

GPK POP3 Email Service - Setup iOS and iPadOS

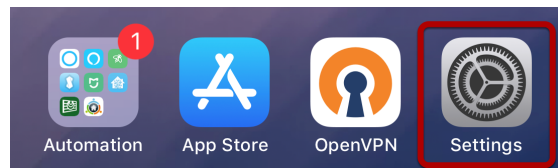
This document will run through setting up your GPK POP3 email account with Apple iOS or iPadOS device.

Note: The nature of POP3 email is that it is not designed to synchronise email between multiple devices. POP3 is designed to be setup on a single device (PC, Tablet or Phone). Emails are downloaded onto the device and then deleted from the server.

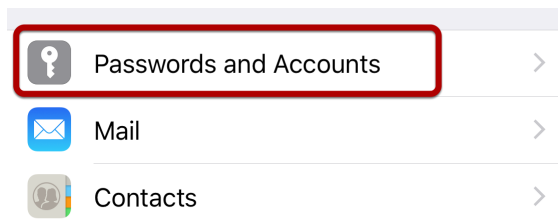
If the account is setup on a second device, it will not have the same set of emails stored on first device.

If you require an email service that allows you to synchronise your email, calendar, contacts across multiple devices, please ask us about our Exchange Online service through Office 365.

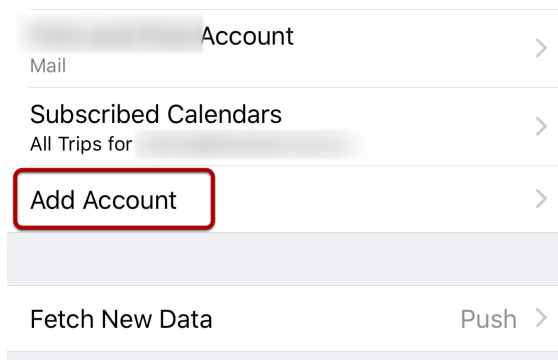
Step 1 - Open the Settings app.



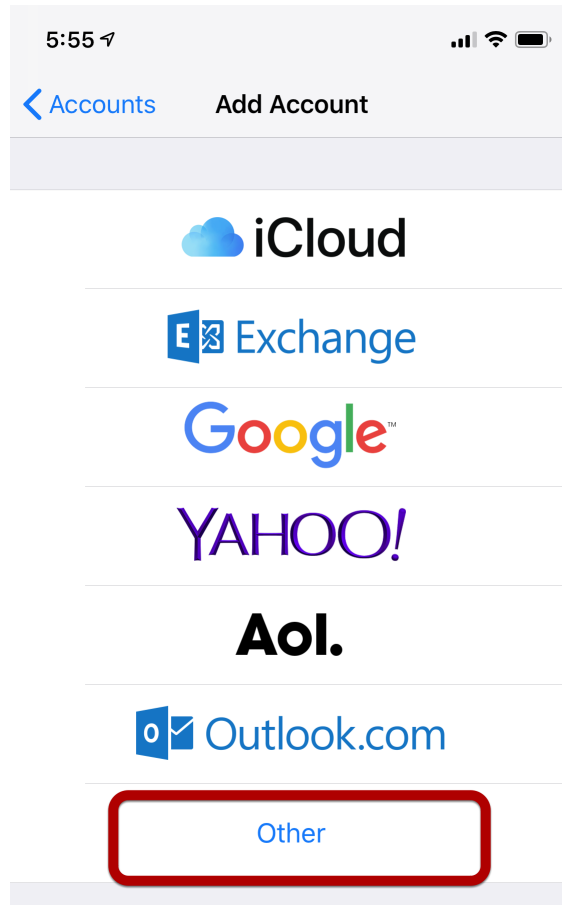
Step 2 - Select Passwords and Accounts.



