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HORNETSECURITY

**HORNET.EMAIL: EMAIL
CLIENT CONFIGURATION**

www.hornetsecurity.com

THE CLOUD SECURITY PIONEER

Contents

Adding a Hornet.Email account to your email client.....	3
Apple Mail (iOS).....	4
Adding an Account to Apple Mail with a .mobileconfig File.....	4
Adding an Account to Apple Mail with EAS.....	8
Adding an Account to Apple Mail Manually.....	13
Gmail (Android).....	17
Adding an Account to Gmail (Android) with EAS.....	17
Adding an Account to Gmail (Android) Manually.....	20
Mozilla Thunderbird (Windows).....	25
Adding an Account to Thunderbird with Autoconfig.....	25
Adding an Account to Thunderbird Manually.....	27
Outlook.....	29
Outlook for Windows.....	29
Outlook for iOS.....	39



Adding a Hornet.Email account to your email client

You can add your Hornet.Email account to an email client of your choice.

Your Hornet.Email account can be added to the most common email clients so you can access your mail service and synchronize your account data the usual way. There are two basic options:

1. Preferred addition method: For each client, there is a method which is easier and more automatized than the others. These methods should be used as the first option whenever available, and they are described first for each client in this manual. Currently, these are the methods involving **Exchange ActiveSync** for Gmail and Outlook, **Autoconfig** for Thunderbird and the configuration with a **.mobileconfig** file for Apple Mail.
2. Secondary addition methods: These methods should only be used as a fallback option when the preferred ones are not available. In this manual, they are described after the preferred methods for every client and operating system in descending order of priority.

The following sections explain how to add your Hornet.Email account to the most common email clients and operating systems:


- Apple Mail (iOS)
 - [Adding an Account to Apple Mail with EAS](#) on page 8.
 - [Adding an Account to Apple Mail Manually](#) on page 13.
 - [Adding an Account to Apple Mail with a .mobileconfig File](#) on page 4.
- Gmail (Android)
 - [Adding an Account to Gmail \(Android\) with EAS](#) on page 17.
 - [Adding an Account to Gmail \(Android\) Manually](#) on page 20.
- Mozilla Thunderbird (Windows):
 - [Adding an Account to Thunderbird with Autoconfig](#) on page 25
 - [Adding an Account to Thunderbird Manually](#) on page 27
- Outlook (Windows and iOS):
 - Outlook for Windows:
 - [Adding an Account to Outlook \(Windows\) with EAS](#) on page 29.
 - [Adding an Account to Outlook \(Windows\) Manually](#) on page 35.
 - Outlook for iOS:
 - [Adding an Account to Outlook \(iOS\) with EAS](#) on page 39.
 - [Adding an Account to Outlook \(iOS\) Manually](#) on page 43.



Apple Mail (iOS)

Adding an Account to Apple Mail with a .mobileconfig File

Add your Hornet.Email account to Apple Mail on your iOS device with a configuration profile (.mobileconfig file).

 You have an iOS device and a Hornet.Email account.

You can add your account to the Apple Mail app on your iOS device using a configuration profile (.mobileconfig file).




Notice:

This is the preferred method for adding Hornet.Email accounts to this client. Always try this method first.

1. On the home screen of your iOS device, tap the icon of the Safari browser.




Figure 1: Apple Safari icon

-  The Safari browser opens.
2. In the address bar of your Safari browser, enter the following:

```
http://autoconfig.hornet.email/mobileconfig/?  
emailaddress=<username>@<domain>.<TLD>
```

For example, you should enter the following for the user user@domain.com: **http://autoconfig.hornet.email/mobileconfig/?emailaddress=user@domain.com**

-  Safari tries to download a configuration profile (.mobileconfig file). A confirmation dialog box opens.
3. In the confirmation dialog box, tap **Allow**.



This website is trying to download a configuration profile. Do you want to allow this?

Ignore

Allow

Figure 2: Tap "Allow"

➔ Safari downloads a configuration profile.

4. From the home page, go to **Settings**.
5. In the settings view, tap **Downloaded profile**.

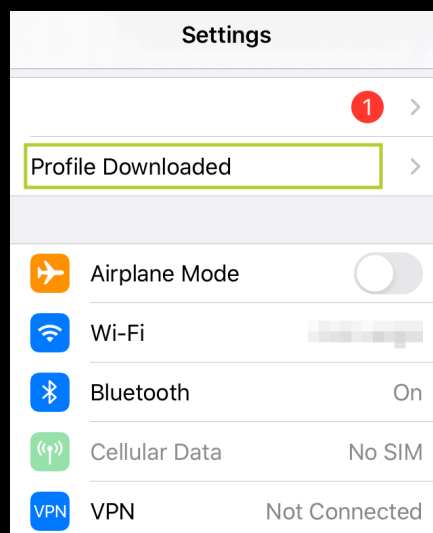


Figure 3: Tap "Downloaded profile"

➔ A pop-up window for the installation of profiles opens. It shows the name of your Hornet.Email account.

6. Tap **Install**.

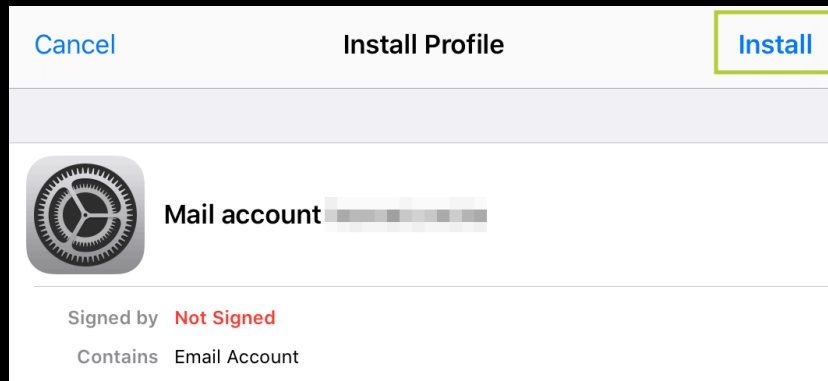


Figure 4: Install

➔ A warning message appears.

7. Tap **Install** again.

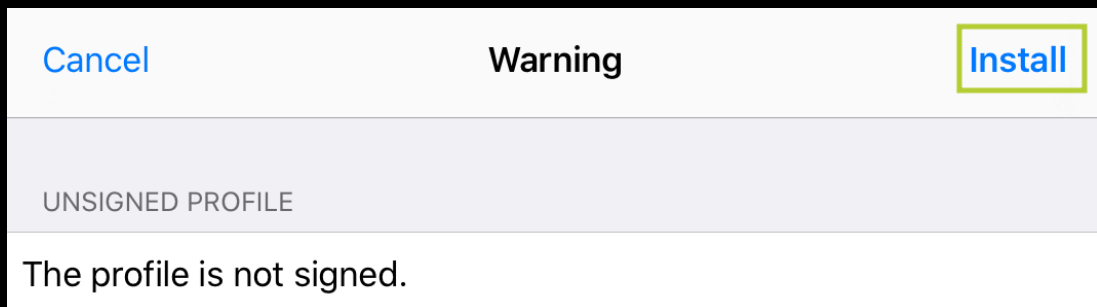


Figure 5: Install

➔ A new confirmation dialog box opens.

8. Tap **Install** again.

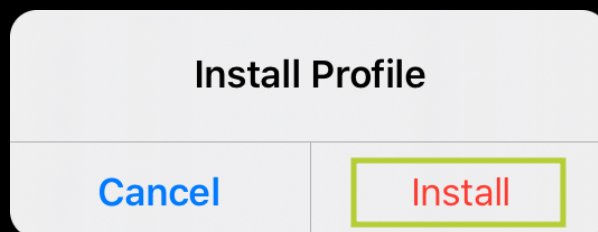


Figure 6: Install

➔ A new window opens.

9. In the input field, enter a full name for your Hornet.Email account.



Figure 7: Full account name

10. Tap **Next**.

➔ A new window opens.

11. In the input field, enter the password of your Hornet.Email account.

Figure 8: Full account name

12. Tap **Next**.

➔ The profile is installed on your iOS device. A confirmation window opens.

13. Tap **Done**.

Figure 9: Installed profile

➔ The window closes and your email account settings are displayed in the settings view.

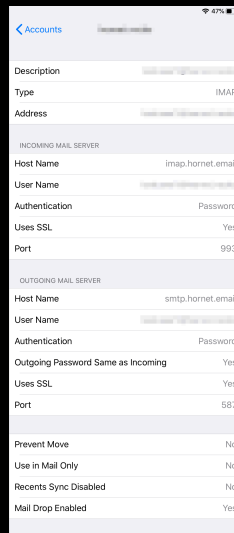


Figure 10: Account settings

✔ You have added your Hornet.Email account to Outlook using a configuration profile.

