

Add Email to Personal Device

Access Email on PC, Mac, Android, and IOS

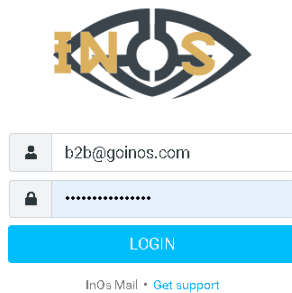
This guide will walk you through how to access your email on your personal device depending on the platform.

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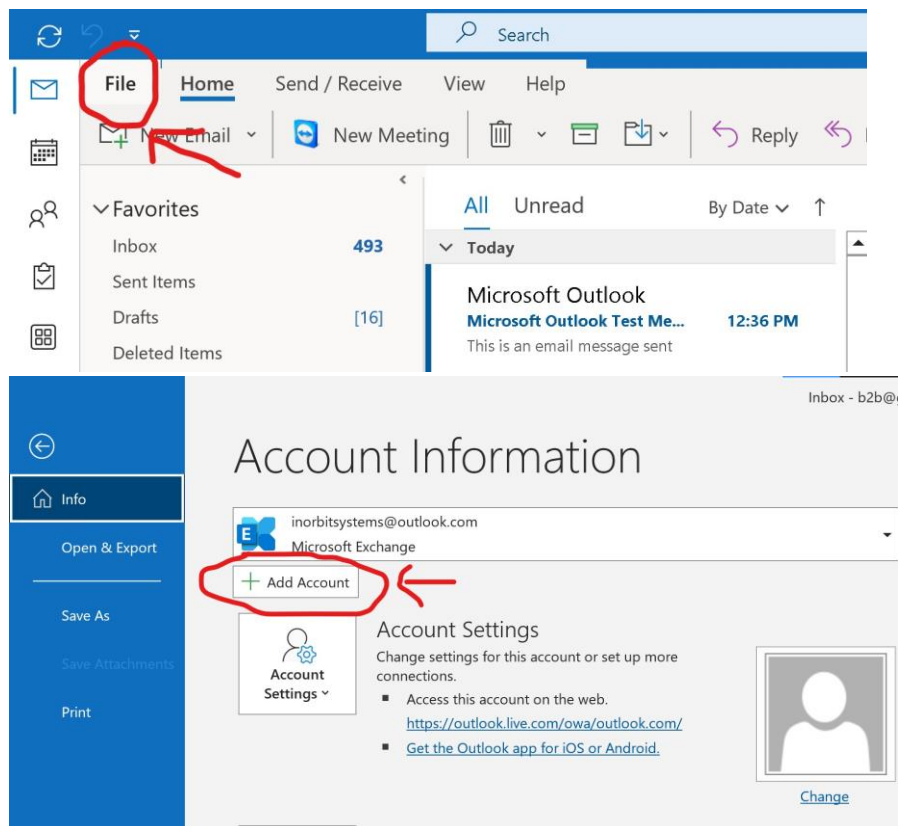
Web

1. Go to <https://mail.goinos.com> .
2. Login with the credentials

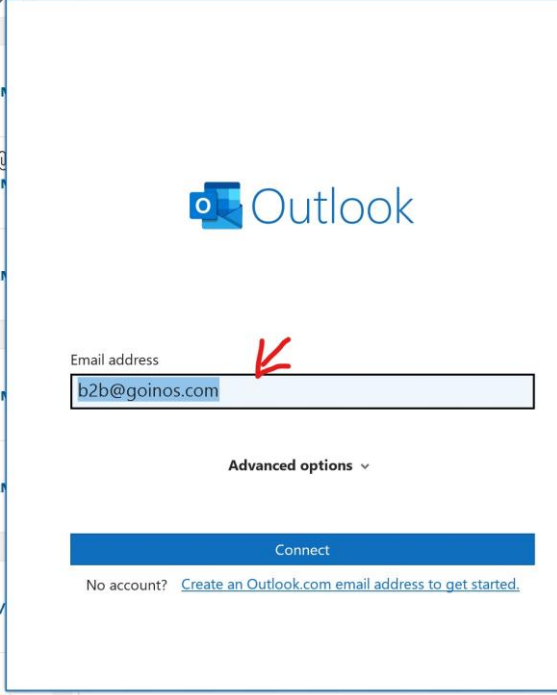


Outlook App (PC & Mac)

1. Open the Outlook App and navigate to the add account / sign in page.

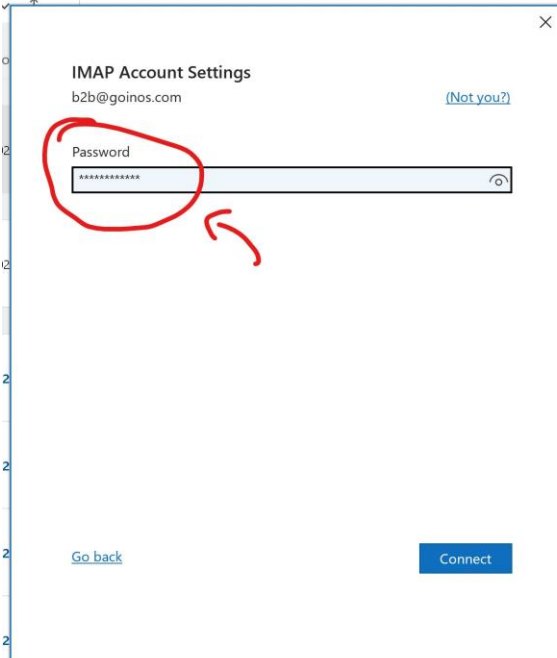


2. Enter email address and click connect.



The screenshot shows the Outlook account connection interface. At the top is the Outlook logo. Below it is a text input field labeled "Email address" containing the text "b2b@goinos.com". A red arrow points to this field. Below the field is a link "Advanced options" with a downward arrow. At the bottom is a blue "Connect" button. Below the button is a link "No account? Create an Outlook.com email address to get started."

