Outlook Preferences



Select Outlook and Preferences

Outlook Preferences: Accounts



Select Accounts

Acount Image: Construction of the second second

Select E-mail Account

+,* -

-‡.∗

| Enter your accou | int information. | |
|------------------|----------------------------------|--|
| E-mail address: | jsmith@mailtight.com | |
| Password: | ••••• | |
| | Configure automatically | |
| User name: | jsmith@mailtight.com | |
| Type: | IMAP ‡ | |
| Incoming server: | mail.mailtight.com : 993 | |
| | Override default port | |
| | Use SSL to connect (recommended) | |
| Outgoing server: | outgoing.mailtight.com : 465 | |
| | Override default port | |
| | Vse SSL to connect (recommended) | |
| | Cancel Add Account | |

Enter the following account information:

Incoming server: mail.mailtight.com 993

Outgoing server: outgoing.mailtight.com 465

Use SSL to connect, this must be set. We only accept SSL connections.

SSL provides the secure encrypted connection to our servers

Folders warning



A reminder can appear which we will resolve at the end of this tutorial (see: IMAP Folders setup)

MailTight Account setup

| 00 | Accounts | | |
|--|-----------------------|---|--|
| Show All | | | |
| Default Account Mailtight jsmith@mailtight.com | | Mailtight IMAP Account | |
| | Account description: | Mailtight | |
| | Personal information | | |
| | Full name: | Joe Smith | |
| | E-mail address: | jsmith@mailtight.com | |
| | Server information | | |
| | User name: | jsmith@mailtight.com | |
| | Password: | ••••• | |
| | Incoming server: | mail.mailtight.com | |
| | C | Override default port Use SSL to connect (recommended) Always use secure password | |
| | Outgoing server: | outgoing.mailtight.com | |
| | Learn about IMAR acco | Use SSL to connect (recommended) More Options Advanced | |
| +,* - ** | Learn about IMAP acco | | |

Once again check the following,

Incoming server: mail.mailtight.com 993

Outgoing server: outgoing.mailtight.com 465

Use **SSL** to connect, this must be set. We only accept SSL connections.

SSL provides the secure encrypted connection to our servers

Click on More Options

More Options Setting for: outgoing.mailtight.com

| Settings for: | outgoing.mailtight.com |
|---------------------------|-----------------------------|
| Authentication: | Use Incoming Server Info \$ |
| User name: | |
| Password: | |
| Unqualified domain: | example.com |
| Learn about IMAP settings | Cancel OK |

Authentication: Use Incoming Server Info, this needs to be set for outgoing mail to be delivered Click OK

| Accounts Advanced Settings | | | | |
|----------------------------|--|-----------------------|----------------------------------|--|
| | | | | |
| | 000 | Acco | bunts | |
| | Show All | | | |
| | | | | |
| | Default Account Mailtight ismith@mailtight.com | | Mailtight IMAP Account | |
| | Jenningeneering | | | |
| | | Account description: | Mailtight | |
| | | Personal information | | |
| | | Full name: | Joe Smith | |
| | | E-mail address: | jsmith@mailtight.com | |
| | | Server information | | |
| | | User name: | jsmith@mailtight.com | |
| | | Password: | ••••• | |
| | | Incoming server: | mail.mailtight.com : 993 | |
| | | | Override default port | |
| | | | Use SSL to connect (recommended) | |
| | | | Always use secure password | |
| | | Outgoing server: | outgoing.mailtight.com : 465 | |
| | | | ☑ Override default port | |
| | | | Use SSL to connect (recommended) | |
| | | | More Options | |
| | | Learn about IMAP acco | unt settings Advanced | |
| | +,* | | | |

Select Advanced

Use IMAP IDLE



IMAP IDLE is used to receive mail without requiring a send/receive, so as soon as the e-mail arrives on our server, we notify the Mail Application immediately.

IMAP Folders setup

| Cont. | Characterization in this follow | Sent Items (Server) |
|-----------------|--|---------------------------|
| Sent | Store sent messages in this folder: | Sent Items (On My Compute |
| | Account description: Mailtight | Choose |
| 値 Drafts | Store draft messages in this folder: | Drafts (On My Comp ‡ |
| A lugh | Change in the second second in their failure | lunk E. mail (Canvar) |
| M Junk | Store junk messages in this folder: | Junk E-mail (Server) |
| 📸 Trash 🤇 | Move deleted messages to this folder: When Outlook closes, permanently erase deleted messages: | Deleted Items (Server) 🛟 |
| | Never ÷ | |
| (| • Mark messages as deleted | |
| | Do not automatically delete messages Permanently erase deleted messages whe | n Outlook closes |
| Learn about IMA | AP account settings | |
| | | |

The following setting will resolve the warning message by setting the folder location. If you require the Sent mail items to be stored on the server then set (Server) otherwise the preferred method is to store the messages locally.

| Mailbox Created | | |
|-----------------|----------------------------|-------|
| | É Outlook File Edit | View |
| | | ····· |
| | 😤 🖄 🕅 🚔 🗐 🕐 | |
| | 🛛 Home 🛛 Organize 🛛 Too | ls 🛛 |
| | 🔻 📥 Inbox | Arran |
| | 🖄 Mailtight | ▼ YES |
| | 🖄 On My Computer | |
| | 🖄 INBOX | |
| | 🔲 Drafts | |
| | 🔄 Sent Items | |
| | 🙀 Deleted Items | |
| | | |

The IMAP InBox is shown here as 'Mailtight' this was previously set under 'Account description'