

Summary

The following directions are for setting up your kolab.corpwest.com email account in Outlook or on your Apple iPhone or iPad. The screenshots are from Outlook 2013 and IOS 8.

1. General InfoWe support POP3 or IMAP
2. Username = email address
3. Standard Ports
4. Use SSL = yes
1. Apple Device Settings
2. Mail, Contacts, Calendars
3. Add Account
4. Other
5. Add Mail Account
6. Enter your information [Screen Shot](#)
7. Press Next
8. ENter the mail server information [Screen Shot](#)
9. Choose IMAP or POP
 - o IMAP: Mail is **synchronized** between your Apple and the mail server. Any mail deleted from the phone will also be deleted from the server.
 - o POP3: Mail is **copied** from the mail server to your Apple. Mail is left on the mail server - this just gets a copy.
10. Incoming Mail Server:
 - o Host Name: kolab.corpwest.com
 - o User Name: Your full email address
 - o Password: Your email password
11. Outgoing Mail Server:
 - o Host Name: kolab.corpwest.com
 - o User Name: Your full email address
 - o Password: Your email password
12. Press Next
13. Press Next
14. You're done!

Hints:

- Make sure SSL is ON.
- Make sure the port on the OUTGOING mail server is 587.
- Here's a [Screen Shot](#) of the outgoing mail server settings.
- If you are having problems logging in, check your email address and password using the regular web-mail at <https://kolab.corpwest.com> - be sure to click basic mode if trying from your iphone.