3. Enter the password in the next dialogue box and click connect.



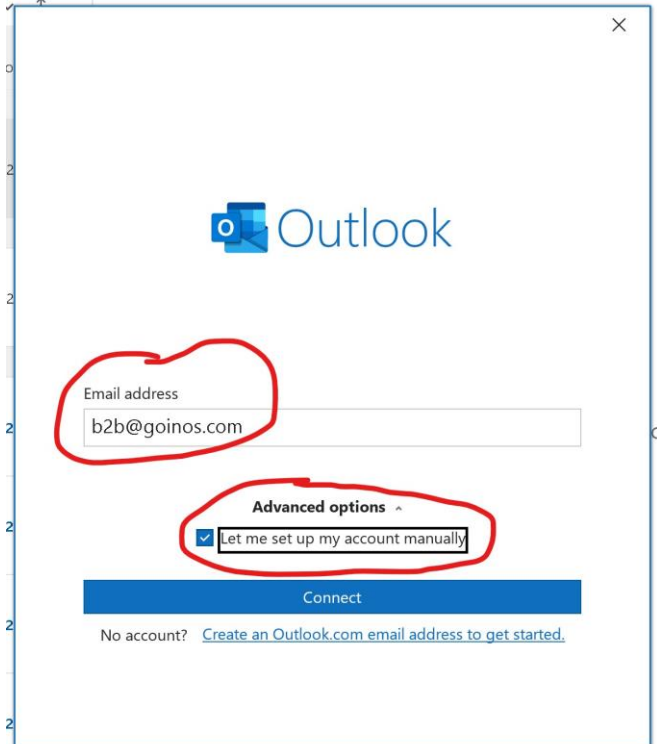
The screenshot shows the "IMAP Account Settings" dialog box for the email address "b2b@goinos.com". There is a link "(Not you?)" in the top right. The "Password" field is highlighted with a red circle and a red arrow points to it. At the bottom left is a link "Go back" and at the bottom right is a blue "Connect" button.

4. This should connect the account to the outlook app.

5. If the account isn't added after Step 3, repeat the process, and ensure the email and password were entered correctly. If the issue persists, proceed to Step 5.

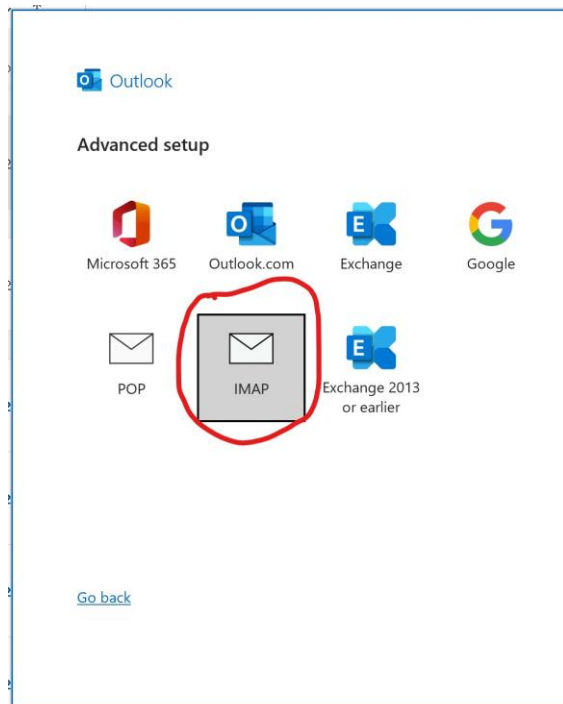
6. Navigate back to the Add Account / Sign in Page from Step 2

7. Enter email address, open the Advanced Options dropdown, check the checkbox, and click connect.

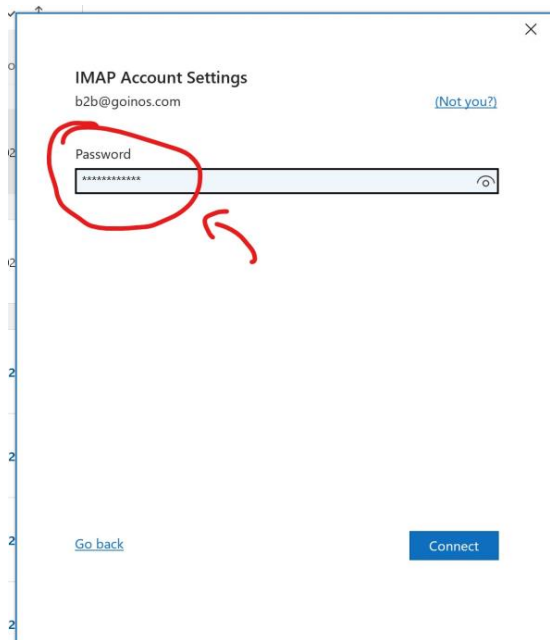


The screenshot shows the Outlook account connection interface with the "Advanced options" dropdown expanded. The "Email address" field contains "b2b@goinos.com" and is circled in red. The "Advanced options" dropdown is also circled in red, showing a checked checkbox for "Let me set up my account manually". At the bottom is a blue "Connect" button. Below the button is a link "No account? Create an Outlook.com email address to get started."

