How to Configure iPhone for POP3 Email

This document has been created to illustrate how to configure and setup a POP3 email account on the iPhone.   There is certain information that will be required for you to complete this configuration which is as follows.

Notice: The screen captures shown in this how to guide maybe different than what you see on your iPhone depending on the version of firmware and model that you are using. However, the steps outlined in this document are generalized and should be similar with each version.

This information is required and should be available by your ISP, email hosting provider or systems administrator

1. Incoming mail server "example: pop3.yourdomain.com"
2. Incoming mail server port number if different "default 110"
3. Outgoing mail server "example: smtp.yourdomain.com"
4. Outgoing mail server port number if different "default 25"
5. Username
6. Password
7. SSL required or not

Let us get started with the configurations

1. On the main screen of your iPhone tap on the Settings button

2. Tap on Mail, Contacts , Calendars

3. Tap on Add Account

4. Tap on Other

5. Tap on Add Mail Account

6. Type in your full name

7. Type in your email address

8. Type in your password

9. Type in a description for this account

10. Tap Save

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11. Tap on POP
12. Enter your Name
13. Enter your email address
14. Enter your description of this account

Incoming Mail Server

15. Enter the Host name: Incoming mail server
16. Enter your username
17. Enter your password

Outgoing Mail Server

18. Enter the Host Name: Outgoing mail server
19. Enter your username
20. Enter your password
21. Tap Save

22. If required by your ISP or email provider please select Yes or No on the next screen when prompted about Configure with SSL or not

Notice: If your internet service provider or email provider requires that you use alternate incoming or outgoing email ports please follow these steps

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23. Tap on the arrow to the right of the new account that you have created

24. Scroll down to the bottom of the screen and tap on Advanced

25. Change the Remove feature to the desired level. This feature will remove the message from your iPhone, not from the server

    Available options
       a. Never **"recommended"**
       b. After one day
       c. After one week
       d. After one month
26. Change the Delete from server to the desired options. This feature will remove the message from the server and from your iPhone based on the option that you choose.

    Available options
       a. Never **"recommended"**
       b. Seven Days
       c. When removed from inbox

At the top of the screen click on the left arrow for the account to go back to the previous screen

27. Tap on the arrow next to the SMTP Outgoing Mail Server option
28. Tap on the arrow next to the Primary Server "this should be the account you are configuring"
29. Change the Server Port if required. The default is port 25, change only if required by your ISP or email hosting provider

This should complete the configuration of your new email account on your iPhone. Should you additional questions we highly recommend that you contact your ISP or email hosting provider or your systems administrator.