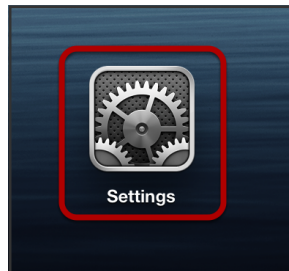# MailTight - iOS 7 iPad Configuration

MailTight iPad email configuration

Note: In this tutorial we will be referring to the 'Client' as the actual email software running on the iPad.
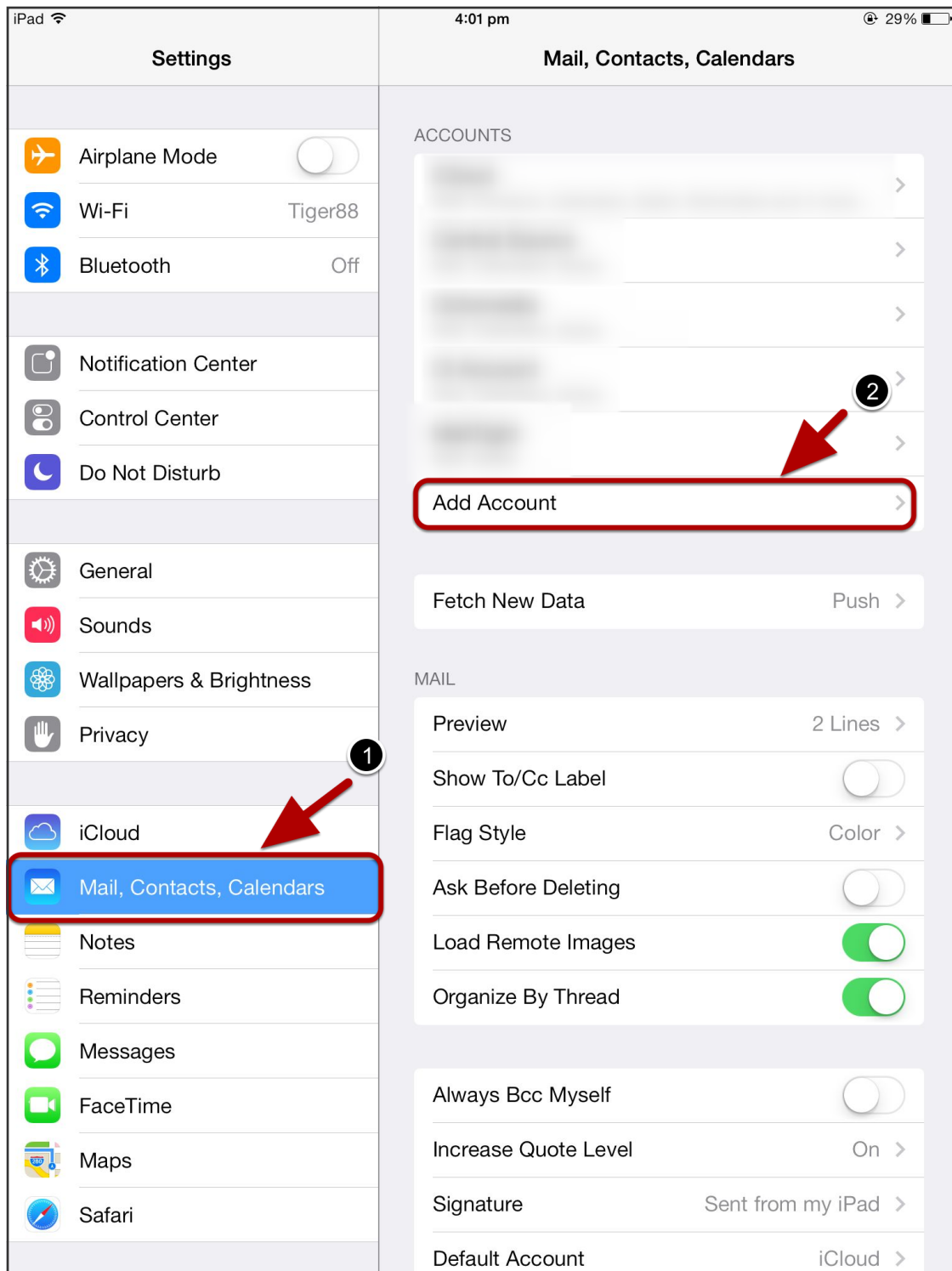**The screens have been provided by an iPad 2.**