8. On the following dialogue box, choose the IMAP option.



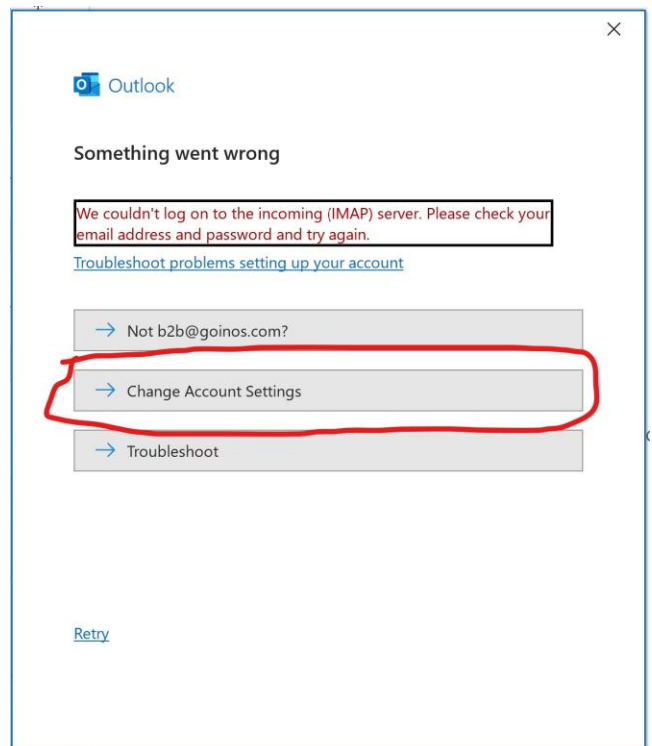
9. Enter the password in the next dialogue box and click connect.



10. This should connect the account to the outlook app.

11. If the account isn't added and gives you an error, ensure the email address and password were entered correctly, and repeat the process again. If the issue persists, follow to next step.

12. At this point you might see a screen like this. Click on the Change Account Settings Button on there.



13. On the following screen, enter/edit the details as shown and click Next.

Incoming Mail Server:

imap.mail.hostpoint.ch

Port: 993

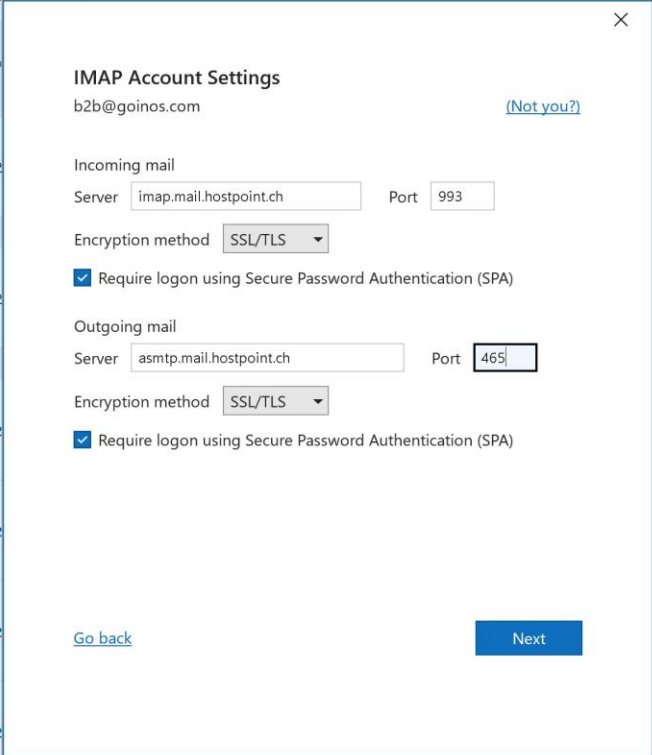
Encryption: SSL/TLS

Outgoing Mail Server:

asmtplib.mail.hostpoint.ch

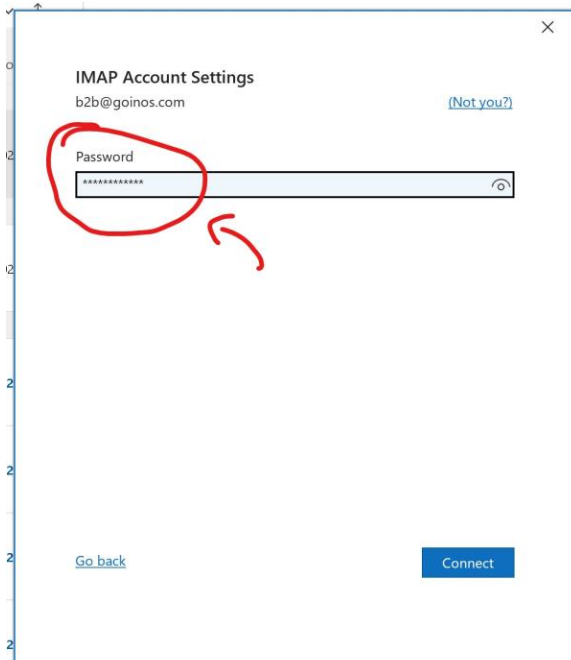
Port: 465

Encryption: SSL/TLS



The screenshot shows the 'IMAP Account Settings' dialog box for the email address b2b@goinos.com. It has a close button (X) in the top right corner. The 'Incoming mail' section contains a 'Server' field with 'imap.mail.hostpoint.ch', a 'Port' field with '993', and an 'Encryption method' dropdown set to 'SSL/TLS'. Below this is a checked checkbox for 'Require logon using Secure Password Authentication (SPA)'. The 'Outgoing mail' section contains a 'Server' field with 'asmtplib.mail.hostpoint.ch', a 'Port' field with '465', and an 'Encryption method' dropdown set to 'SSL/TLS'. It also has a checked checkbox for 'Require logon using Secure Password Authentication (SPA)'. At the bottom left is a 'Go back' link, and at the bottom right is a blue 'Next' button.

