

Configuring your Apple iOS device to access your LetMC Emails

A Quick Explanation of POP

POP3, which is an abbreviation for Post Office Protocol 3, is a widespread method of receiving email which requires you to download the emails to your hard drive before viewing them. This is the main difference between POP3 and another popular email protocol called “IMAP”.

The advantage of using a POP3 mail server is that users have complete freedom to organise their emails on their computer/device. Rather than have all emails stored in your *Inbox*, you are free to separate emails into customised folders of your choosing. And because the emails remain on the server (LetMC), you are able to download all emails on multiple devices.

Why use IMAP?

By using IMAP, you now have access to your LetMC emails even if you don’t have access to the system. Whether you are out of the office on an appointment or at home, your LetMC emails will now be available to you where you are. In addition to this, any emails that you send/receive whilst out of the office will remain in your Apple device’s inbox for future viewing.

Configuring your Apple iOS Device

Before you can access your LetMC emails on your Apple iOS Device, you will need to add an email account to it. Below is a quick guide to setting up your Apple iOS Device, allowing it to connect to LetMC. But before you get started on this, you will need the following information:

1. Your LetMC email address (forename.surname-companyname@home.letmc.com)
2. Incoming (POP3) mail server – pop3.letmc.com
3. Outgoing (SMTP) mail server – smtp.letmc.com
4. Your Username for LetMC (forename.surname-letmc)
5. Your LetMC password

Now that you have this information to hand, we can begin to configure your Apple iOS Device.

1. Begin by unlocking your iOS Device and navigating to the Settings screen.



2. Once the Settings Screen has opened, navigate to “Mail, Contacts, Calendars” and click “Add Account”



3. Next you will be prompted to choose the Mail Account type. Choose "Other".



4. You will now be asked to enter your account information.
 - a. Name – This is the name that you would like to affix to any emails that are sent.
 - b. Email – This is your LetMC email address.
 - c. Password – This is your LetMC Password.
 - d. Description – This is the name of the mailbox on your iOS device.



5. Click “Next” and you are now required to set up the Advanced settings. First of all you will need to ensure that “POP” is selected at the top.



6. Moving down the page, the first three fields will auto fill with the information that you entered on the previous screen. The only information that you will need enter relates to the “Incoming Mail Server” and the “Outgoing Mail Server”. Enter the details below for both.
 - a. Incoming Mail Server - Host Name – `pop3.letmc.com`
 - b. Outgoing Mail Server – Host Name – `smtp.letmc.com`
 - c. User Name – This is your username for LetMC (`forename.surname-companyname`)
 - d. Password – This is your password for LetMC



7. Once you have completed each field, click "Save" and your iOS Device will test these settings. If successful, green ticks will appear next to each field.