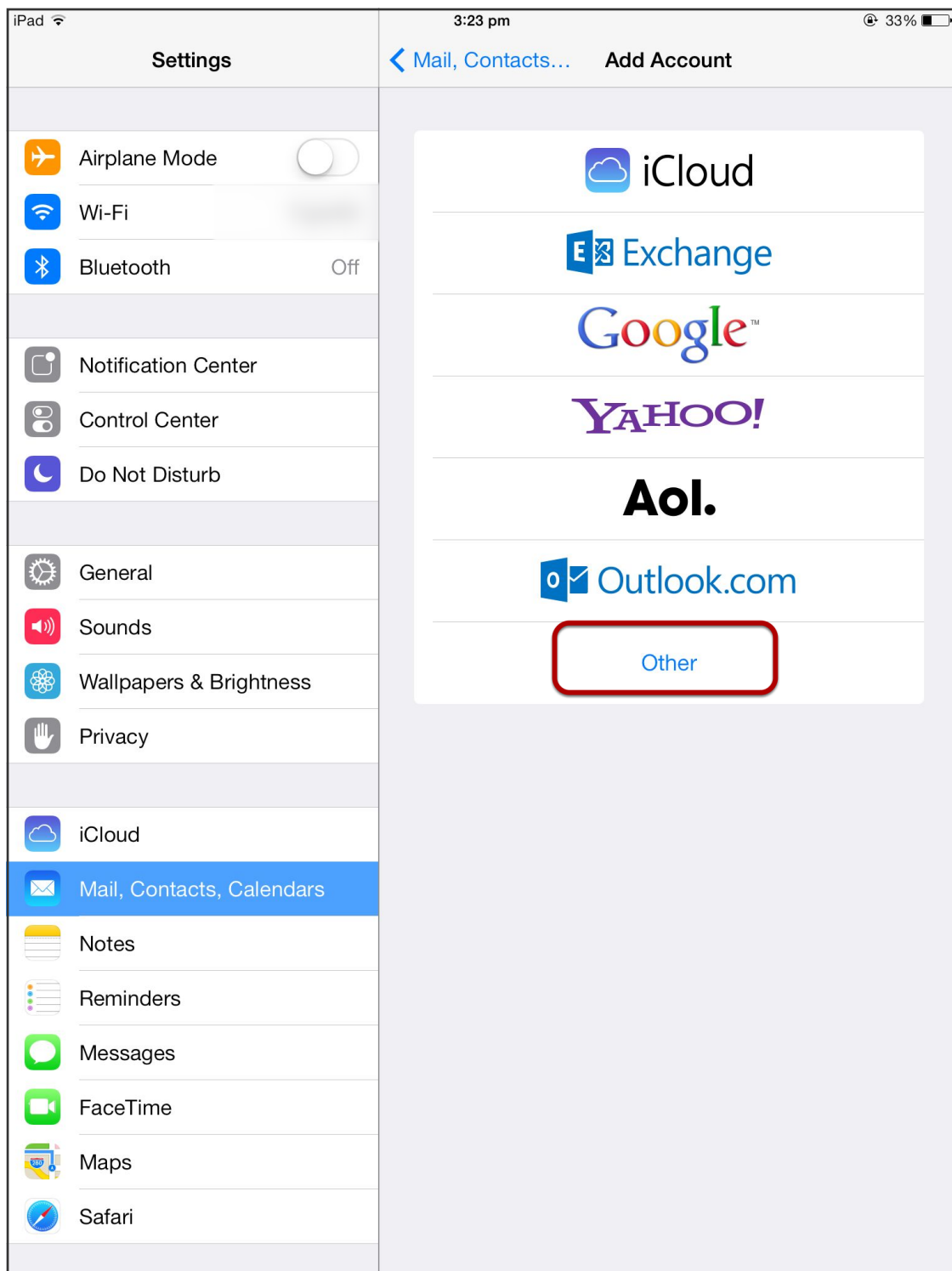## Settings

Select: **Settings**

Mail, Contact, Calendars / Add Account
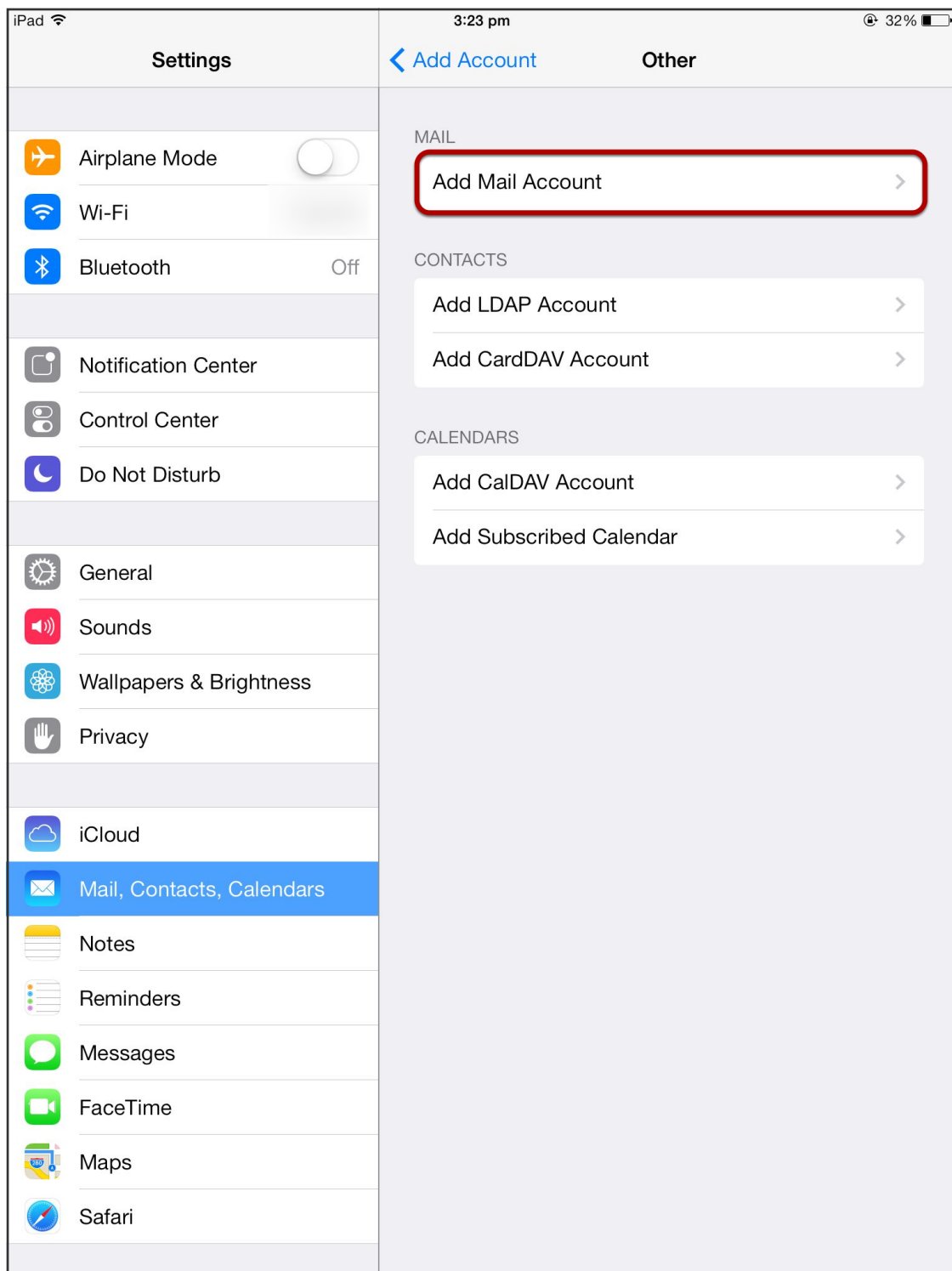

Select: **Mail, Contacts, Calendars**
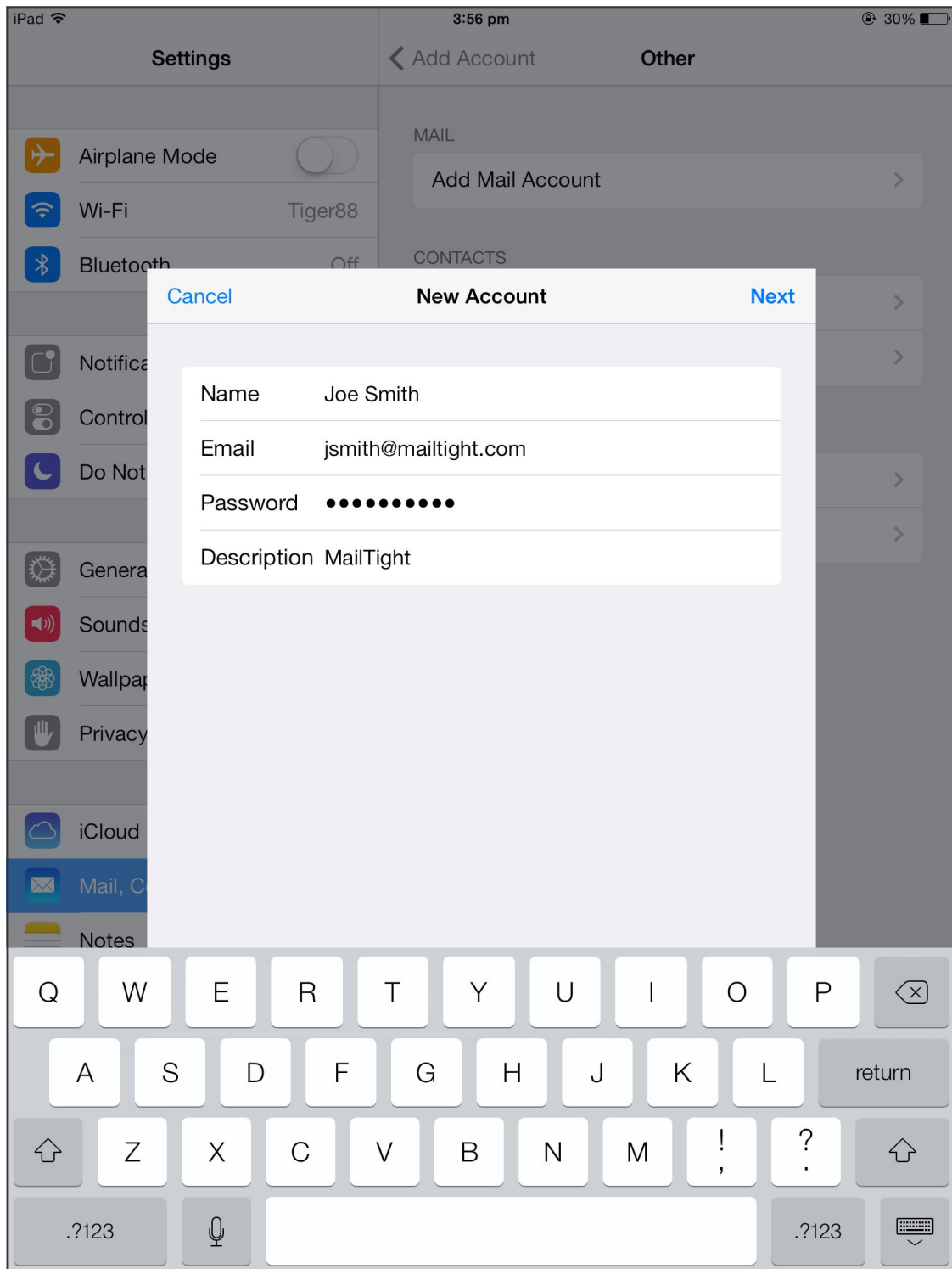Select: **Add Acount...**

