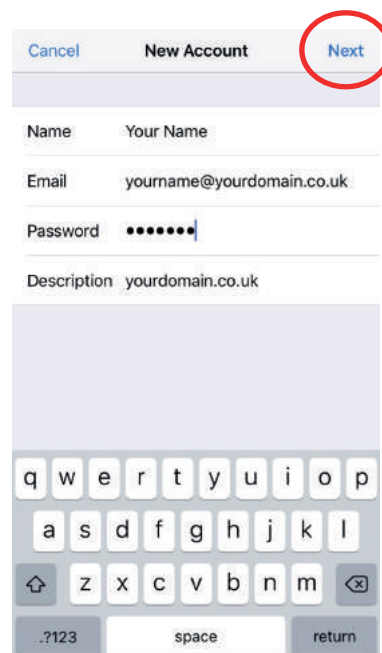
6: Fill in your details and tap "Next"

**Name:** Enter the name you would like to appear when someone receives an email from you

**Email:** Enter the email address of the account you would like to add

**Password:** Enter the password of the email address you would like to add

**Description:** Enter a name for the email account on your phone (using your full email address is recommended)



7: Select "IMAP" and fill in the "Incoming Mail Server" and "Outgoing Mail Server" details. Please note, your IMAP Server/SMTP information may differ from the example given below, please check with the Webforward team before entering these details.

**Host Name:** Enter "viper.webfwd.co.uk"

**Username:** Enter the full email address for the account you would like to add.

**Password:** Enter the password of the email address you would like to add.

(these details should be the same for both "Incoming" and "Outgoing")

The system should automatically start "Verifying" your details. If verifying does not happen automatically - tap "Next" in the top right-hand corner of the screen.

Cancel    **New Account**    Next

IMAP    POP

Name    Your Name

Email    yourname@yourdomain.co.uk

Description    yourdomain.co.uk

INCOMING MAIL SERVER

Host Name    viper.webfwd.co.uk

Username    yourname@yourdomain.co.uk

Password    ●●●●●●●●

OUTGOING MAIL SERVER

Host Name    viper.webfwd.co.uk

Username    yourname@yourdomain.co.uk

Password    ●●●●●●●●

Verifying

Name    Your Name

Email    yourname@yourdomain.co.uk

Description    yourdomain.co.uk

INCOMING MAIL SERVER

Host Name    viper.webfwd.co.uk

Username    yourname@yourdomain.co.uk

Password    ●●●●●●●●

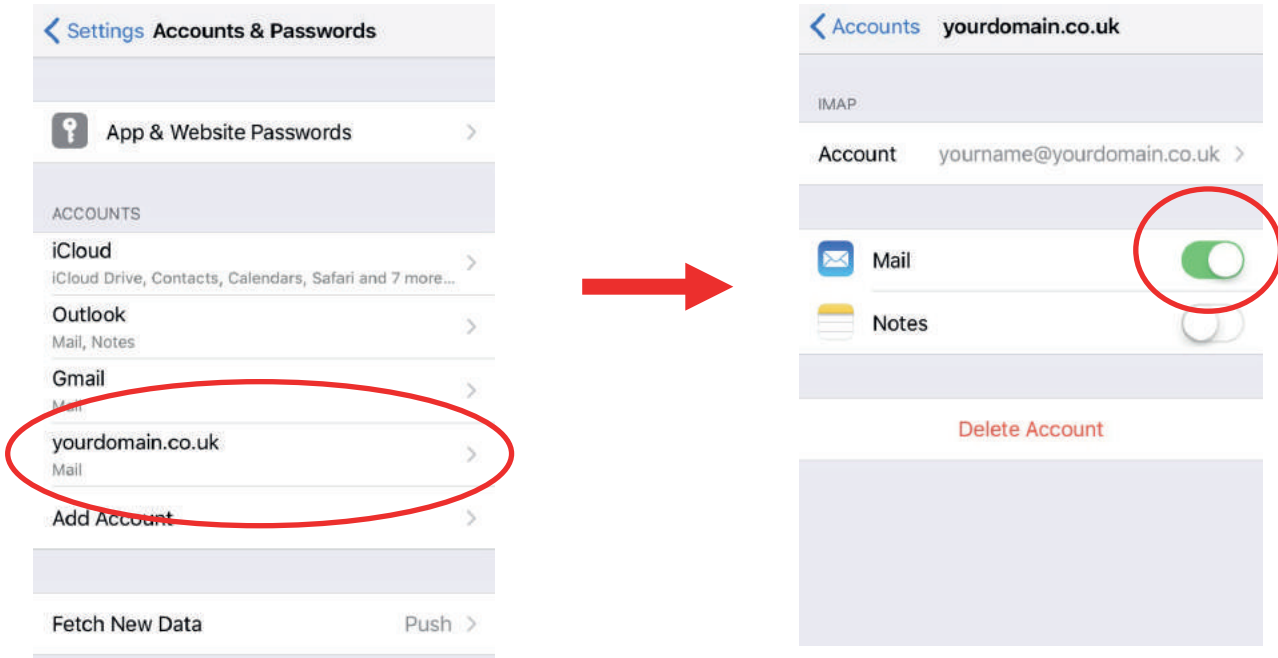
OUTGOING MAIL SERVER

Host Name    viper.webfwd.co.uk

Username    yourname@yourdomain.co.uk

Password    ●●●●●●●●

- 8: Your account will appear under "Accounts & Passwords" - Select the account and ensure the "Mail" setting is activated – the button should be green.



- 9: To access the emails on your new account return to your home screen and select the "Mail" application

