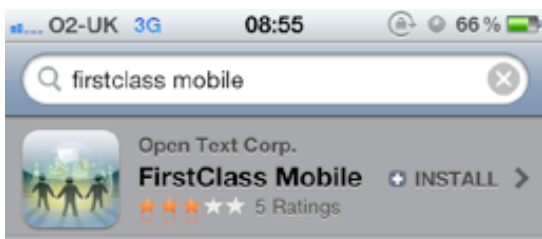


# Installing FirstClass Email App on to Apple devices (iPod, iPhone and iPad)

There are two methods of installing FirstClass on to Apple devices. These methods are detailed below.

## The App Store



1) Launch the App Store on your Apple device and search for FirstClass Mobile. This is a free download



2) Once installed, launch the app and enter the following details in to the server field: **fc.oldhamlea.org.uk**

3) Enter your FirstClass UserID and Password to login

## Using the inbuilt Mail App (Advanced)

- 1) Click on the settings icon on your Apple device
- 2) Scroll down until you find the Mail settings menu, and select
- 3) You will see a list of current email accounts setup on the device
- 4) Click 'Add Account...'
- 5) You will be presented with a list of email providers (Yahoo, Hotmail etc) - FirstClass is not listed, so select 'Other'
- 6) Add Mail Account -

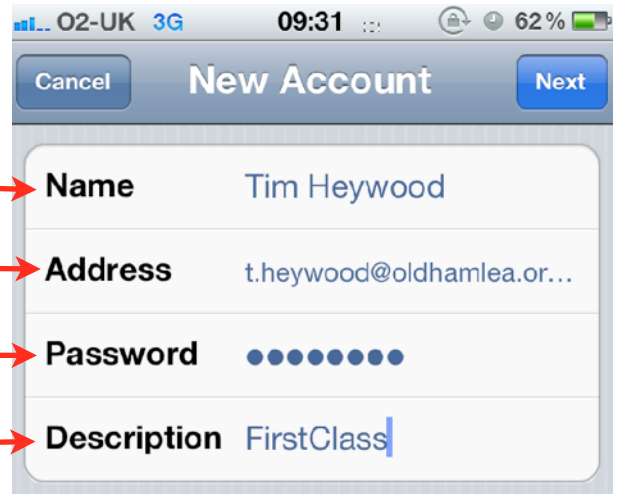
7) Enter the following fields:

Your name → **Name** Tim Heywood

Your email address → **Address** t.heywood@oldhamlea.or...

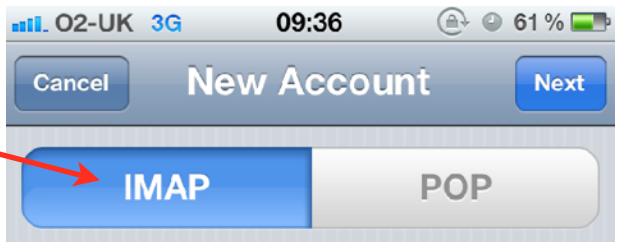
Your password → **Password** ●●●●●●

A title for the Account → **Description** FirstClass



*Click Next*

8) Make sure that IMAP is selected



9) Fill in the following fields:

Host Name: **fc.oldhamlea.org.uk** → **Host Name** fc.oldhamlea.org.uk

Your FirstClass User Name → **User Name** |

Your Password → **Password** ●●●●●●

*Scroll Down*



10) For the Outgoing Mail Server, you will only need to fill in the Host Name Field

Host Name: **fc.oldhamlea.org.uk** → **Host Name** fc.oldhamlea.org.uk

*Click next, and wait a moment whilst the account verifies*



11) You will be presented with the following message:

Click Yes

*Wait a few more moments whilst the account continues to verify*



12) Launch the Mail app and you can now start sending and receiving emails on your Apple device

**If you have any queries or need help setting this up, please phone the FirstClass LA ICT Team Helpline on 0161 770 3678**