Adding an Account to Apple Mail with EAS

Add an account to Apple Mail on your iOS device with Exchange ActiveSync.

✔ You have an iOS device and a Hornet.Email account.

If you cannot add your Hornet.Email account to Apple Mail on your iOS device with a .mobileconfig file, the Exchange ActiveSync protocol allows you to easily add it and synchronize contact data, calendars, etc.



Important:

This is not the preferred method for adding your Hornet.Email account to Apple Mail. Please try adding it with the preferred method first (see [Adding an Account to Apple Mail with a .mobileconfig File](#) on page 4).



Notice:

This description is based on the version 12.0.1 of the iOS operating system. The process may differ for previous or later versions.



1. On the home screen of your iOS device, tap the icon **Settings**.
➔ The menu **Settings** opens.
2. Tap the icon **Passwords & Accounts**.
➔ The menu **Passwords & Accounts** opens.
3. Select **Add add account**.

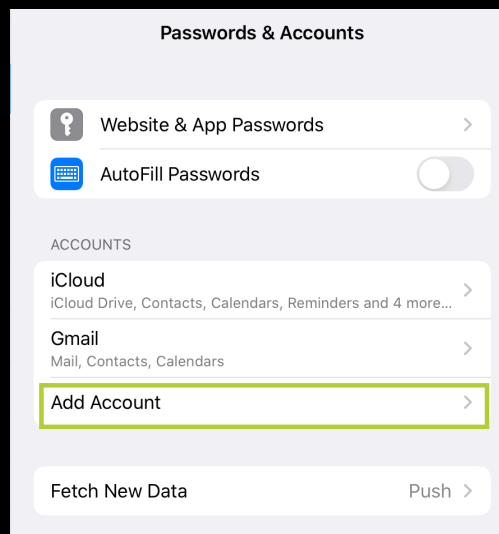


Figure 11: Add account

4. Select
5. Select **Exchange**.

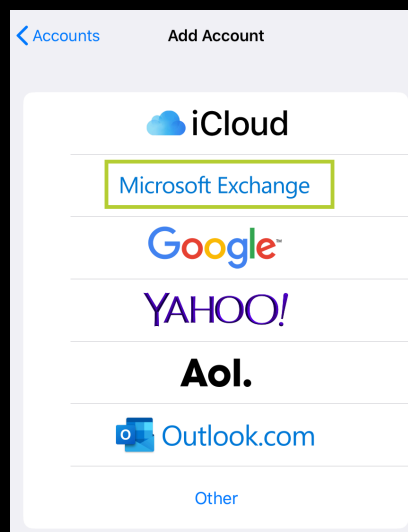


Figure 12: Select Exchange

6. Fill in the form with the following data:



- **Email:** Your Hornet.Email address.
- **Description:** A name for the account (visible on your iOS device).

Figure 13: Fill in the form

7. Tap the button **Next**.
 - ➔ A confirmation message appears.
8. Select the item **Configure manually**.

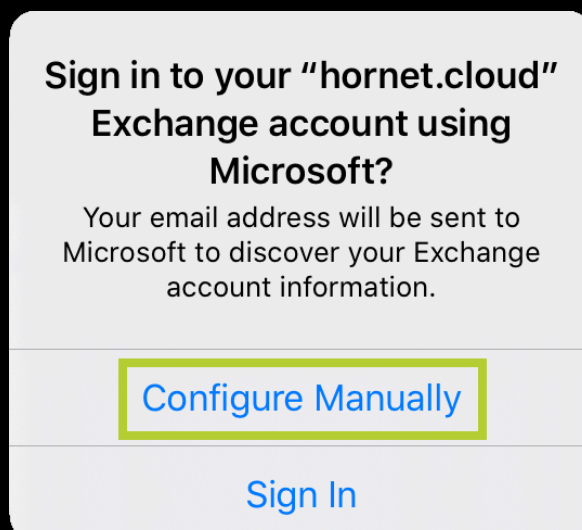


Figure 14: Configure manually

- ➔ The message disappears and appears again on the previous page. In the form, the new field **Password** appears.



9. Enter the password of your Hornet.Email account in the **Password** field.

Cancel Next

Email

Password

Description

Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device.

Figure 15: Enter the password

- ➔ The button **Next** is enabled.

10. Click on **Next**.

- ➔ A page with a form for the manual configuration of the account opens.

11. Fill in the empty fields of the form with the following data:

- **Server:** hornet.email
- **Domain:** Domain of your Hornet.Email address (text after the @ on your Hornet.Email address).
- **User:** Your Hornet.Email address.

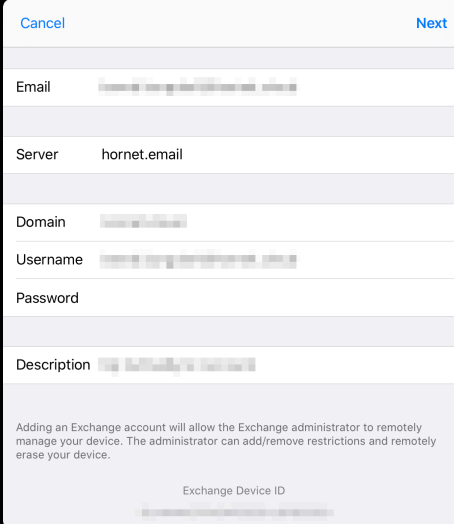


Figure 16: Form

- ➔ The button **Next** is enabled.
- 12. Click on **Next**.
- ➔ iOS checks the data of the entered account. Then, a page with settings from your ActiveSync account opens.
- 13. On the page **My ActiveSync Account**, select the services which you want to synchronize on your Hornet.Email account.

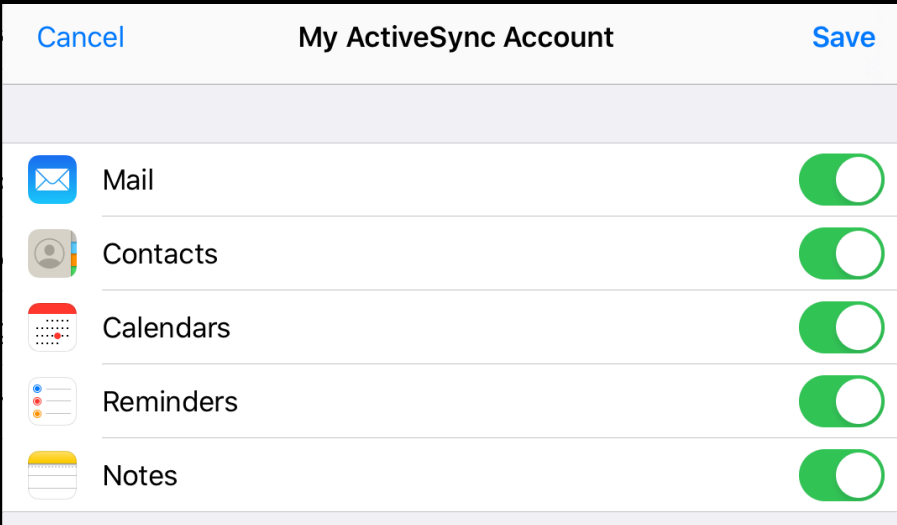


Figure 17: Configure ActiveSync



You have added your Hornet.Email account to Apple Mail on your iOS device and synchronized the desired Exchange ActiveSync services.

Adding an Account to Apple Mail Manually

Add your Hornet.Email account to Apple Mail on your iOS device manually.



You have an iOS device and a Hornet.Email account.

If you cannot add your Hornet.Email account to Apple Mail on your iOS device with a .mobileconfig file or with the EAS protocol, you can add your account to the Apple Mail application on your iOS device manually.



Important:

This is not the preferred method for adding your Hornet.Email account to Apple Mail. Please try adding it with the preferred method first (see [Adding an Account to Apple Mail with a .mobileconfig File](#) on page 4).



Notice:

This description is based on the version 12.0.1 of the iOS operating system. The process may differ for previous or later versions.

1. On the home screen of your iOS device, tap the icon **Settings**.
➔ The menu **Settings** opens.
2. Tap the icon **Passwords & Accounts**.
➔ The menu **Passwords & Accounts** opens.
3. Select **Add add account**.

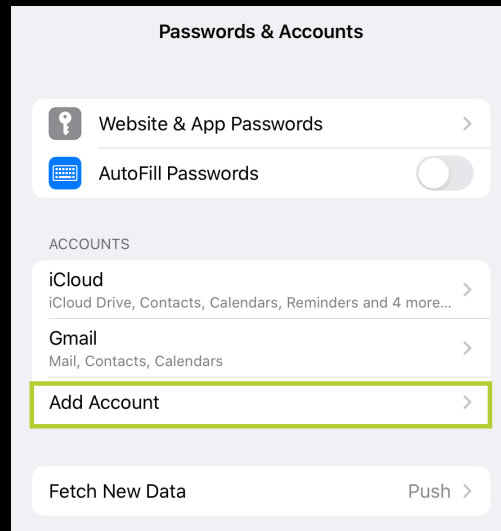


Figure 18: Add account

➔ A new window for the selection of account types opens.