Add Account Type

Select: **Other**

Other - Add Mail Account
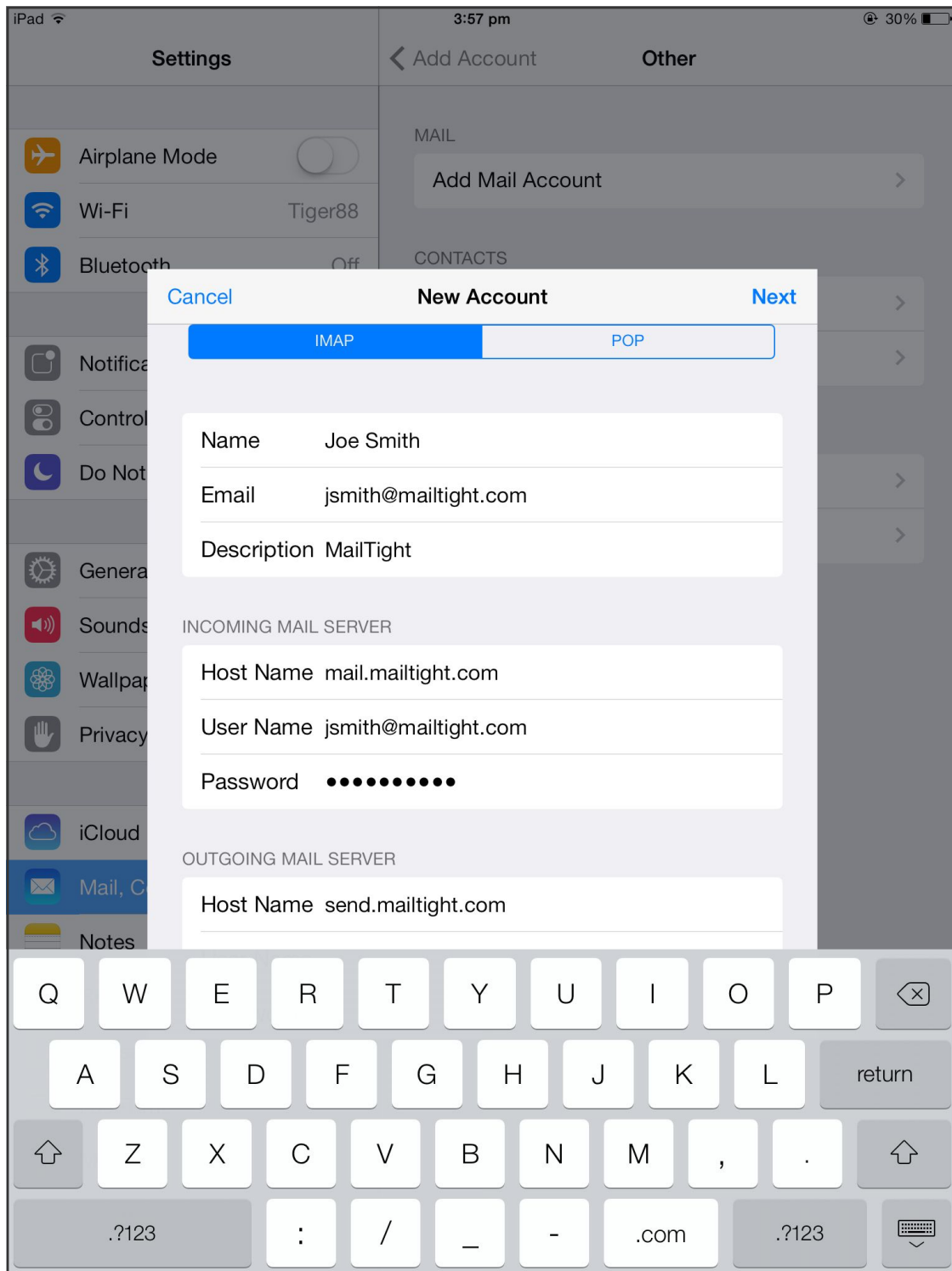

Select: **Add Mail Account**

New Account Details

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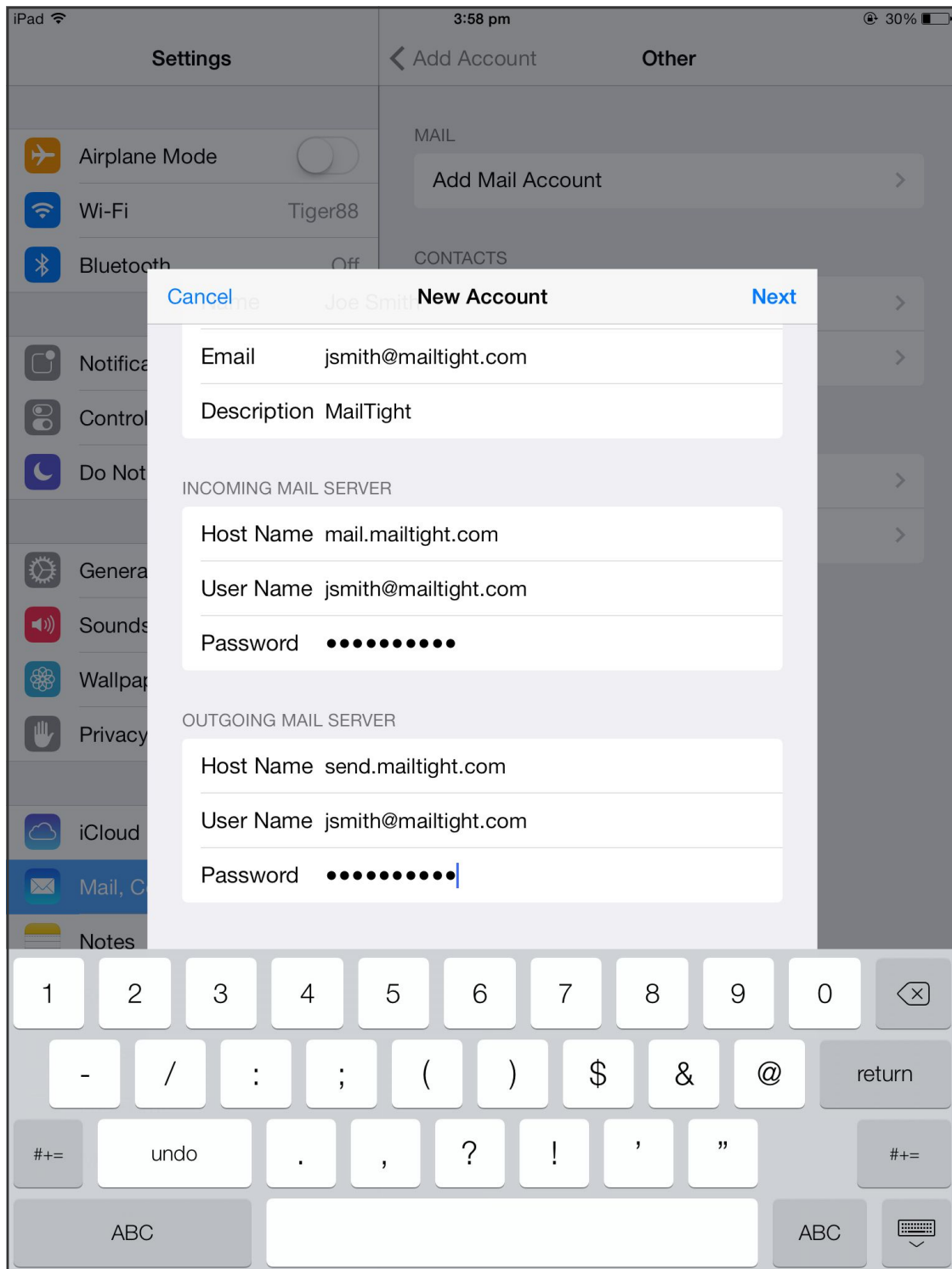Select: **Next**

IMAP

Select: **IMAP**

Incoming / Outgoing Mail Server

