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
	Airplane Mode		ACCOUNTS	
				>
		Tiger88		>
*	Bluetooth	Off		
	Notification Center			>
				2
	Control Center			
C	Do Not Disturb		Add Account	
$\bigotimes$	General		Fetch New Data	Push >
◄»))	Sounds			
	Wallpapers & Brightne	SS	MAIL	
	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	
<b>?</b>	Wi-Fi		
*	Bluetooth Off	E 🛛 Exchange	
	Notification Contor	Google	
	Notification Center	TT TTOOL	
	Control Center	YAHOO!	
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 裦		3:23 pm	֎ 32% ■_
	Settings	Add Account Other	
┝	Airplane Mode	MAIL	
	Wi-Fi	Add Mail Account	>
		CONTACTS	
*	Bluetooth Off	Add LDAP Account	>
		Add CardDAV Account	
	Notification Center	Add CardDAV Account	>
	Control Center	CALENDARS	
C	Do Not Disturb	Add CalDAV Account	>
		Add Subscribed Calendar	>
	General		
<b>(</b> ( <b>)</b>	Sounds		
	Wallpapers & Brightness		
	Privacy		
	iCloud		
	Mail, Contacts, Calendars		
	Notes		
	Reminders		
	Messages		
	FaceTime		
	Maps		
	Safari		

#### Select: Add Mail Account

## **New Account Details**

iPad ᅙ	9			3:50	6 pm				۹ 30% 💽 ف
	Sett	ings	•	🕻 Add Ad	count	Ot	ther		
<b>→</b>	Airplane Mo	ode	$\sum$	MAIL					
	Wi-Fi	0	er88	Add	Mail Acco	unt			>
	Bluetooth		Off	CONTAG	CTS				
*		incel			ccount			Next	>
	Notifica								>
	_	Name	Joe Sm	nith					
8	Control	Email	jsmith@	mailtight	.com				
C	Do Not	Password	•••••	••••				- 11	>
<b>K</b>	Canana	Description	MailTig	ht				- 11	>
	Genera	·	0					11	
	Sounds							- 1	
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	.?123	Ŷ						.?12	3

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

#### IMAP



Select: IMAP

# Incoming / Outgoing Mail Server

iPad 穼				3	:58 pm						⊕ 30% ■
	Sett	tings		🕻 Add /	Accoun	t	Ot	her			
•	Airplane Mo	ode	$\supset$	MAIL	d Mail A	Accour	nt				>
Ŷ	Wi-Fi	Tig	er88								
*	Bluetooth	ancelne	Off		ACTS	nt			Next		
						n			NCAL		>
	Notifica	Email	jsmith@	mailtig	ht.com						>
	Control	Description	MailTig	ht							
C	Do Not	NCOMING MAIL	SERVER								>
		Host Name	mail.ma	ailtight.o	com						>
	Genera	User Name	jsmith@	mailtig	ht.com						
<b>N</b>	Sounds	Password	••••	••••							
	Wallpap										
	Privacy	DUTGOING MAI									
		Host Name	send.m	ailtight.	.com						
	iCloud	User Name	jsmith@	mailtig	ht.com						
	Mail, C	Password	••••	••••							
	Notes										
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	ABC									ABC	

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, Ca	alendars
<b>₽</b>	Airplane Mode	ACCOUNTS <b>iCloud</b> Mail, Contacts, Calendars, Safari, Rer	ninders and 4 more
<ul> <li>?</li> <li>*</li> </ul>	Wi-Fi Tiger88 Bluetooth Off	Central Source Mail, Calendars, Notes Octomedia	
	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 >
$\swarrow$	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	<b>④ 1</b> 29% ■
	Settings	✓ Mail, Contacts	MailTight
✐	Airplane Mode	IMAP	
<b>?</b>	Wi-Fi Tiger88	Account	jsmith@mailtight.com >
*	Bluetooth Off		
		Mail	
	Notification Center	Notes	
	Control Center		Delete Account
C	Do Not Disturb		
(	General		
<b>(</b> )	Sounds		
	Wallpapers & Brightness		
	Privacy		
	iCloud		
	Mail, Contacts, Calendars		
	Notes		
	Reminders		
	Messages		
	FaceTime		
<b>.</b>	Maps		
Ø	Safari		

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

# **Advanced Settings**

iPad ᅙ					4:01 pm						֎ 29% ा•
	Set	ttings		< Mai	I, Conta	cts	Mail	Гight			
<b>→</b>	Airplane M	ode	$\sum$	IMAI	Ρ						
	Wi-Fi		ger88	A	ccount			jsmith	@mailt	ight.co	m >
*	Bluetooth C	ancel	Off		Account				Done		$\bigcirc$
	Notifica	Name	Joe Si	mith							$\bigcirc$
	Control	Email	jsmith	@mailti	ght.com				>		
	Do Not	Description	n MailTi	ght							
		INCOMING MAI	L SERVEI	R							
	Genera	Host Name			t.com						
	Sounds	User Name	jsmith	@mailti	ght.com						
	Wallpap	Password	••••		•						
	Privacy	OUTGOING MA	II SERVE	B							
		SMTP				send	d.mailtig	ht.com	>		
	iCloud						-				
	Mail, C	Advanced							>		
	Notes								_		
Q	W	EF	{	Т	Υ	U				Р	$\mathbf{X}$
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	.?123	Q								.?123	

#### 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 Genera		
Sounds		
🛞 Wallpar		
Privacy Trash		
iCloud		
Mail, C		
Notes		
Reminc		
Messages		
FaceTime		
🔁 Maps		
🔗 Safari		

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

On the Server Select: **Drafts** 

## Sent Mailbox

iPad 🗢	4:03 pm	֎ 29% ■
Settings	✓ Mail, Contacts	MailTight
	IMAP	
Airplane Mode	Account	jsmith@mailtight.com >
S Wi-Fi Tiger88		Johnardmanagrittoonn
Bluetooth Off	2	
ON MY IPAD		
Control 🛷 Sent		
Do Not		
Inbox		
Genera		
Sounds 📄 Sent	0	~
Wallpar 📄 Trash		
Privacy		
iCloud		
Mail, Co		
Notes		
Reminc		
Messages		
FaceTime		
Maps		
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
Ð	Airplane Mode	IMAP Account	jsmith@mailtight.com >
Ŷ	Wi-Fi Tiger88		
*	Bluetooth Off		
	Notifica ON MY IPAD		
	Control <u> </u> Trash		
	Do Not		
	Genera		
	Sounds		
	Wallpar 📄 Trash		~
	Privacy		
	iCloud		
	Mail, C		
	Notes		
	Reminc		
0	Messages		
	FaceTime		
	Maps		
0	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.