4. Select **Other**.

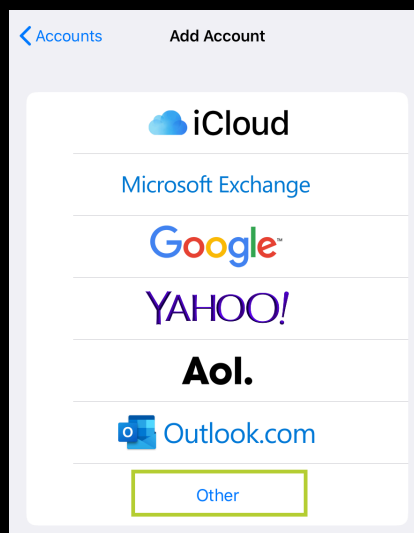


Figure 19: Other

➔ A new window for the selection of account types opens.

5. Select the item **Add Mail Account**.

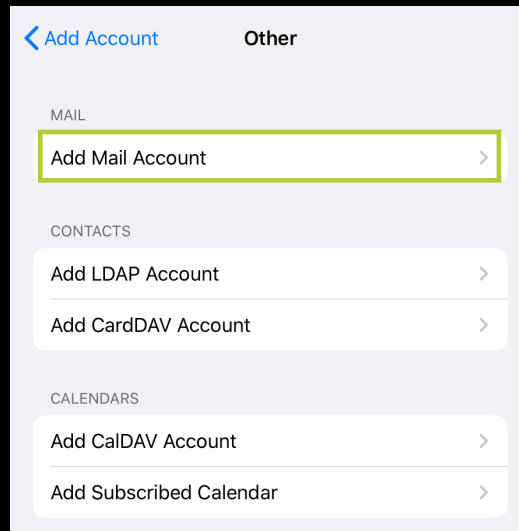


Figure 20: Add mail account

➔ A new window with a form opens.

6. Fill in the form in the window **New Account** with the following data:

- **Name:** Your name.
- **Email:** Your Hornet.Email address.
- **Password:** The password of your Hornet.Email account.
- **Description:** A description of your account.

Figure 21: New account



➔ The button **Next** is enabled.

7. On the page **New Account** under the tab **IMAP**, fill in the form with the following data:

- **INCOMING MAIL SERVER:**
 - **Host Name:** imap.hornet.email
 - **User Name:** Your Hornet.Email address.
- **OUTGOING MAIL SERVER:**
 - **Host Name:** smtp.hornet.email
 - **User Name:** Your Hornet.Email address.
 - **Password:** The password of your Hornet.Email account.

The screenshot shows the 'New Account' screen with the 'IMAP' tab selected. The form contains the following fields and values:

- Name:** [Redacted]
- Email:** [Redacted]
- Description:** [Redacted]
- INCOMING MAIL SERVER:**
 - Host Name:** imap.hornet.email
 - User Name:** [Redacted]
 - Password:** [Redacted]
- OUTGOING MAIL SERVER:**
 - Host Name:** smtp.hornet.email
 - User Name:** [Redacted]
 - Password:** [Redacted]

Buttons: 'Cancel' (top left), 'Next' (top right).

Figure 22: Account settings

➔ The button **Next** is enabled.

8. Tap the button **Next**.

➔ iOS checks the data of your email account and displays it.

9. Tap again the button **Next**.

➔ iOS shows the services for which your account is activated (Mail and Notes).

10. Tap the button **Save**.

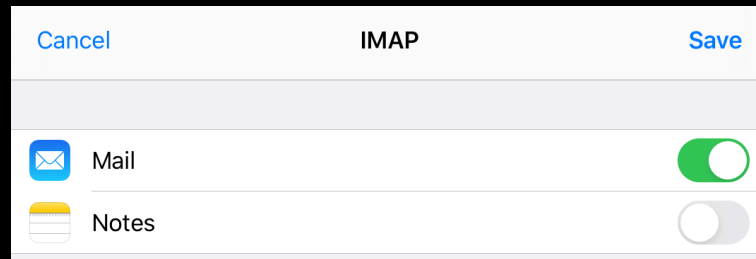


Figure 23: Service synchronization



You have manually added your Hornet.Email account to iOS.

Gmail (Android)

Adding an Account to Gmail (Android) with EAS

Add an account to the Gmail application on your Android device with the Exchange ActiveSync protocol.

You can add your Hornet.Email account to the Gmail application on your Android device using the Exchange ActiveSync protocol. This way, you have the option to not only synchronize your emails but also your contacts, calendar data, etc. with Hornet.Email.



Notice:

This is the preferred method for adding Hornet.Email accounts to this client. Always try this method first.

1. On the home screen of your Android device, tap the icon **Settings**.
 - ➔ The Android settings window opens.
2. Navigate to **Personal#** → **Accounts**.
 - ➔ The Accounts window opens.
3. Tap on **Add account**.

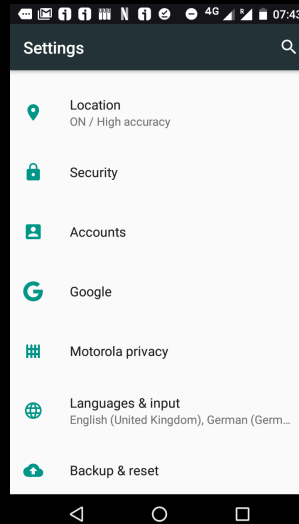


Figure 24: Add account

➔ The **Add an Account** window opens.

4. Select the **Exchange** option with the Gmail logo.

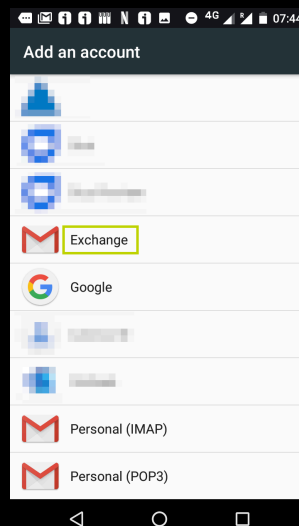


Figure 25: Select Exchange

➔ A new window opens.

5. Enter your Hornet.Email address in the field **Enter your email address**.

➔ The buttons at the bottom of the screen are enabled.

6. Tap on **MANUAL SETUP**.

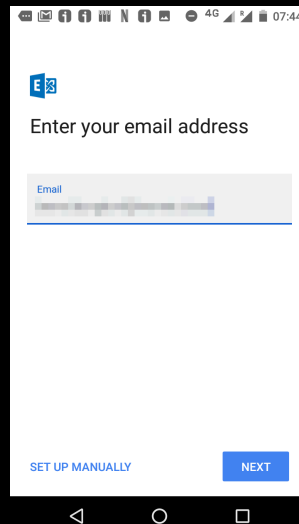


Figure 26: Configure manually

➔ The window **Account settings** opens.

7. Enter the following data in the form:
 - **Password:** The password of your Hornet.Email account.
 - **Domain\Username:** Your Hornet.Email address.
 - **Server:** hornet.email
 - **Port:** 443
 - **Security type:** SSL/TLS

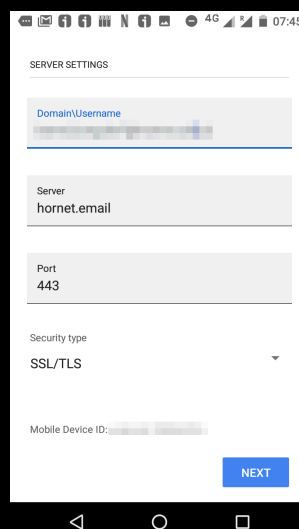



Figure 27: Enter Hornet.Email password




8. Tap on **NEXT**.
 - ➔ A confirmation window opens.
9. Tap on **DONE**.

 You have added your Hornet.Email account to the Gmail application on your Android device using the Exchange ActiveSync protocol.

Adding an Account to Gmail (Android) Manually

Add your Hornet.Email account to the Gmail app on your Android device manually.

 You have a Hornet.Email account and an Android device with the Gmail app.

If the Exchange ActiveSync protocol is not available, you can manually add your Hornet.Email account to the Gmail app on your Android device.



Important:

This is not the preferred method for adding your Hornet.Email account to Gmail on Android. Please try adding it with the preferred method first (see [Adding an Account to Gmail \(Android\) with EAS](#) on page 17).