14. Enter the password in the next dialogue box and click connect.



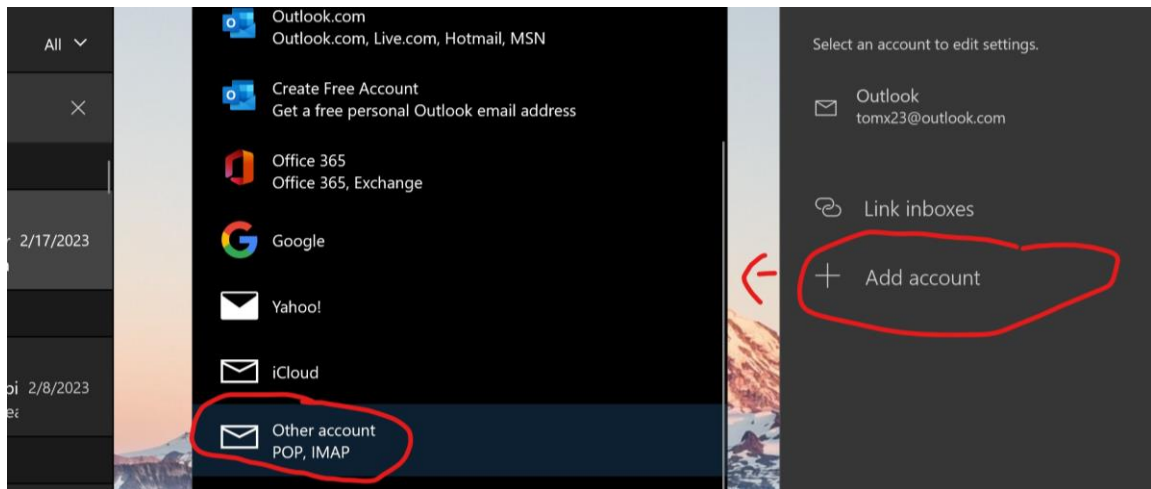
This screenshot shows the same 'IMAP Account Settings' dialog box, but now it has a 'Password' field. The field is highlighted with a red circle, and a red arrow points to it. The password is masked with asterisks. At the bottom left is a 'Go back' link, and at the bottom right is a blue 'Connect' button.

15. This should connect the account to the outlook app.

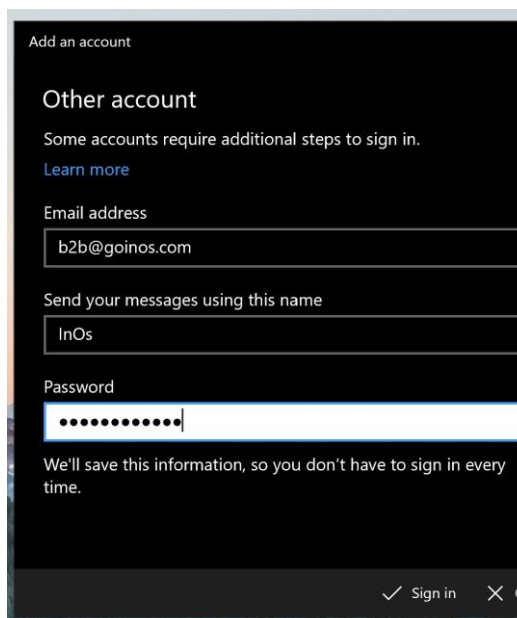
16. If the account isn't added, contact your admin or InOs Customer Support

Windows Mail App (PC)

1. Open the Windows Mail App and navigate to the add account / sign in page. Click on Add Account, and choose *Other Account POP, IMAP* on the dialogue box that opens.



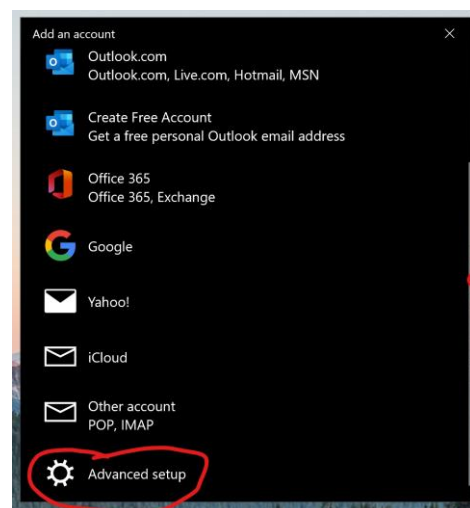
2. Enter email address, password, and the Display Name of the sender. Click Sign in.



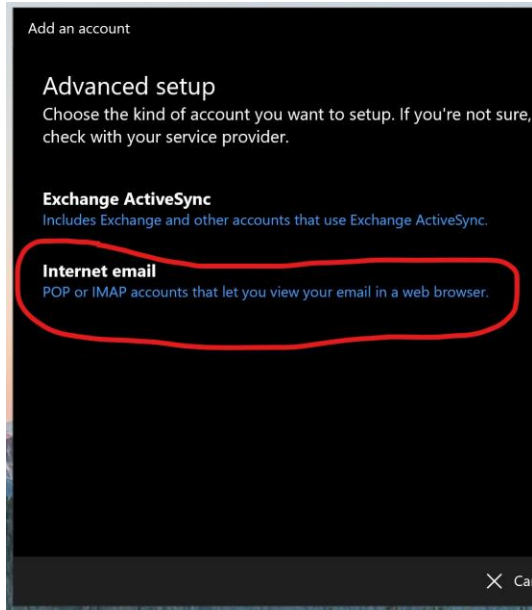
3. This should connect the account to the mail app.

