

On your iPhone go to Settings > Mail > Accounts

Tap Add Account, tap Other, then tap Add Mail Account.

**Name:** QCMBL – *then your position on the board*

This is how the email you send using this account will appear in the recipient's inbox

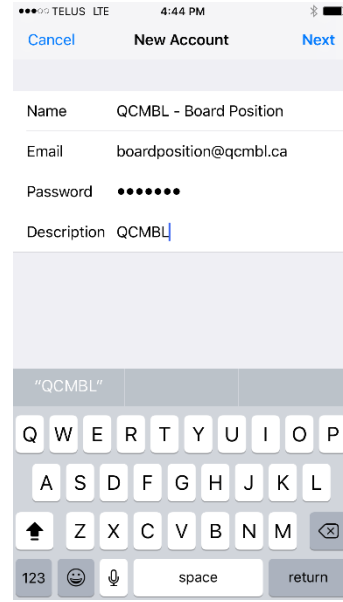
**QCMBL email address:**

*boardposistion@qcmb.ca*

**Password:** Password that was initially provided to you or what you changed your password to using the webmail website.

**Description:** QCMBL

Once all is completed tap **Next** up in the top right hand corner.



Enter the Email Server Address:

INCOMING MAIL SERVER

Host Name: mail.a.hostedemail.com

User Name: boardposistion@qcmb.ca

Password: Enter your QCMBL email password

OUTGOING MAIL SERVER

Host Name: mail.a.hostedemail.com

User Name: boardposistion@qcmb.ca

Password: Enter your QCMBL email password

Once all is completed tap **Next** up in the top right hand corner. If all fields are entered correctly your QCMBL email address will start working on your phone.