Notice: This description is based on the version 7.0 of the Android operating system and the version 2020.01.27 of the Gmail app for Android. The process may differ for previous or later versions.

1. On the home screen of your Android device, tap the icon **Settings**.
 - ➔ The Android settings window opens.
2. Navigate to **Personal#** → **Accounts**.
 - ➔ The Accounts window opens.
3. Tap on **Add account**.

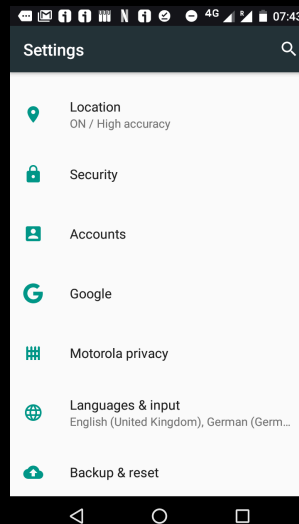


Figure 28: Add account

➔ The **Add an Account** window opens.

4. Select the **Personal (IMAP)** option with the Gmail logo.

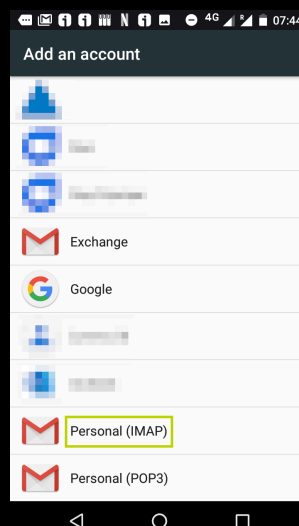


Figure 29: Select Personal (IMAP)

➔ A new window opens.

5. Enter your Hornet.Email address in the field **Enter your email address**.

➔ The buttons at the bottom of the screen are enabled.

6. Tap on **MANUAL SETUP**.

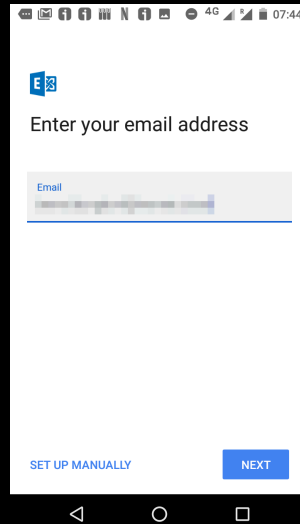


Figure 30: Configure manually

➔ Another window with a question on the type of account opens.

7. Select **Personal (IMAP)**

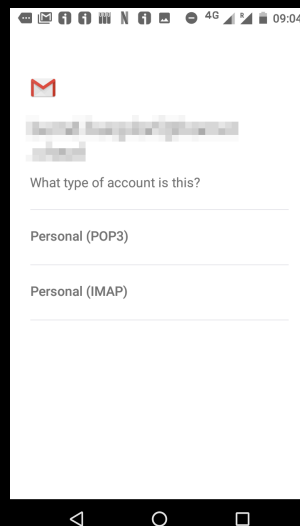


Figure 31: Select Personal (IMAP)

➔ Another window opens.

8. Enter the password of your Hornet.Email account in the field **Password**.

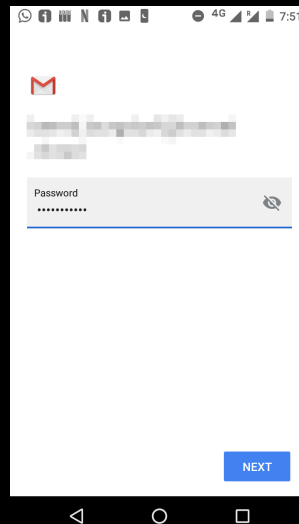


Figure 32: Enter the password

- ➔ The button **NEXT** is enabled.
9. Tap on **NEXT**.
 - ➔ The window **Incoming server settings** opens.
 10. In the **Server** field, enter "imap.hornet.email".

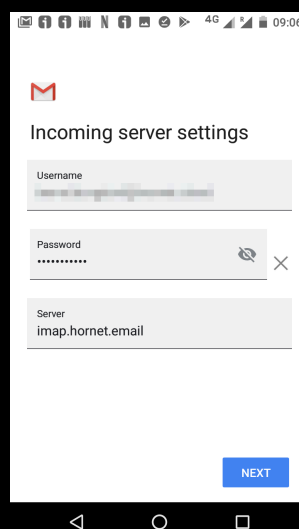


Figure 33: Incoming server settings

11. Tap on **NEXT**.
 - ➔ The window **Outgoing server settings** opens.
12. In the **SMTP Server** field, enter "smtp.hornet.email".

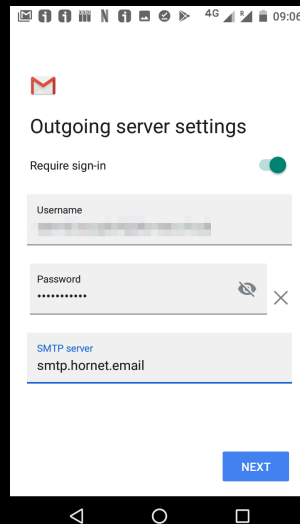


Figure 34: Incoming server settings

➔ The window **Account options** opens.

13. Mark at least the checkbox **Sync email for this account**.

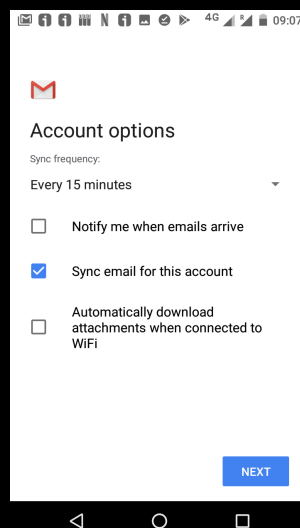


Figure 35: Account options

14. Tap on **NEXT**.

➔ Your account is added to the Gmail app and a confirmation window opens.

15. The **Your name**, enter your name as you want it to be shown to the recipients of your emails.

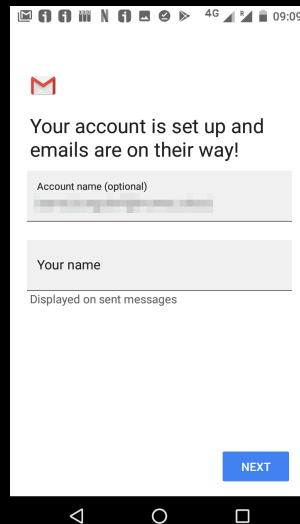


Figure 36: Enter your name

➔ The button **NEXT** is enabled.

16. Tap on **NEXT**.

➔ The window closes and the account settings window is shown again.



You have added your Hornet.Email account to the Gmail app on your Android device manually.

Mozilla Thunderbird (Windows)

Adding an Account to Thunderbird with Autoconfig

Add your Hornet.Email account to Thunderbird automatically using the Autoconfig service.



You have a Hornet.Email account and have installed Thunderbird on your operating system.

With the automatic configuration service Autoconfig, you can add your Hornet.Email account to Thunderbird just by entering your email address and your password.



Notice:

This is the preferred method for adding Hornet.Email accounts to this client. Always try this method first.

**Notice:**

This description is based on the version 68.5.0 of Mozilla Thunderbird. The process may differ for previous or later versions.


1. On the home screen, click on .
2. Select the menu item **New# → Existing Email Account...**
 - ➔ The window **Set Up an Existing Email Account** opens.
3. Enter the following data in the corresponding fields:
 - **Your Name:** Your first name and last name, as shown to the recipients of your emails.
 - **Email address:** Your Hornet.Email address.
 - **Password:** The password of your email address.

Figure 37: Set up an existing email account

4. Click on **Next**.
 - ➔ Thunderbird requests the configuration data of the incoming and outgoing mail servers from the autodiscover service. Upon receipt, it displays them in a window for confirmation.

**Notice:**

If the autodiscover operation is not successful, additional options will appear in the window. Click on **Manual config** and follow the additional steps in the chapter [Adding an Account to Thunderbird Manually](#) on page 27.

5. Click on **Done**.



Thunderbird initiates a session in your account with the given address and password.



You have automatically added your Hornet.Email account to Thunderbird.

Adding an Account to Thunderbird Manually

If the automatic process fails, add your Hornet.Email account to Thunderbird manually.

If the automatic configuration service Autoconfig is not available, you can add your account manually to Thunderbird.

**Important:**

This is not the preferred method for adding your Hornet.Email account to Thunderbird. Please try adding it with the preferred method first (see [Adding an Account to Thunderbird with Autoconfig](#) on page 25).

**Notice:**

This description is based on the version 68.5.0 of Mozilla Thunderbird. The process may differ for previous or later versions.

