MailTight iPad email configuration

Note: In this tutorial we will be referring to the 'Client' as the actual email software running on the iPad.

The screens have been provided by an iPad 2.

Settings



Select: Settings

iPad ᅙ			4:01 pm	
	Settings		Mail, Contact	s, Calendars
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\bigotimes	General		Fetch New Data	Push >
◄»))	Sounds			
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	Privacy		Preview	2 Lines >
			Show To/Cc Label	\bigcirc
	iCloud		Flag Style	Color >
	Mail, Contacts, Calenc	lars	Ask Before Deleting	\bigcirc
	Notes		Load Remote Images	
	Reminders		Organize By Thread	
	Messages			
	FaceTime		Always Bcc Myself	\bigcirc
	Maps		Increase Quote Level	On >
\checkmark	Safari		Signature	Sent from my iPad >
			Default Account	iCloud >

Select: Mail, Contacts, Calendars Select: Add Acount...

Add Account Type

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	Settings	Kail, Contacts Add Account	
≻	Airplane Mode	🗀 iCloud	
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C	Do Not Disturb	Aol	
\bigotimes	General	Outlook.com	
((۱)	Sounds		
*	Wallpapers & Brightness	Other	
	Privacy		
	iCloud		
	Mail, Contacts, Calendars		
	Notes		
	Reminders		
	Messages		
	FaceTime		
	Maps		
	Safari		

Select: Other

iPad 穼		3:23 pm	֎ 32% ■
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	Notification Center		· · · · ·
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	Mail, Contacts, Calendars		
	Notes		
	Reminders		
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Select: Add Mail Account

New Account Details

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Replace the following information with your details. Select: **Next**

IMAP



Select: IMAP

Incoming / Outgoing Mail Server

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*	Bluetooth		Off	CON	NTACTS							
	Car	ncelne		Ne	w Acco	ount				Next		>
6	Notifica	Email	jsmith	@mailti	ight.co	m						>
8	Control	Description	MailTi	ght								
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		Host Name	mail.m	nailtigh	t.com							>
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	iCloud	User Name	jsmith	@mailti	ight.co	m						
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Complete the Following:

Incoming Mail Server:

Host Name mail.mailtight.com

User Name: <username@domain>

Password: <registered password>

Outgoing Mail Server:

Host Name: **send.mailtight.com** User Name: <username@domain> Password: <registered password>

Select: Next

Verifing... will be briefly be displayed.

If the Verifying fails, please check the account settings listed above, or login to www.mailtight.com and select 'My Account'



Select: Save

Additional Step for IMAP Folders

iPad ᅙ		4:01 pm	€ 29%
	Settings	Mail, Contacts, C	Calendars
⊳	Airplane Mode	ACCOUNTS iCloud	pinden and 4 page
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	Notification Center Control Center	Mail, Calendars, Notes Oi Account Mail, Calendars, Notes MailTight Mail, Notes	2
C	Do Not Disturb	Add Account	>
© •>	General Sounds	Fetch New Data	Push >
**	Wallpapers & Brightness	MAIL	
	Privacy	Preview	2 Lines >
	iCloud	Show To/Cc Label Flag Style	Color >
	Mail, Contacts, Calendars	Ask Before Deleting	\bigcirc
	Notes	Load Remote Images	
	Reminders	Organize By Thread	
	Messages		
	FaceTime	Always Bcc Myself	\bigcirc
	Maps	Increase Quote Level	On >
\checkmark	Safari	Signature	Sent from my iPad >
		Default Account	iCloud >

Select: **Mail, Contacts, Calendars** (to get to this screen, select the 'Settings ICON' outlined in Step 1.

IMAP Account

iPad 훅		4:01 pm	④ 1 29% ■
	Settings	✓ Mail, Contacts	MailTight
≻	Airplane Mode	IMAP	
?	Wi-Fi Tiger88	Account	jsmith@mailtight.com >
*	Bluetooth Off		
		Mail	
	Notification Center	Notes	
	Control Contor		
	Control Center		Delete Account
C	Do Not Disturb		
	General		
()	Sounds		
	Wallpapers & Brightness		
	Privacy		
	iCloud		
	Mail, Contacts, Calendars		
	Notes		
	Reminders		
	Messages		
	Facelime		
.	Maps		
	Safari		

Select: IMAP Account (this will take you to account settings)

Advanced Settings

iPad ᅙ					4:01 pm					(֎ 29% ■
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Select: Advanced

Note: This is now available, during the set-up process this menu item was not available

Changing the Mailbox Behaviors



Step (1, 2, 3) all need to be completed.

By default these folders are assigned to the iPad. We will move them to the server so that they can interact between the iPad and the server.

A copy of an email sent from the iPad will also appear under 'Sent' items on another email client (Outlooks, Mail, iPhone).

Additional information:

IMAP allows multiple clients to manage the same mailbox IMAP needs to know where the client will store messages on the server The next steps show the client the corresponding folder on the server.

Drafts Mailbox

iPad ᅙ	4:02 pm	֎ 29% ■
Settings	🗙 Mail, Contacts	MailTight
Airplane Mode	IMAP	
S Wi-Fi Tiger88	Account	jsmith@mailtight.com >
Bluetooth Off	- 2	
Notifica ON MY IPAD		
Control Drafts		
ON THE SERVER		
Genera		
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Privacy		
iCloud		
Mail, C		
Notes		
Reminc		
Messages		
FaceTime		
🯹 Maps		
Safari		

On My iPad: Drafts is selected. We will change it to the Server.

On the Server Select: **Drafts**

Sent Mailbox

iPad ᅙ	4:03 pm	
Settings		MailTight
	IMAP	
Airplane Mode	Account	ismith@mailtight.com
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Bluetooth Off	2	
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Safari		

On My iPad: Sent is selected. We will change it to the Server.

On the Server Select: **Sent** Select: **Advanced** (to complete the next step)

Deleted Mailbox

iPad ᅙ		4:03 pm	● 29% ■
	Settings	✓ Mail, Contacts	MailTight
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*	Bluetooth Off		
	Notifica ON MY IPAD		
	Control <u> </u> Trash		
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	Privacy		
	iCloud		
	Mail, C		
	Notes		
	Reminc		
0	Messages		
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	Maps		
Ø	Safari		

On My iPad: Trash is selected. We will change it to the Server.

On the Server Select: Trash Select: **Advanced** (to complete the next step) IMAP Server Folder configuration is now complete. You can close the application and now use the Mail client.