

HGC SUPERHUB HOSTED EXCHANGE EMAIL IMAP SETUP GUIDE FOR IPHONE

MICROSOFT HOSTED COMMUNICATION SERVICE V1

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The guide is to describe how to set up <u>IMAP</u> mail account in iPhone.

However, various iPhone OS versions may have different screen prompts and the layouts below are for your reference only. The general step should still hold.



1. Get Start To Add Email Account In iPhone

Step 1: Go to settings, and select Mail, Contacts, Calendars

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	Settings		_
	Mail, Contacts, Calendars	>	🧲 Step 1
	Notes	>	-
	Reminders	>	
S	Phone	>	
	Messages	>	
	FaceTime	>	
	Maps	>	
state and state	Compass	>	
	Safari	>	
5	Music	>	
***	Videos	>	



Step 2: Select Add Account

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Sett	ings N	Iail, Contac	ts, Calendar	S	
ACCOL	JNTS				
iCloue Contac	d :ts, Cale	ndars, Safari a	nd 6 more	>	
Add A	Accour	nt		><	— Step 2
Fetch	New	Data	Push	>	
MAIL					
Previe	ЭW		2 Lines	>	
Show	To/Co	: Label	\bigcirc		
Swipe	e Optic	ons		>	
Flag	Style		Color	>	
Ask E	Before	Deleting	\bigcirc		



Step 3: Select Other





Step 4: Select Add Mail Account

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Add Account Other	
MAIL	
Add Mail Account	←→─── Step 4
CONTACTS	
Add LDAP Account	>
Add CardDAV Account	>
CALENDARS	
Add CalDAV Account	>
Add Subscribed Calendar	>



Step 5: Enter your **Name**, email address in **Email** and **Password**. Give a **Description** for this email account. Click **Next**

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Cancel	New Account	Next
Name	Support	
Email	support@hgcbiz	zmail.com
Password	••••••	
Description	n hgcbizmail.com	ו
123	4 5 6 7	890
-/:	;()\$	& @ "
#+=	, ? !	, 💌
ABC	space	return



Step 6: Select IMAP, and then enter following setting, and then click Next

Name: It should be pre-set in previous step. If not, please enter your name.Email: It should be pre-set in previous step. If not, please enter your email address.Description: It should be pre-set in previous step. If not, please enter a description.Incoming mail server

Host Name: imap.hgcbizmail.com (for exchange 2010) / 2013imap.hgcbizmail.com (for exchange 2013) User Name: your email address

Password: your password

Outgoing mail server

Host Name: *smtp.hgcbizmail.com* (for exchange 2010) / 2013smtp.hgcbizmail.com (for exchange 2013) User Name: your email address Password: your password

••••• ?	6:05 p	m	@ 37% ■
Cancel	New Account		Next
IMA	NP :		POP
Name	Suppor	t	
Email	support	@hgcbiz	zmail.com
Description	on hgcbizm	ail.com	
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Cancel	New Account	Next	Cancel		New Account	Next
Email	support@hgcbizn	nail.com	Email		support@hgcbizn	nail.com
Description	hgcbizmail.com		Descri	ption	hgcbizmail.com	
INCOMING MA	AL SERVER		INCOMI	NG MA	AIL SERVER	
Host Name	imap.hgcbizmail.c	om	Host N	lame	2013imap.hgcbizn	nail.com
User Name	support@hgcbizn	nail.com	User N	lame	support@hgcbizn	nail.com
Password	•••••		Passw	ord	•••••	
OUTGOING M/	AIL SERVER		OUTGO	ING M	AIL SERVER	
Host Name	smtp.hgcbizmail.c	om	Host N	lame	2013smtp.hgcbizn	nail.com
User Name	support@hgcbizm	nail.com	User N	lame	support@hgcbizn	nail.com
Password	•••••		Passw	vord	•••••	

Figure 1

Figure 2

Figure 1 is the example of exchange 2010 mail account setting.

Figure 2 is the example of exchange 2013 mail account setting.



Step 7: It shall prompt account added.

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Account Added							
	Mail						
	Notes						

2. Get Help and Support

We are glad to assist you with any enquiry or issue on the setup and use of service. Please contact our Support team via phone at 3160 3160.