Complete the Following:

Incoming Mail Server:
  Host Name **mail.mailtight.com**
  User Name: <username@domain>
  Password: <registered password>

Outgoing Mail Server:

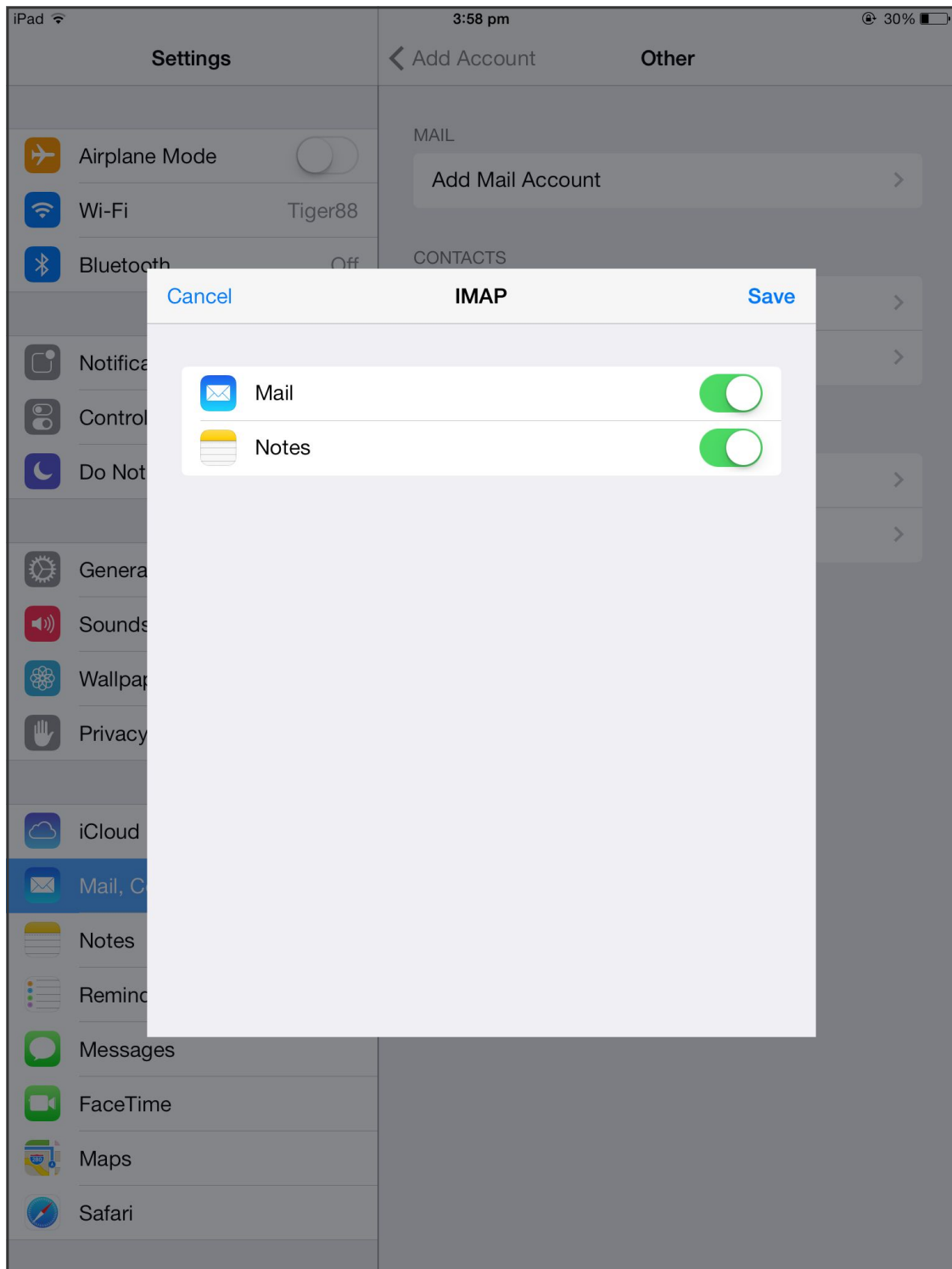Host Name: **send.mailtight.com**
User Name: <username@domain>
Password: <registered password>