1. On the home screen, click on
2. Select the menu item **New# → Existing Email Account...**
 - ➔ The window **Set Up an Existing Email Account** opens.
3. Enter the following data in the corresponding fields:
 - **Your Name:** Your first name and last name, as shown to the recipients of your emails.
 - **Email address:** Your Hornet.Email address.
 - **Password:** The password of your email address.

Figure 38: Set up an existing email account



4. Click on **Advanced config**.
 - ➔ An additional form opens up on the bottom of the page.
5. Enter the following data in the form:
 - **Incoming:**
 - **Server hostname:** imap.hornet.email
 - **Port:** 993
 - **SSL:** SSL/TLS
 - **Authentication:** Normal password
 - **Outgoing:**
 - **Server hostname:** smtp.hornet.email
 - **Port:** 587
 - **SSL:** STARTTLS
 - **Authentication:** Normal password
 - **Username:**
 - **Incoming:** Your Hornet.Email address.
 - **Outgoing:** Your Hornet.Email address.



Set Up an Existing Email Account

Your name: [text box] Your name, as shown to others

Email address: [text box] Your existing email address

Password: [password box]

Remember password

	Server hostname	Port	SSL	Authentication
Incoming:	imap.hornet.email	993	SSL/TLS	Normal password
Outgoing:	smtp.hornet.email	587	STARTTLS	Normal password

Username: Incoming: [text box] Outgoing: [text box]

Advanced config Re-test Done Cancel

Figure 39: Configure manually

6. Click on **Done**.

➔ Thunderbird initiates a session in your account with the given address and password.



You have manually added your Hornet.Email account to Thunderbird.

Outlook

Outlook for Windows

Adding an Account to Outlook (Windows) with EAS

Add an account to Outlook with Exchange ActiveSync using the Control Panel of Windows 10.



You have a Hornet.Email account and Windows as your operating system.

With the Control Panel of Windows 10 and the Exchange ActiveSync protocol, you can easily add your account to Outlook and synchronize your contacts, schedules, and tasks.




Notice:

This is the preferred method for adding Hornet.Email accounts to this client. Always try this method first.



Notice:

This description is based on the version 16.0 of Microsoft Outlook on the Windows Home operating system. The process may differ for previous or later versions.

1. In the field **Type here to search** in the toolbar of the Windows desktop, enter the words: "Control Panel"
 Windows searches for "Control Panel" and returns the matches.
2. In the search results, click on **Control Panel**.

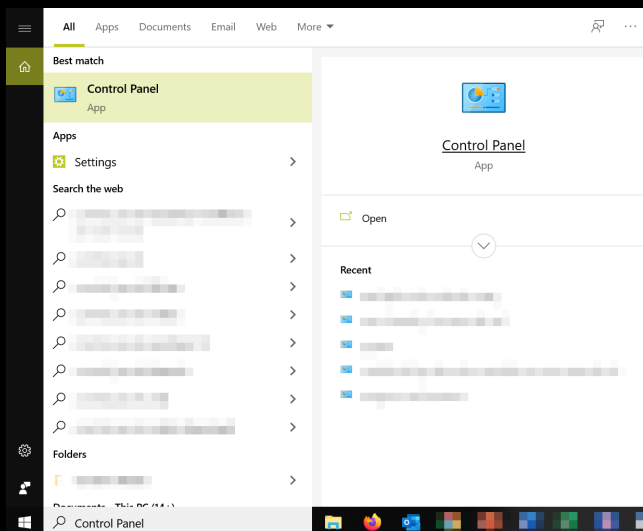




Figure 40: Control Panel in search results

-  The window of the Windows Control Panel opens.
3. Optional: If the window **Control Panel** does not show a series of icons, select the item **Large icons** from the drop-down menu **View by**; in the top right corner of the window.
 The window **Control Panel** changes and shows a series of icons.
4. Click on the icon **Mail (Microsoft Outlook 2016)**.

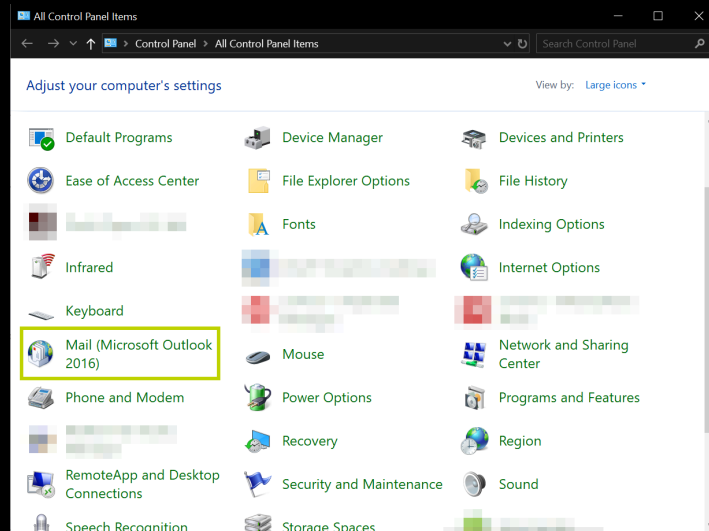


Figure 41: Select Mail (Microsoft Outlook 2016) in the Control Panel

➔ The window **Mail Setup** opens.

5. In the **Mail Setup** window, click on **Email Accounts...**

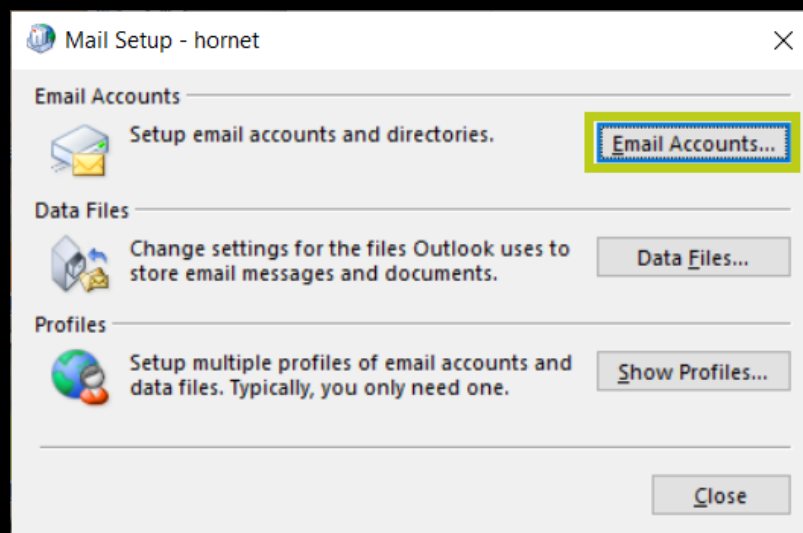


Figure 42: Email Accounts

➔ The window **Account Settings** opens.

6. Under the tab **Email** of the window **Account Settings**, click on **New...**

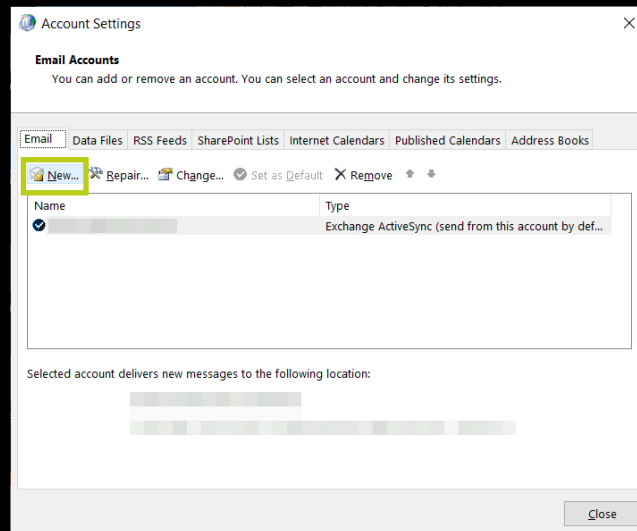


Figure 43: Email Accounts

➔ The window **Add Account** opens.

7. In the window **Add Account**, select the option **Manual setup or additional server types**.

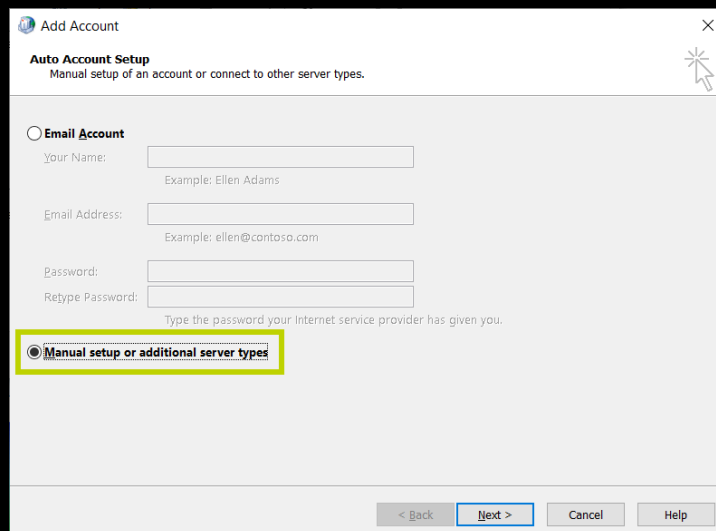


Figure 44: Add Account: Auto Account Setup

➔ The button **Next** is enabled.