4. If the account isn't added and gives you an error, ensure the email address and password were entered correctly, and repeat the process again. If the issue persists, follow to next step.

5. Navigate back to the Add Account / Sign in Page from Step 1. Click on Advanced Setup



6. Choose Internet Email option on the following screen.



7. On the following screen, enter/edit the details as shown and click Next.

Email Address & password

Username – Same as Email

Account Name – To Identify Account

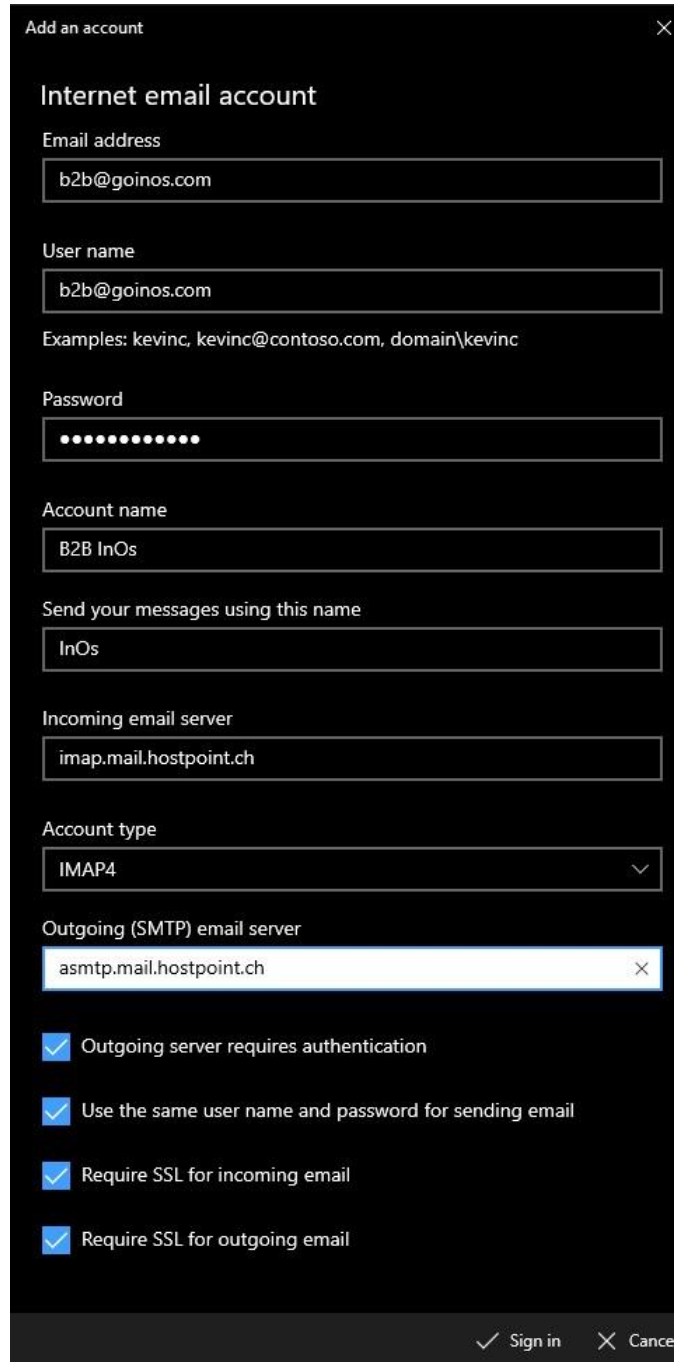
Display Name of the sender

Incoming Email Server:
imap.mail.hostpoint.ch

Account Type: IMAP4

Outgoing Email Server:
asmtmp.mail.hostpoint.ch

8. This should connect the account to the outlook app.



Add an account

Internet email account

Email address
b2b@goinos.com

User name
b2b@goinos.com
Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password
••••••••

Account name
B2B InOs

Send your messages using this name
InOs

Incoming email server
imap.mail.hostpoint.ch

Account type
IMAP4

Outgoing (SMTP) email server
asmtmp.mail.hostpoint.ch

☒ Outgoing server requires authentication

☒ Use the same user name and password for sending email

☒ Require SSL for incoming email

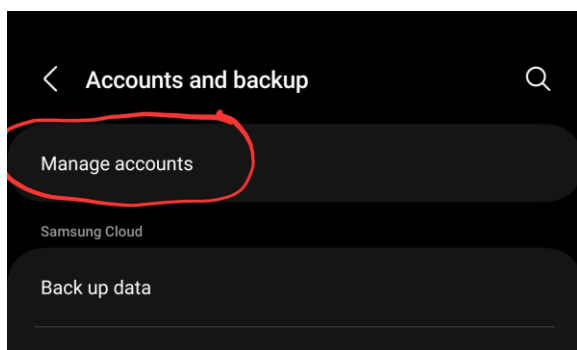
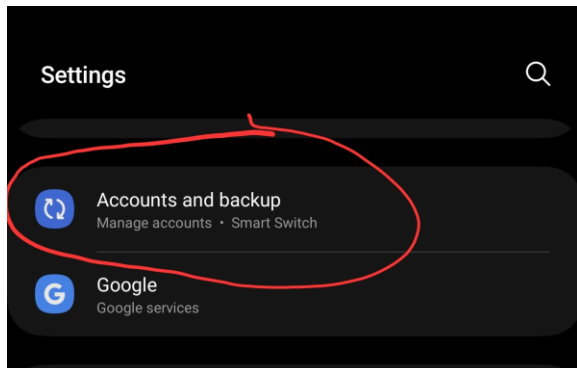
☒ Require SSL for outgoing email