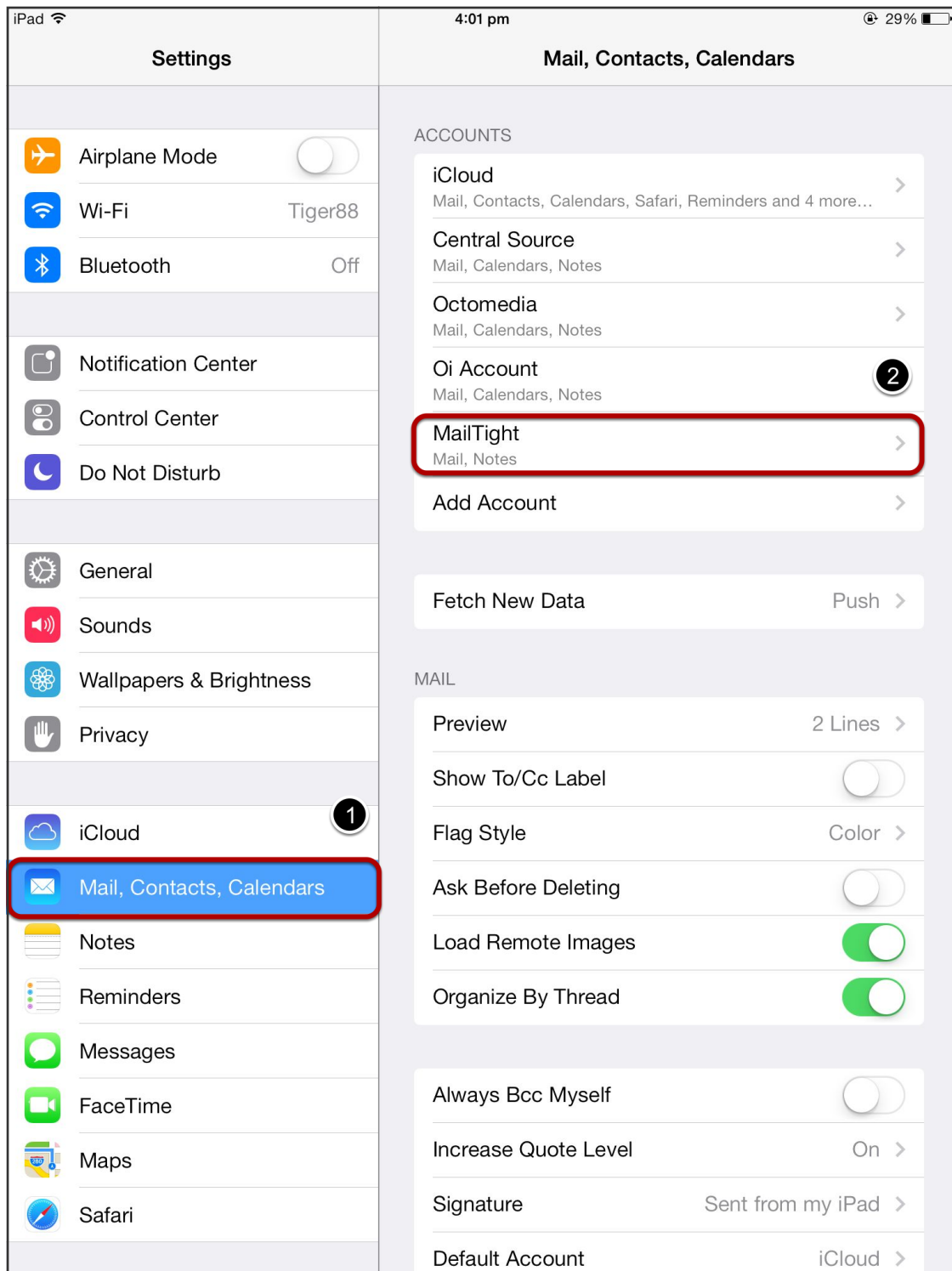Select: **Next**

Verifing... will be briefly be displayed.
If the Verifying fails, please check the account settings listed above, or login to
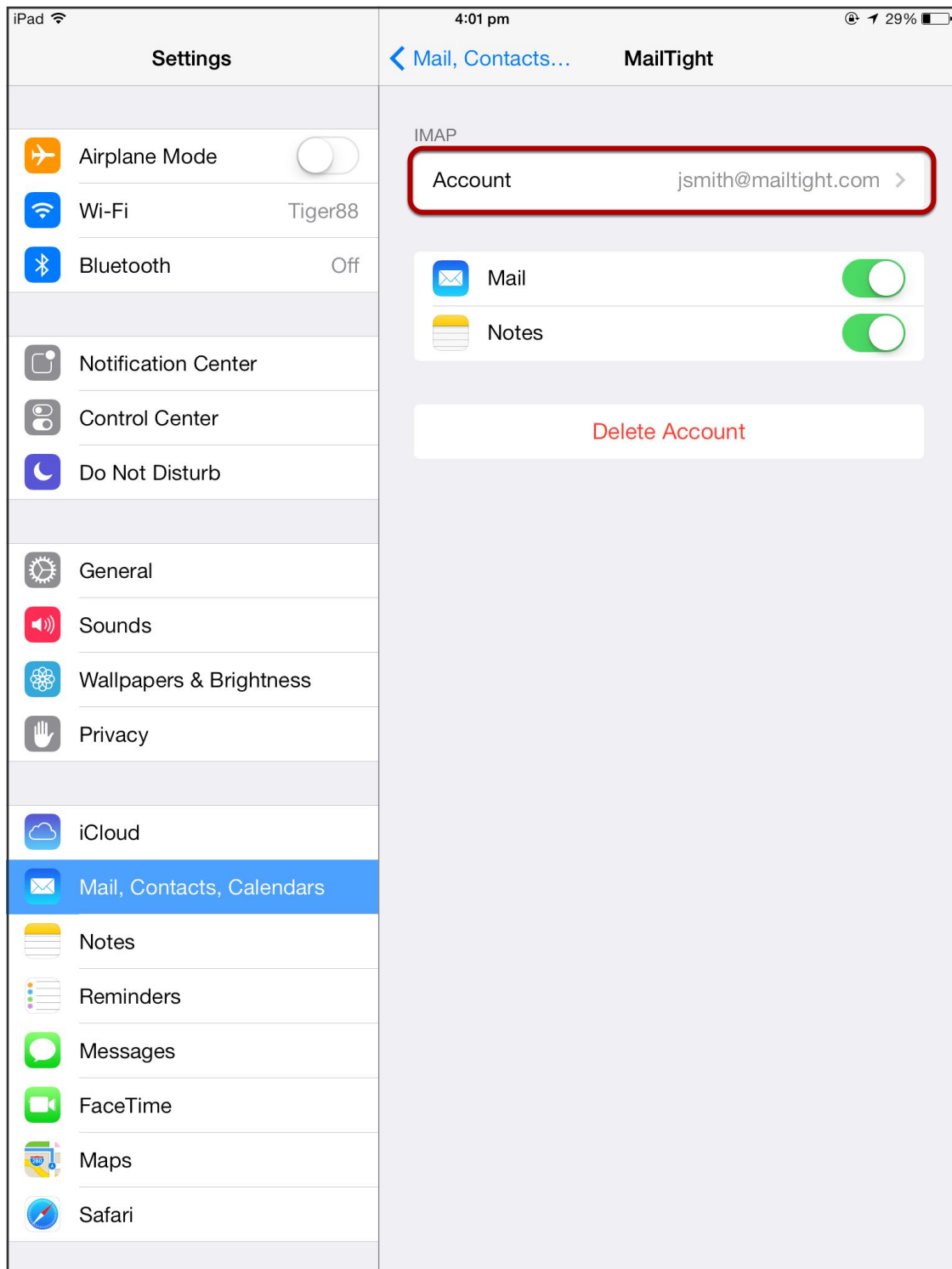**www.mailtight.com and select 'My Account'**