8. Click on the button **Next**.

➔ The following page opens.

9. Select the option **Exchange ActiveSync**.

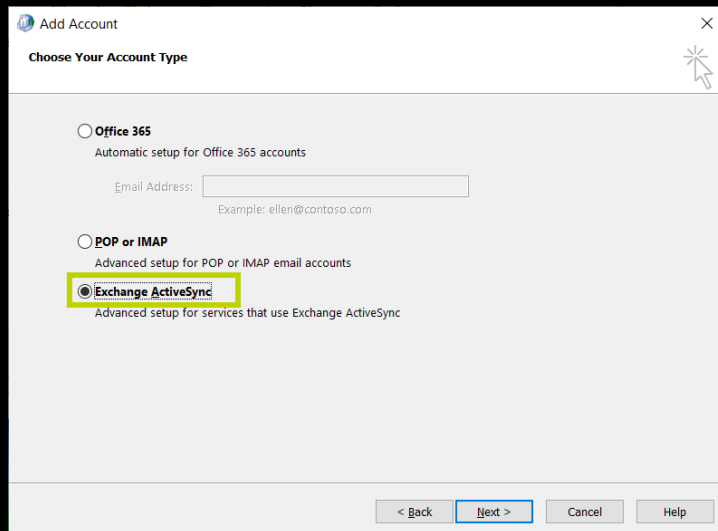


Figure 45: Add Account: Choose Your Account Type

- ➔ The button **Next** is enabled.
10. Click on the button **Next**.
 - ➔ The following page opens.
 11. In the window **Add Account: Server Settings**, enter the following data in the corresponding fields:
 - **User Information**
 - **Your Name:** Your name, as the recipients of your emails will see it.
 - **Email Address:** Your Hornet.Email address.
 - **Server Information**
 - **Mail server:** hornet.email
 - **Logon Information**
 - **User Name:** Your Hornet.Email address.
 - **Password:** The password of your Hornet.Email account.



The screenshot shows the 'Add Account' dialog box with the following sections:

- Server Settings:** Enter the information that is required to connect to an Exchange ActiveSync service.
- User Information:** Your Name, Email Address.
- Server Information:** Mail server: hornet.email
- Logon Information:** User Name, Password (with a 'Remember password' checkbox).
- Offline Settings:** Mail to keep offline: All.

Buttons at the bottom: < Back, Next >, Cancel, Help.

Figure 46: Server Settings

➔ The button **Next** is enabled.

12. Click on **Next**.



Outlook checks the settings of the entered account and displays the result in a pop-up window

The screenshot shows the 'Test Account Settings' dialog box with the following content:

Congratulations! All tests completed successfully. Click Close to continue.

Tasks	Status
✓ Log onto Exchange ActiveSync mail s...	Completed

Figure 47: Result of the check

13. Click on **Close**.





The result of the check disappears and a confirmation window appears.

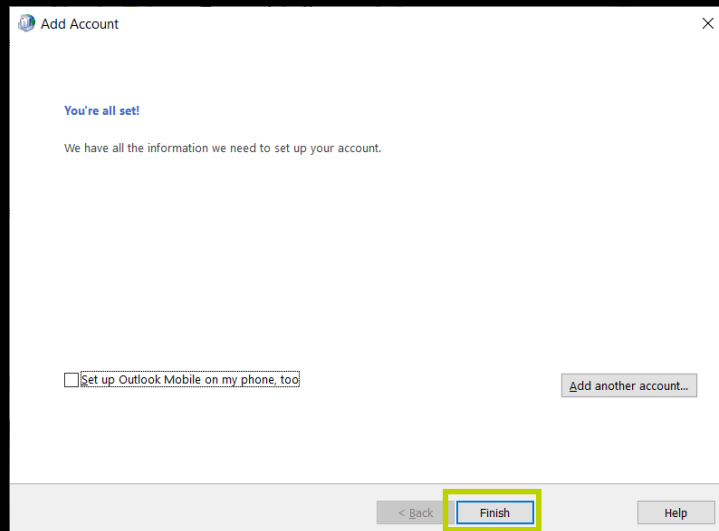


Figure 48: Completion window

14. Click on **Finish**.



You have added your Hornet.Email account to Outlook with Exchange ActiveSync.

Adding an Account to Outlook (Windows) Manually

Add your Hornet.Email account to Outlook manually.



You have a Hornet.Email account and have installed Outlook on your operating system.

If the process with Exchange ActiveSync fails, you can manually add your Hornet.Email to Outlook by entering your account name, your password, and the mail server addresses of Hornet.Email.



Important:

This is not the preferred method for adding your Hornet.Email account to Outlook on Windows. Please try adding it with the preferred method first (see [Adding an Account to Outlook \(Windows\) with EAS](#) on page 29).



Notice:

This description is based on the version 16.0 of Microsoft Outlook for Office 365. The process may differ for previous or later versions.

1. Open Outlook.
2. Go to **File# → Info**.
 - ➔ The screen **Account Information** opens.
3. Click on **Add Account**.

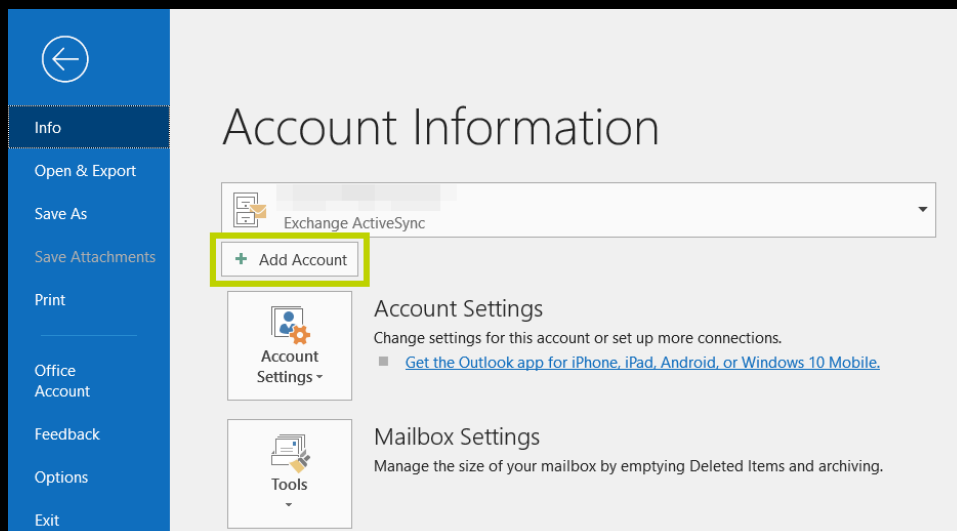


Figure 49: Add account

- ➔ A new dialog box opens.
4. Under **Email Address**, enter your email address.
 - ➔ The button **Connect** is enabled.
5. Click on **Advanced options**.
 - ➔ An additional form with a single item opens up.
6. Mark the checkbox **Let me set up my account manually**.

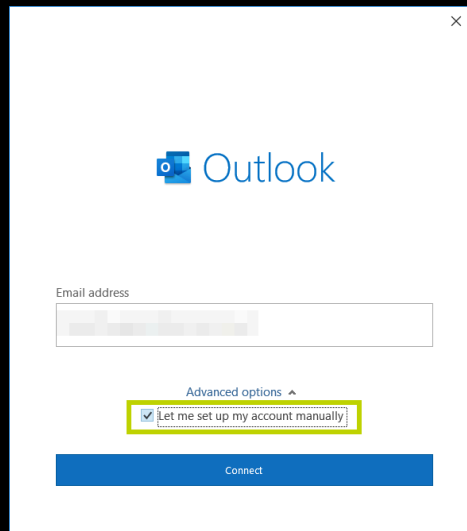


Figure 50: Manual configuration of the account

7. Click on **Connect**.
 - ➔ Outlook loads your account and displays the window **Advanced setup**.
8. Select **IMAP** in the window **Advanced setup**.