✓ Sign in ✕ Cancel

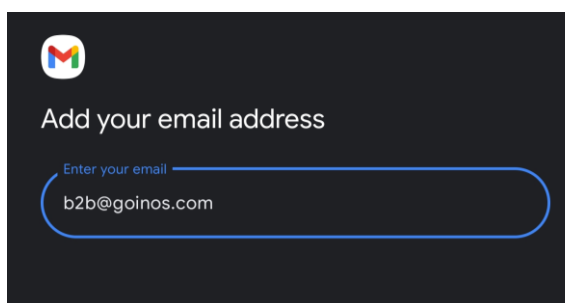
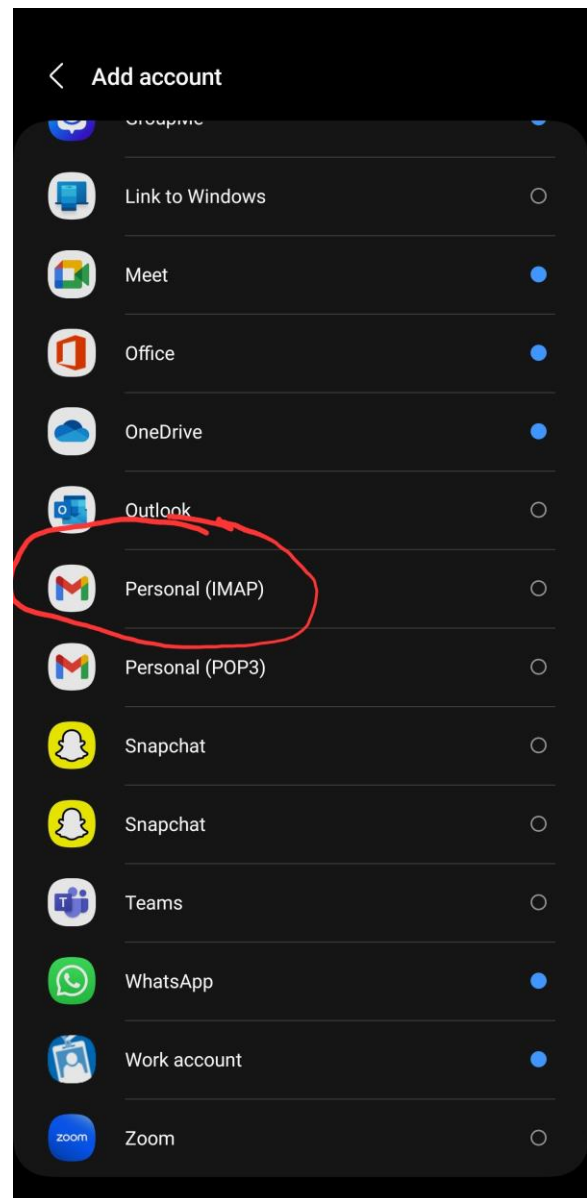
9. If the account isn't added, contact your admin or InOs Customer Support.

Android

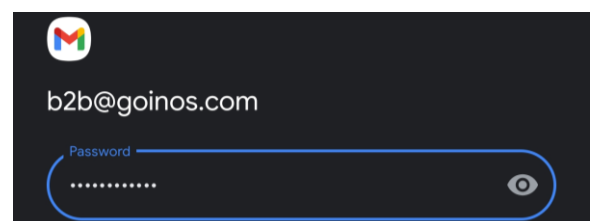
1. Navigate to Settings -> Open Accounts & Backup -> Manage Accounts -> Add Account



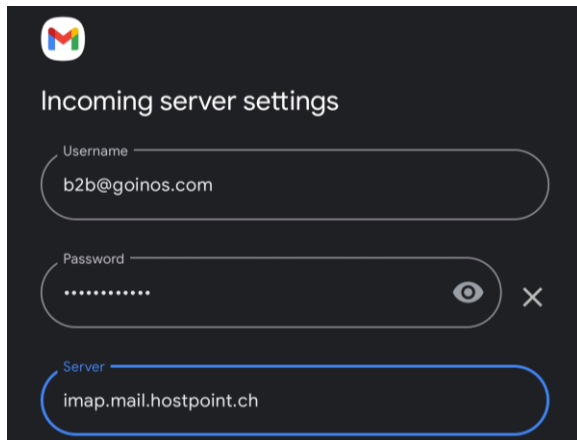
2. Choose Personal (IMAP) from the list given
3. Enter the email address and click next.



4. Enter the password and click next.

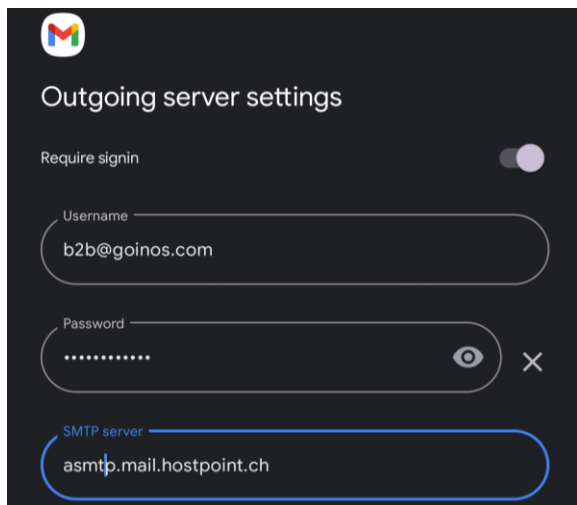


5. In the Incoming Server Settings, leave username and password as it is. Set the server to `imap.mail.hostpoint.ch` and click next.