IMAP - Save

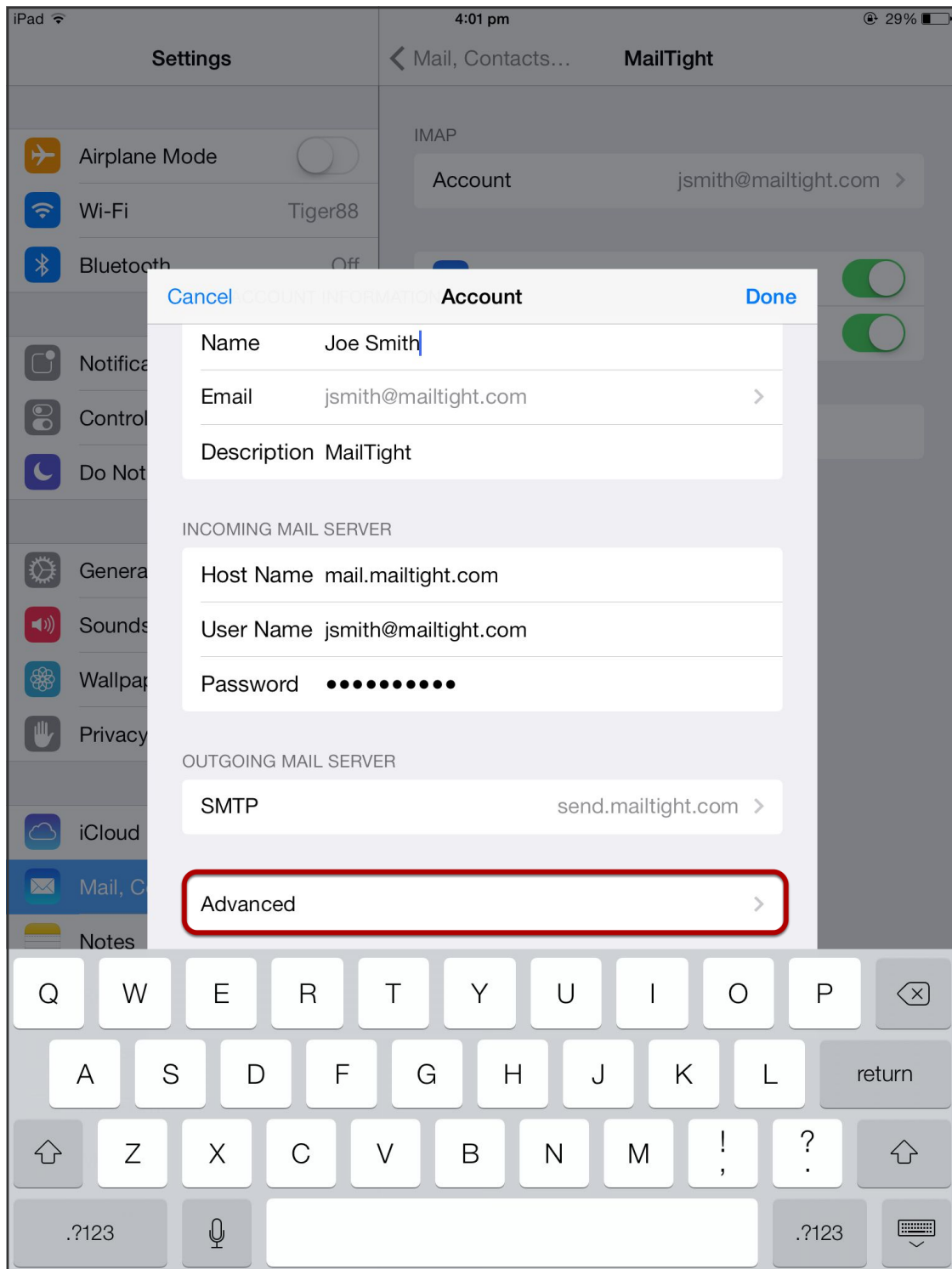Select: **Save**

Additional Step for IMAP Folders

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

IMAP Account

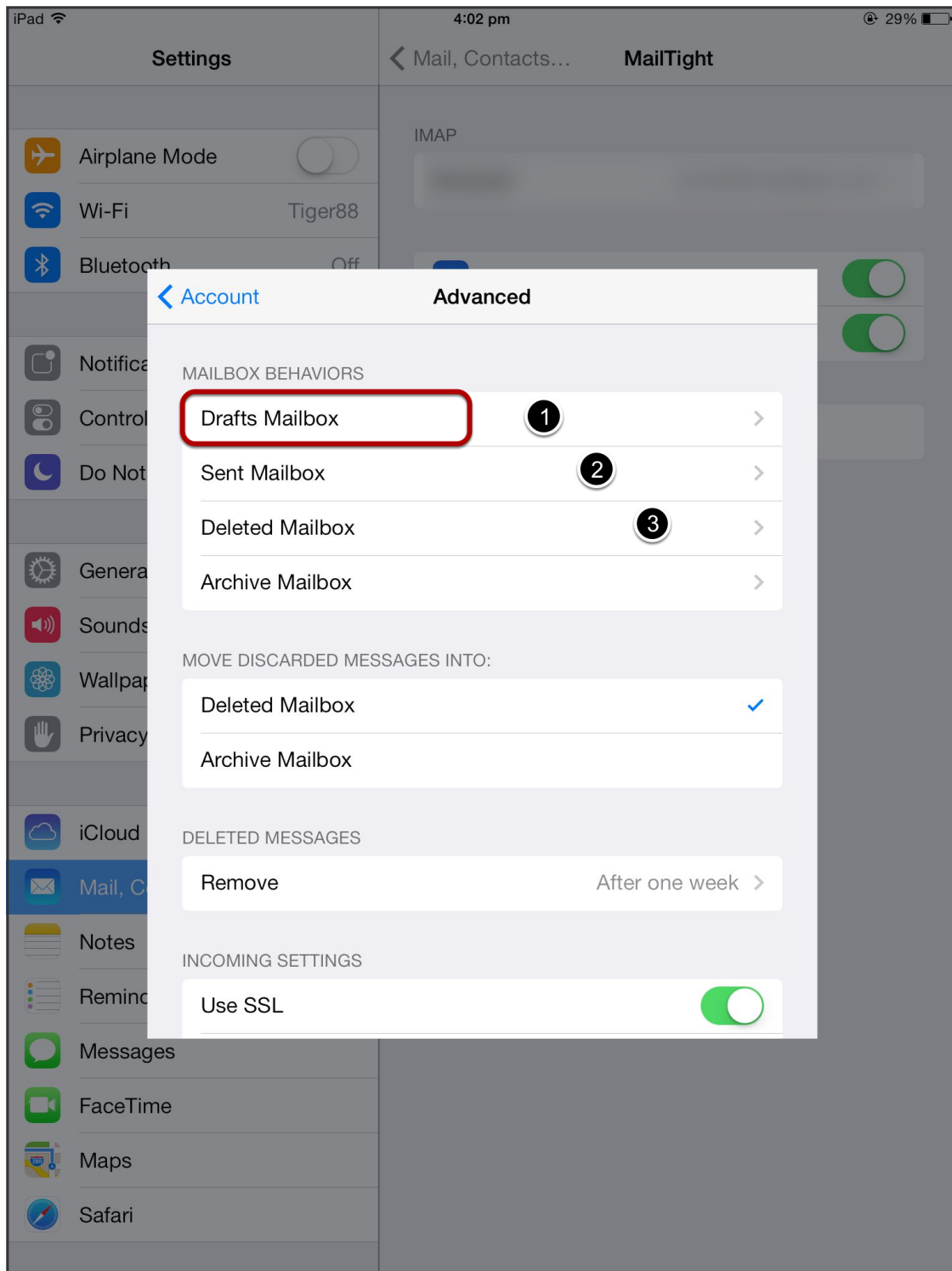Select: IMAP **Account** (this will take you to account settings)