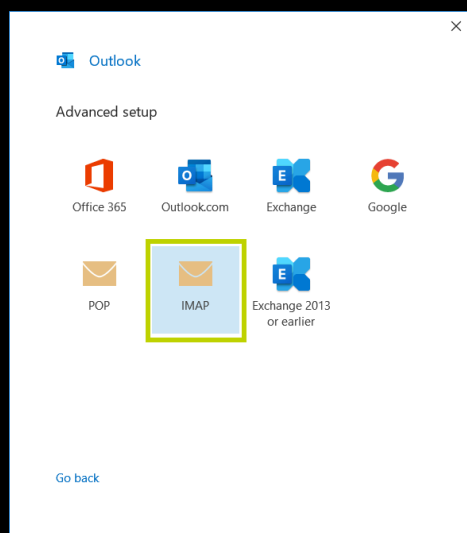


Figure 51: Advanced setup

- ➔ A new window for the configuration of IMAP accounts opens.
9. In the window **IMAP Account Settings**, enter the following data in the corresponding fields:
 - **Incoming mail:**



- **Server:** imap.hornet.email
- **Port:** 993
- **Encryption method:** SSL/TLS
- **Outgoing mail:**
 - **Server:** smtp.hornet.email
 - **Port:** 587
 - **Encryption method:** STARTTLS

IMAP Account Settings
bernd.burgdorf@hornet.cloud [\(Not you?\)](#)

Incoming mail
Server Port
Encryption method

Require logon using Secure Password Authentication (SPA)

Outgoing mail
Server Port
Encryption method

Require logon using Secure Password Authentication (SPA)

[Go back](#) [Next](#)

Figure 52: IMAP Account Settings

- ➔ The button **Next** is enabled.
10. Click on **Next**.
 - ➔ A new window for entering the password opens.
 11. Enter the password of your account in the field **Password**.
 - ➔ The button **Connect** is enabled.
 12. Click on **Connect**.
 - ➔

After a brief pause, your account is added to Outlook and a confirmation message appears.

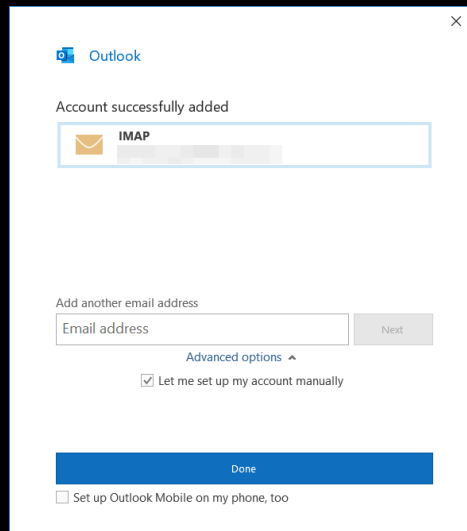


Figure 53: Confirmation message

13. Click on **Done**.

➔ Outlook initiates a session in your account and displays the account in the left column of the Outlook home screen.

✔ You have manually added your Hornet.Email account to Outlook.

Outlook for iOS

Adding an Account to Outlook (iOS) with EAS

Add your Hornet.Email account to the Outlook app on your iOS device using the Exchange ActiveSync protocol.

✔ You have an iOS device and a Hornet.Email account and have installed the Outlook app on your iOS device.

With the Exchange ActiveSync protocol, you can easily add your Hornet.Email account to Outlook on your iOS device and synchronize contact information, schedules and tasks.



Notice:

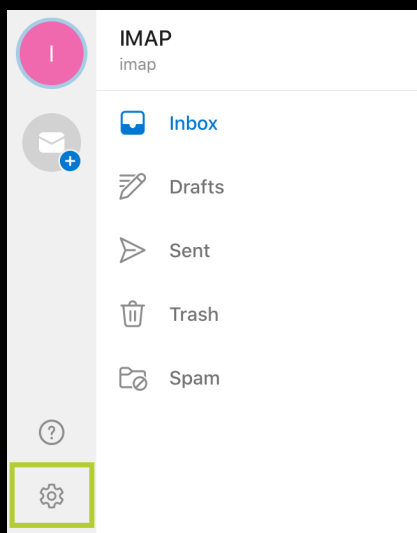
This is the preferred method for adding Hornet.Email accounts to this client. Always try this method first.



Notice: This description is based on the version 12.0.1 of the iOS operating system and the version 4.26.0 of the Outlook app for iOS. The process may differ for previous or later versions.

1. On your iOS device, open the app **Outlook**.
2. Optional: If your Outlook app is already connected to an account, tap **Inbox** on the start screen. If not, go directly to point 6.
➔ On the left side of the screen, a column with options opens.
3. Optional: Tap the gear wheel icon.

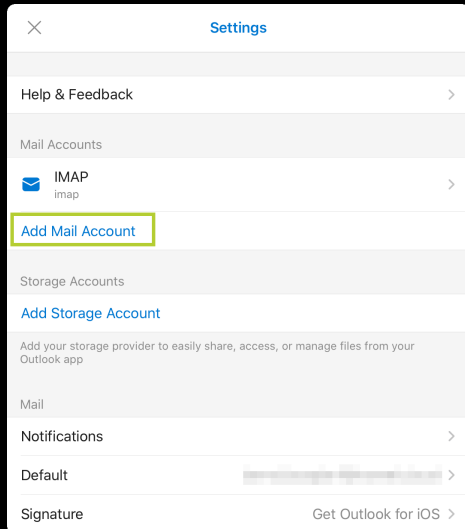
Figure 54: Column with options



The Outlook setup screen opens.

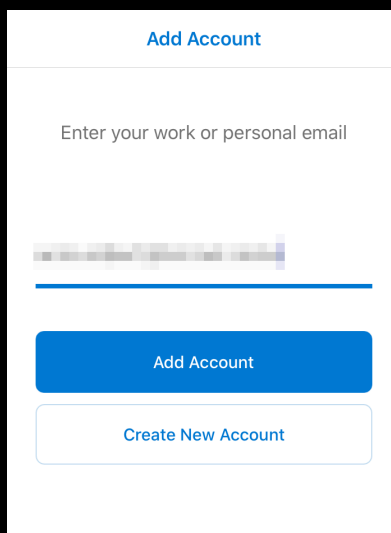
4. Optional: Select **Add Mail Account**.

Figure 55: Add mail account



- ➔ A small menu with options appears on the bottom of the page.
- 5. Optional: Select **Add Mail Account**.
- ➔ The page **Add Account** opens.
- 6. In the field **Email Address**, enter your Hornet.Email address.

Figure 56: Add account

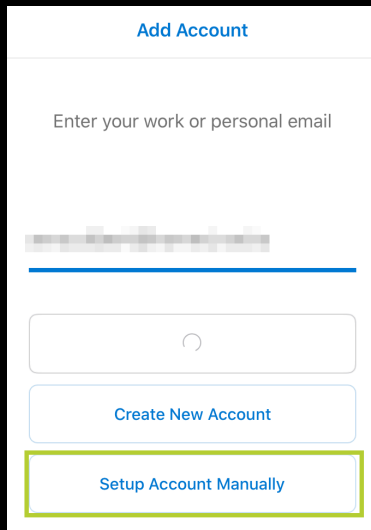


- ➔ The button **Add Account** is enabled.
- 7. Tap **Add Account**.
- ➔ Outlook checks the entered account and offers additionally the option **Setup Account Manually**.



8. Tap **Setup Account Manually**.

Figure 57: Setup account manually



- A selection screen with email providers opens.

9. Tap **Exchange**.

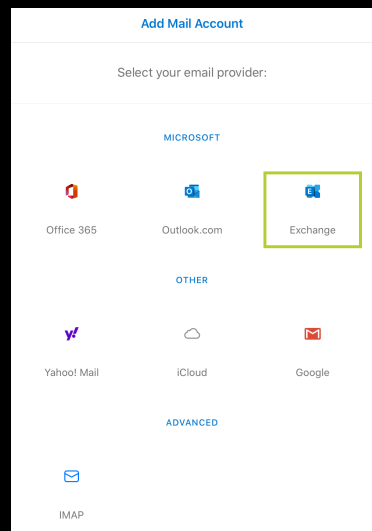


Figure 58: Exchange

- A new screen with a setup form for Exchange email accounts opens.

10. Toggle the switch **Use Advanced Settings**.

11. Fill in the form with the following data:



- **Email Address:** Your Hornet.Email address.
- **Password:** The password of your Hornet.Email account.
- **Description:** Description of your account for internal use.
- **Server:** hornet.email
- **Domain:** Domain of your Hornet.Email address (text after the @ on your Hornet.Email address).
- **User Name:** User name assigned to your Hornet.Email account.