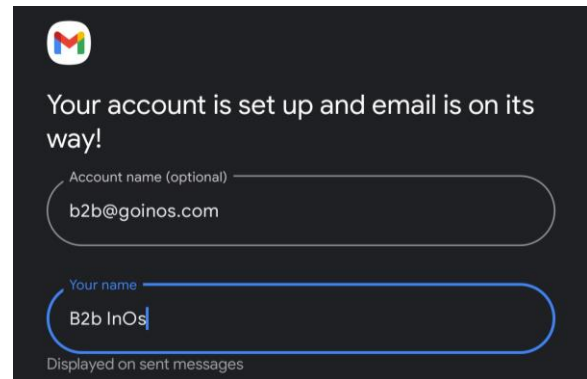
The screenshot shows the 'Incoming server settings' screen. At the top is the Gmail logo. Below it, the title 'Incoming server settings' is displayed. There are three input fields: 'Username' with the value 'b2b@goinos.com', 'Password' with masked characters '.....' and an eye icon to toggle visibility, and 'Server' with the value 'imap.mail.hostpoint.ch'. The 'Server' field is highlighted with a blue border.

6. In the Outgoing Server Settings, leave username and password as it is. Set the server to `asmtip.mail.hostpoint.ch` and click next.



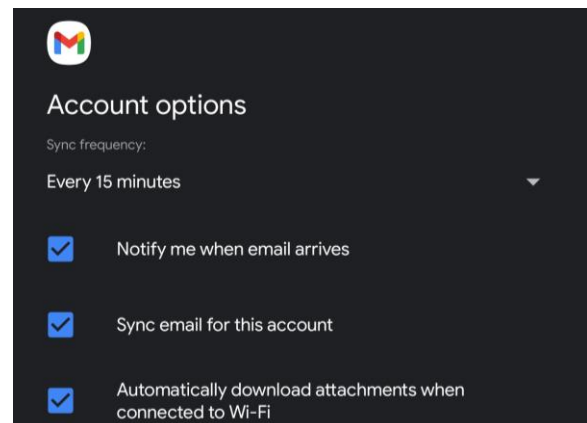
The screenshot shows the 'Outgoing server settings' screen. At the top is the Gmail logo. Below it, the title 'Outgoing server settings' is displayed. There is a toggle switch for 'Require signin' which is turned off. Below that are three input fields: 'Username' with the value 'b2b@goinos.com', 'Password' with masked characters '.....' and an eye icon to toggle visibility, and 'SMTP server' with the value 'asmtip.mail.hostpoint.ch'. The 'SMTP server' field is highlighted with a blue border.

7. This should add your account to the device, and you'll see the following screen. You can fill in the Account Name, and the Display Name of the Sender.



The screenshot shows the 'Your account is set up and email is on its way!' screen. At the top is the Gmail logo. Below it, the title 'Your account is set up and email is on its way!' is displayed. There are two input fields: 'Account name (optional)' with the value 'b2b@goinos.com' and 'Your name' with the value 'B2b InOs'. Below the 'Your name' field, it says 'Displayed on sent messages'. The 'Your name' field is highlighted with a blue border.

8. On the next screen, you can setup your syncing preferences for the email.



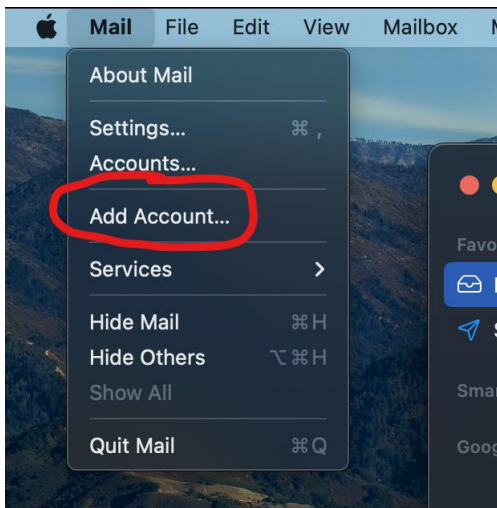
The screenshot shows the 'Account options' screen. At the top is the Gmail logo. Below it, the title 'Account options' is displayed. There is a 'Sync frequency' dropdown menu set to 'Every 15 minutes'. Below that are three checkboxes, all of which are checked: 'Notify me when email arrives', 'Sync email for this account', and 'Automatically download attachments when connected to Wi-Fi'.

9. This should finish connecting the account to the android device.

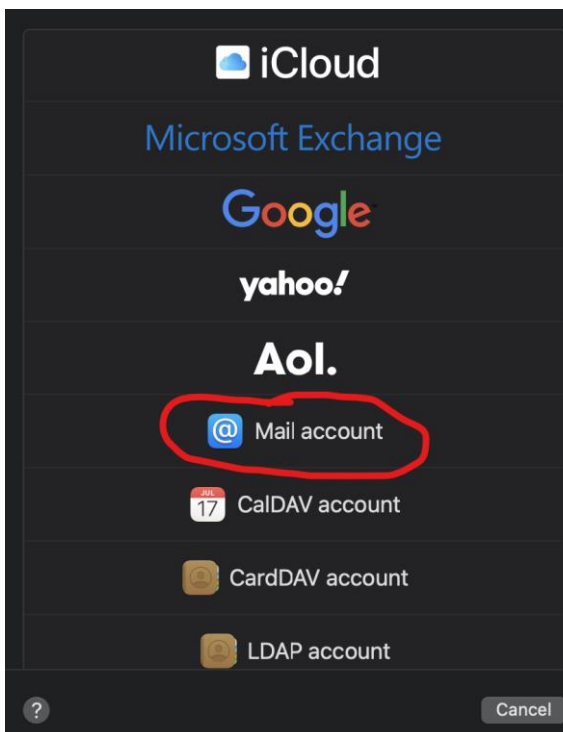
10. If the account isn't added, contact your admin or InOs Customer Support.