Advanced Settings

Select: **Advanced**

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

Changing the Mailbox Behaviors

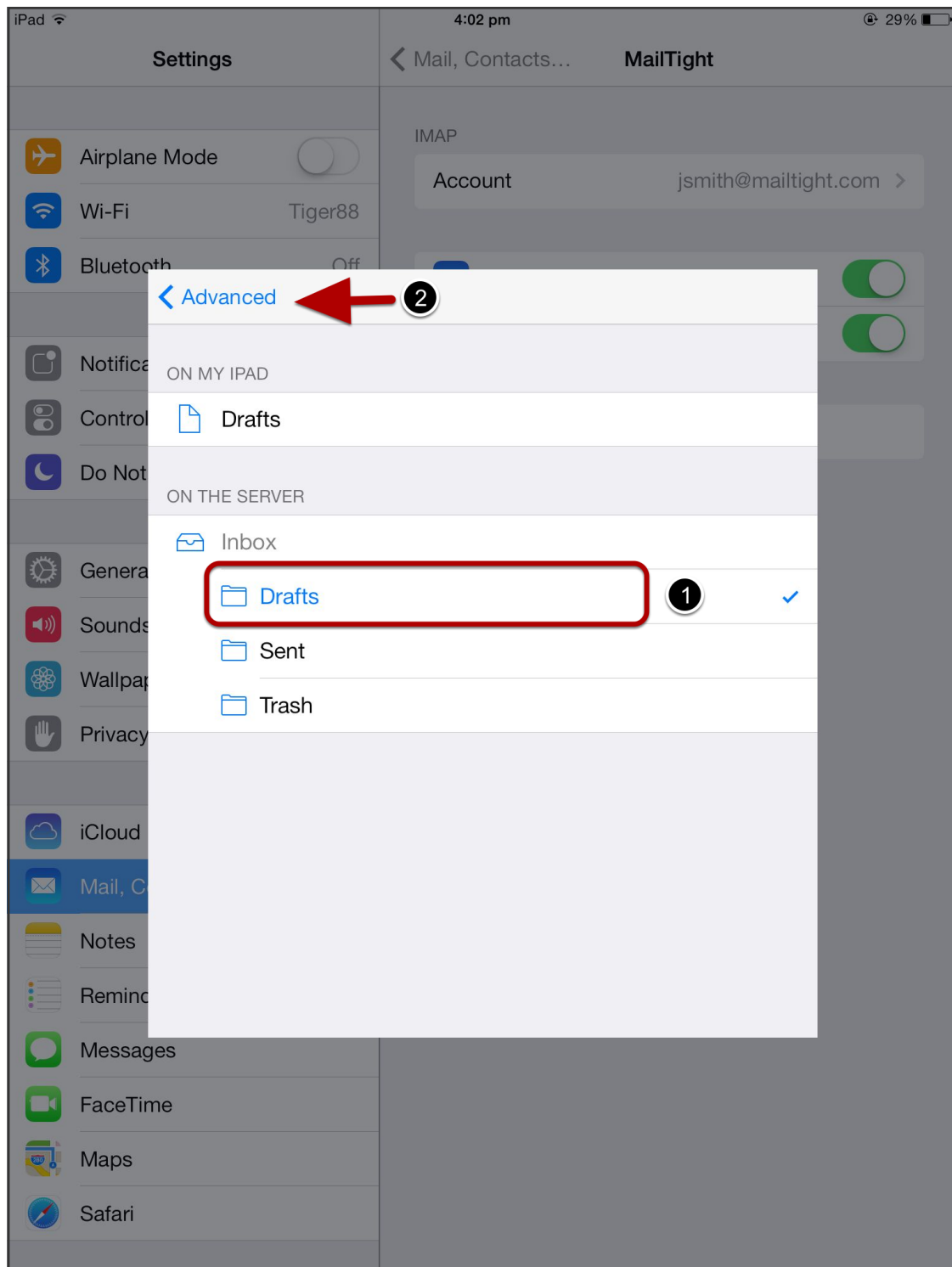**Step (1, 2, 3) all need to be completed.**
By default these folders are assigned to the iPad. We will move them to the server so that they can interact between the iPad and the server.
A copy of an email sent from the iPad will also appear under 'Sent' items on another email client (Outlooks, Mail, 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
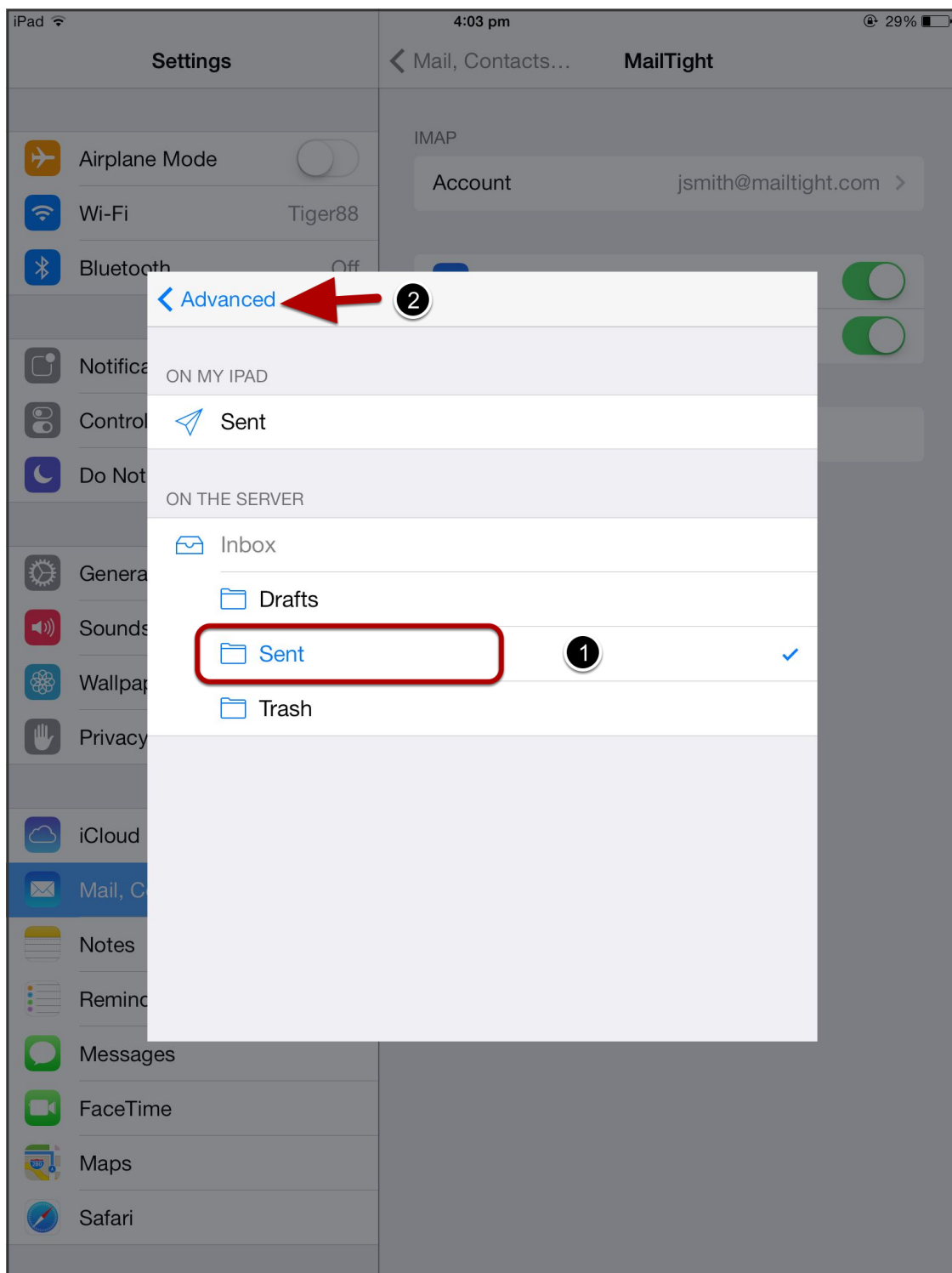The next steps show the client the corresponding folder on the server.