Figure 59: Advanced setup

The screenshot shows the 'Exchange' account setup interface. It includes the following fields and controls:

- Email Address:** A text input field.
- Password:** A text input field with a visibility toggle.
- Description:** A text input field.
- Server:** A text input field containing the value 'hornet.email'.
- Domain:** A text input field.
- Username:** A text input field.
- Use Advanced Settings:** A toggle switch that is currently turned on.
- Sign In:** A blue button at the bottom of the form.

➔ The button **Sign In** is enabled.

12. Tap **Sign In**.

➔ If the data from the form is correct, your Hornet.Email account is added to the Outlook app on your iOS device and the window **Add Another Account** appears.

13. Tap **Maybe Later**.

✔ You have added your Hornet.Email account to the Outlook app on your iOS device using the Exchange ActiveSync protocol.

Adding an Account to Outlook (iOS) Manually

Add your Hornet.Email account to the Outlook app on your Android device manually.

✔ You have an iOS device and a Hornet.Email account and have installed the Outlook app on your iOS device.



If the service ActiveSync is not available, you can manually add your account to the Outlook app on your iOS device.



Important:

This is not the preferred method for adding your Hornet.Email account to Outlook on iOS. Please try adding it with the preferred method first (see [Adding an Account to Outlook \(iOS\) with EAS](#) on page 39).



Notice: This description is based on the version 12.0.1 of the iOS operating system and the version 4.26.0 of the Outlook app for iOS. The process may differ for previous or later versions.


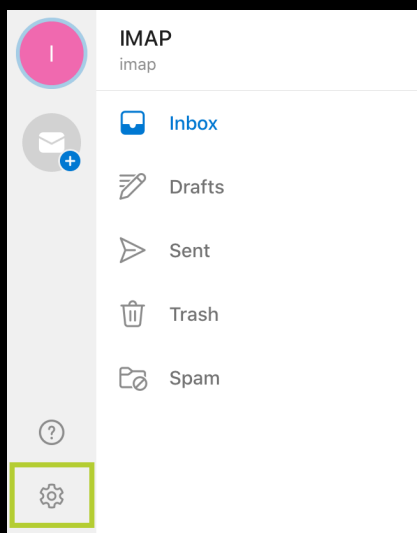
1. On your iOS device, open the app **Outlook**.
2. Optional: If your Outlook app is already connected to an account, tap **Inbox** on the start screen. If not, go directly to point 6.
 On the left side of the screen, a column with options opens.
3. Optional: Tap the gear wheel icon.

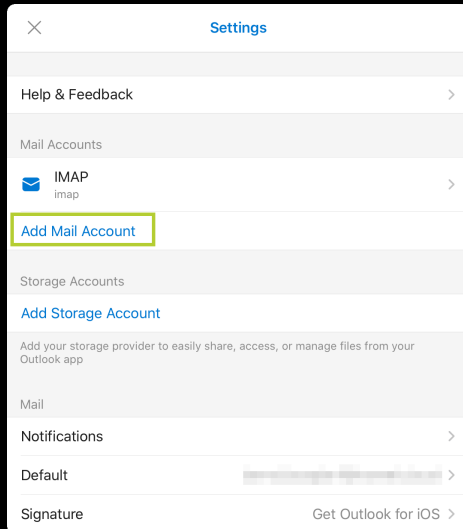
Figure 60: Column with options



The Outlook setup screen opens.

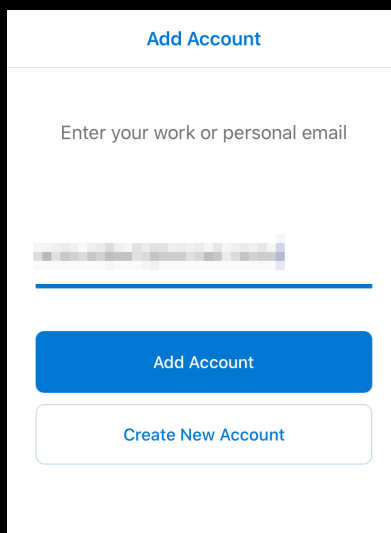
4. Optional: Select **Add Mail Account**.

Figure 61: Add mail account



- ➔ A small menu with options appears on the bottom of the page.
- 5. Optional: Select **Add Mail Account**.
- ➔ The page **Add Account** opens.
- 6. In the field **Email Address**, enter your Hornet.Email address.

Figure 62: Add account



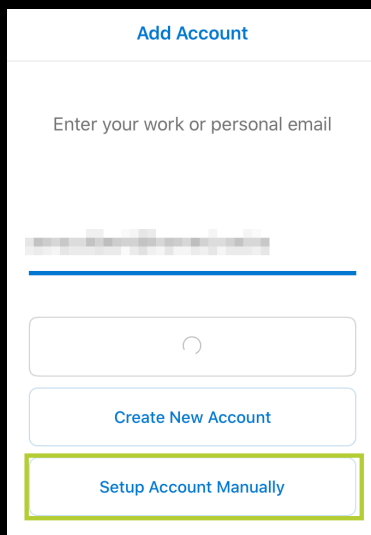
- ➔ The button **Add Account** is enabled.
- 7. Tap **Add Account**.
- ➔ Outlook checks the entered account and offers additionally the option **Setup Account Manually**.



Notice: If Outlook identifies your Hornet.Email account as a Microsoft Exchange account, it is possible that, after tapping **Add Account**, the setup form for Microsoft Exchange accounts appears. If so, tap **Not an Exchange Account** in the top corner of the page and continue with point 9 on page 46.

8. Tap **Setup Account Manually**.

Figure 63: Setup account manually



A selection screen with email providers opens.

9. Tap **IMAP**.

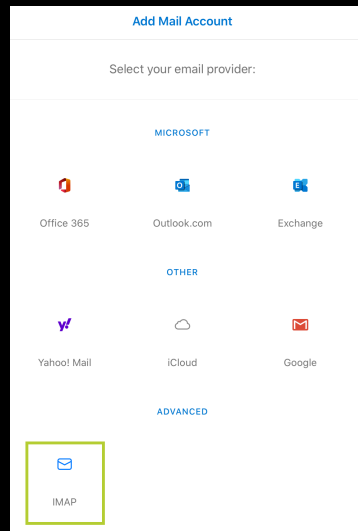
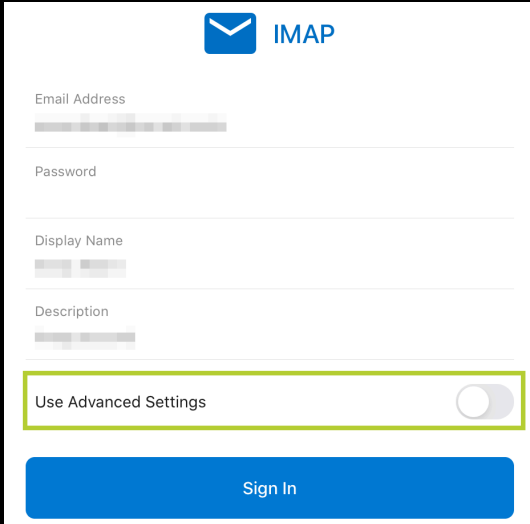


Figure 64: IMAP

➔ A new screen with a setup form for IMAP email accounts opens.

10. Toggle the switch **Use Advanced Settings**.

Figure 65: Use advanced settings



11. Fill in the form with the following data:

- **Email Address:** Your Hornet.Email address.
- **Display Name:** Your name, as you want it to be shown to the recipients of your emails.
- **Description:** Description of your account for internal use.
- **IMAP Incoming Mail Server:**



- **IMAP Hostname:** imap.hornet.email
- **IMAP Username:** Your Hornet.Email address.
- **IMAP Password:** The password of your Hornet.Email account.
- **SMTP Outgoing Mail Server:**
 - **SMTP Hostname:** smtp.hornet.email:587
 - **SMTP Username:** Your Hornet.Email address.
 - **SMTP Password:** The password of your Hornet.Email account.

Figure 66: Advanced setup

The screenshot shows the 'Advanced Setup' screen in the Outlook app. At the top, there's an 'IMAP' header with an envelope icon. Below it are fields for 'Email Address', 'Display Name', and 'Description'. The 'IMAP Incoming Mail Server' section includes 'IMAP Hostname' (imap.hornet.email), 'IMAP Username', and 'IMAP Password'. The 'SMTP Outgoing Mail Server' section includes 'SMTP Hostname' (smtp.hornet.email:587), 'SMTP Username', and 'SMTP Password'. At the bottom, there's a 'Use Advanced Settings' toggle which is turned on, and a blue 'Sign In' button.

➔ The button **Sign In** is enabled.

12. Tap **Sign In**.

➔ If the data from the form is correct, your Hornet.Email account is added to the Outlook app on your iOS device and the window **Add Another Account** appears.

13. Tap **Maybe Later**.



You have manually added your Hornet.Email account to the Outlook app on your iOS device.



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