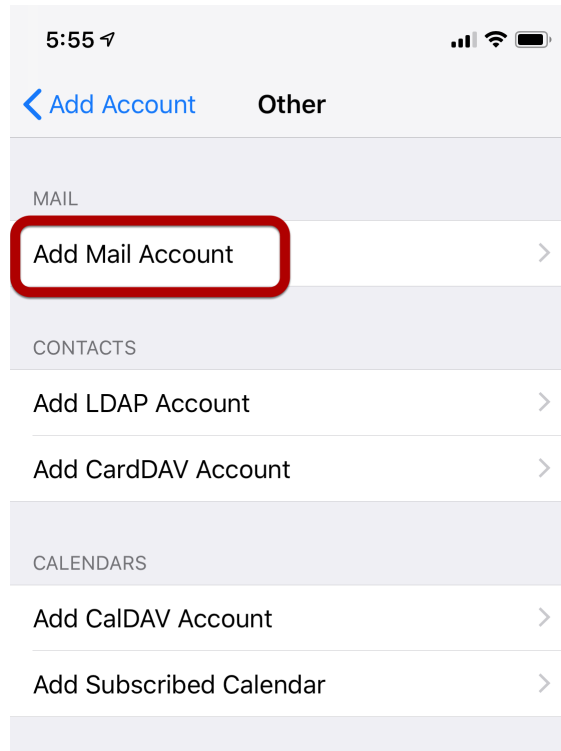
Step 3 - Select "Add Account".



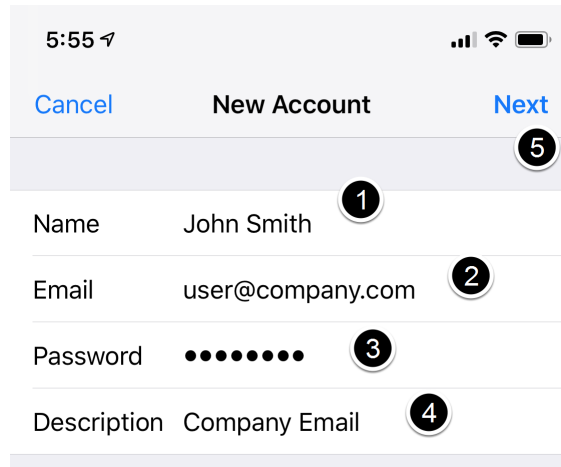
Step 4 - Select "Other".



Step 5 - Select "Add Mail Account".



Step 6 - Enter basic details.



1. Enter your full name.
2. Enter your email address.
3. Enter your password.
4. Give this account a description.
5. Tap Next.

Step 7 - Enter additional details.

Cancel New Account 8 Save

IMAP POP 1

Name John Smith

Email user@company.com

Description Company Email

INCOMING MAIL SERVER

Host Name mail.company.com 2

Username user@company.com 3

Password ●●●●●● 4

OUTGOING MAIL SERVER

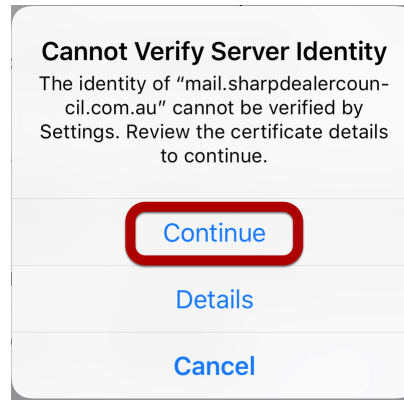
Host Name mail.company.com 5

Username user@company.com 6

Password ●●●●●● 7

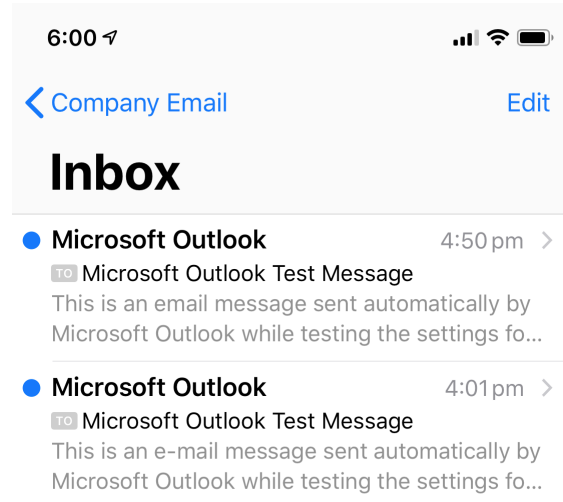
1. Select POP.
2. Enter your mail server name. This is usually mail.yourcompanydomain.com . Replace yourcompanydomain with your company domain.
3. Enter your email address again.
4. Ensure your password is filled in.
5. Enter the mail server name, the same as step 2.
6. Enter your email address again.
7. Ensure your password id filled in.
8. Tap Save.

Step 8 - When presented with warnings, click "Continue".



You may get more than one warning, click Continue on each.

Step 9 - Complete.



Congratulations, you have successfully setup a GPK POP3 Email Account on iOS / iPadOS.