Drafts Mailbox

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

On the Server
Select: **Drafts**

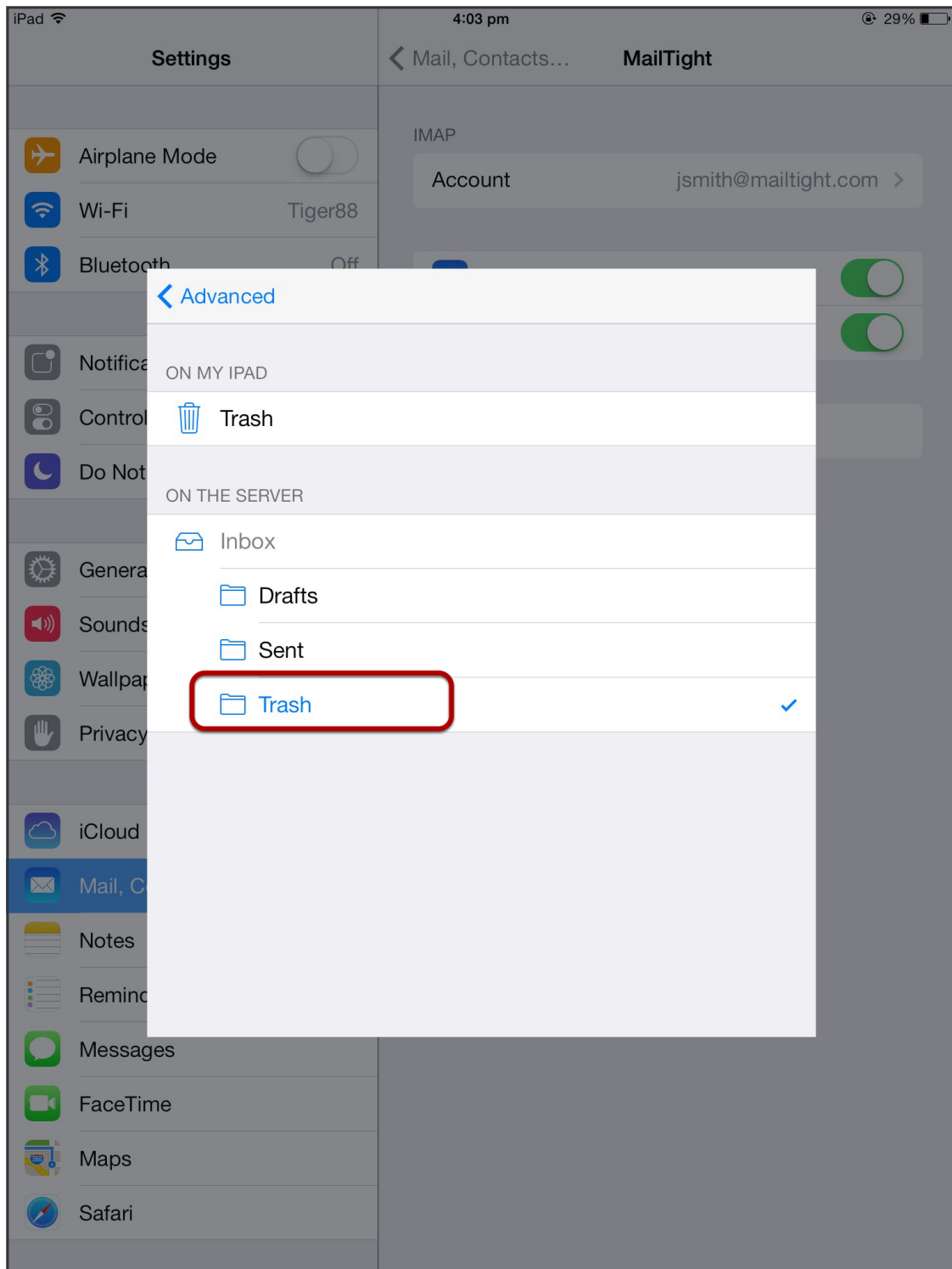Select: **Advanced** (to complete the next step)

Sent Mailbox

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

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.