Mac Mail App

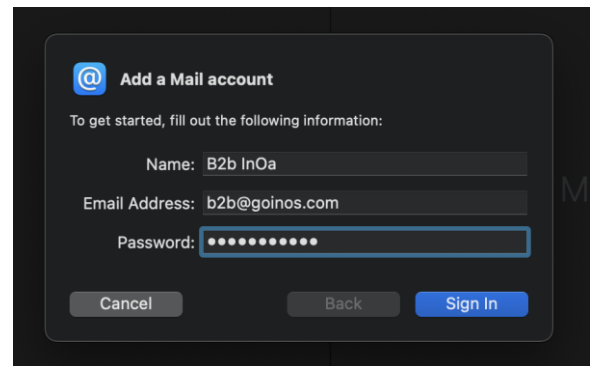
1. Open the Mail App -> Choose Add Account from the Menu



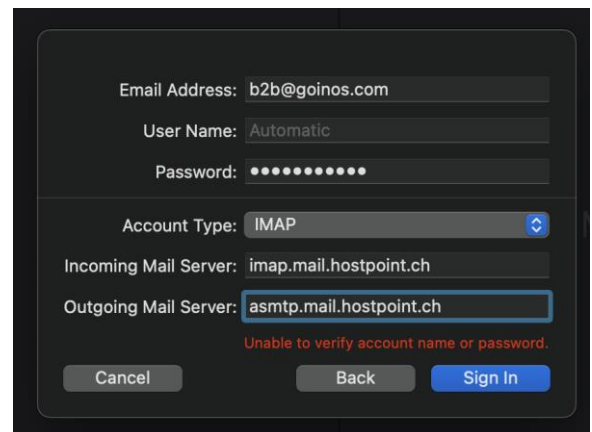
2. Choose Mail Account from the list provided.



3. Enter the Sender's Display Name, Email & Password.



4. Choose IMAP from the Account Type dropdown.
Enter *imap.mail.hostpoint.ch* for the Incoming Mail Server
Enter *asmtip.mail.hostpoint.ch* for the Outgoing Mail Server. Click Sign in.



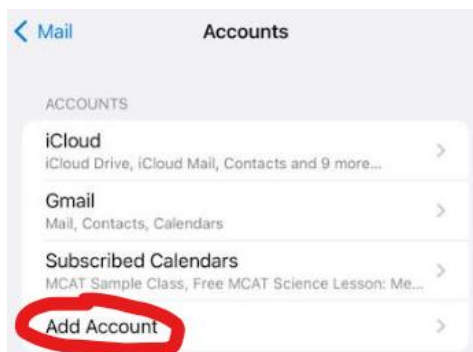
5. This should finish connecting the account to the Mac device.
6. If the account isn't added, contact your admin or InOs Customer Support.

IOS Mail App (iPhone)

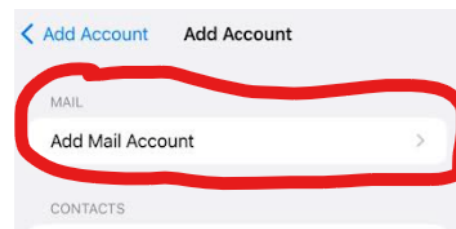
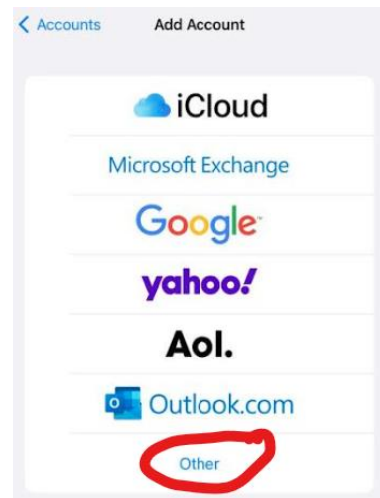
1. Go to Settings -> Open Mail



2. Open Accounts -> Add Account



3. Choose Other from the List Provided -> Choose Add Mail Account



4. Enter Sender Display Name, Email, Password, and Account Description.

Cancel	New Account	Next
Name	B2b	
Email	b2b@goinos.com	
Password		
Description	Goinos	

5. Choose **IMAP**, and enter the details as shown.

Incoming Mail Server:

Host Name: *imap.mail.hostpoint.ch*

User Name & Password

Outgoing Mail Server:

Host Name: *asmtip.mail.hostpoint.ch*

User Name & Password. Click Next

7. This should finish connecting the account to the IOS device.

8. If the account isn't added, contact your admin or InOs Customer Support.

The screenshot shows the 'New Account' screen in the iOS Mail app. At the top, there are buttons for 'Cancel', 'New Account', and 'Next'. Below these are two tabs: 'IMAP' (selected) and 'POP'. The form contains the following fields:

- Name:** B2b
- Email:** b2b@goinos.com
- Description:** Goinos
- INCOMING MAIL SERVER:**
 - Host Name:** imap.mail.hostpoint.ch
 - User Name:** b2b@goinos.com
 - Password:** (empty)
- OUTGOING MAIL SERVER:**
 - Host Name:** asmtip.mail.hostpoint.ch
 - User Name:** b2b@goinos.com
 - Password:** (empty)

6. Choose your sync preferences and click save.

The screenshot shows the sync preferences screen in the iOS Mail app. At the top, there are buttons for 'Cancel', 'IMAP', and 'Save'. Below these are two toggle switches:

- Mail:** (checked, green toggle)
- Notes:** (unchecked, grey toggle)