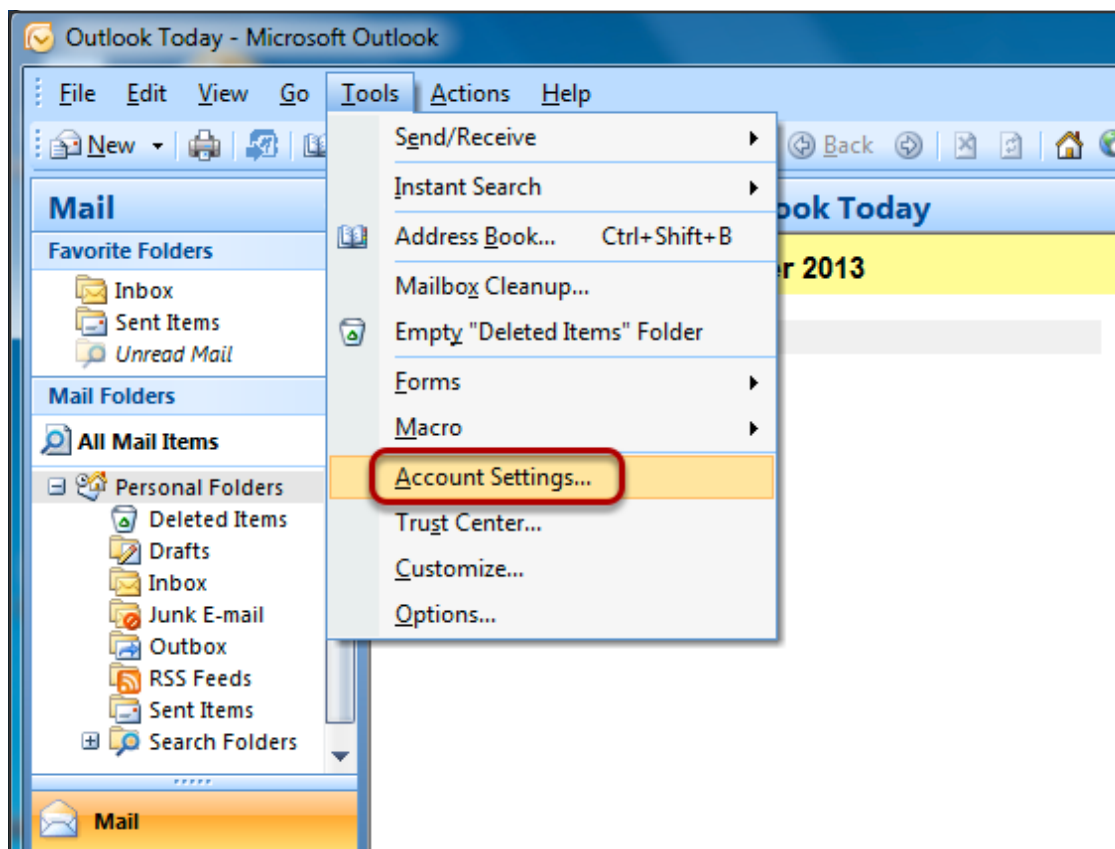


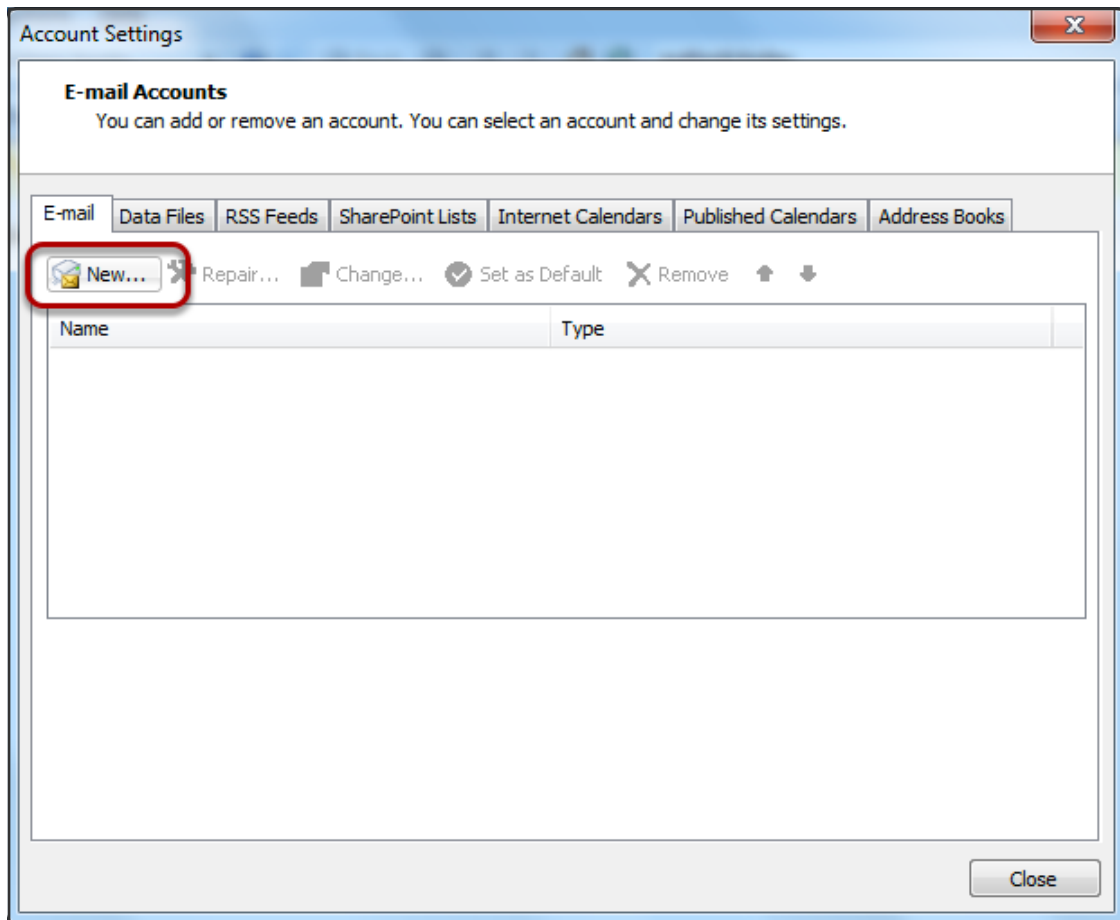
Outlook 2007 - IMAP Settings

Account Settings



Select **Tools / Account Settings**

Account Settings: E-mail Accounts



Select **New...**

Add New E-mail Account: Manually configure server settings

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

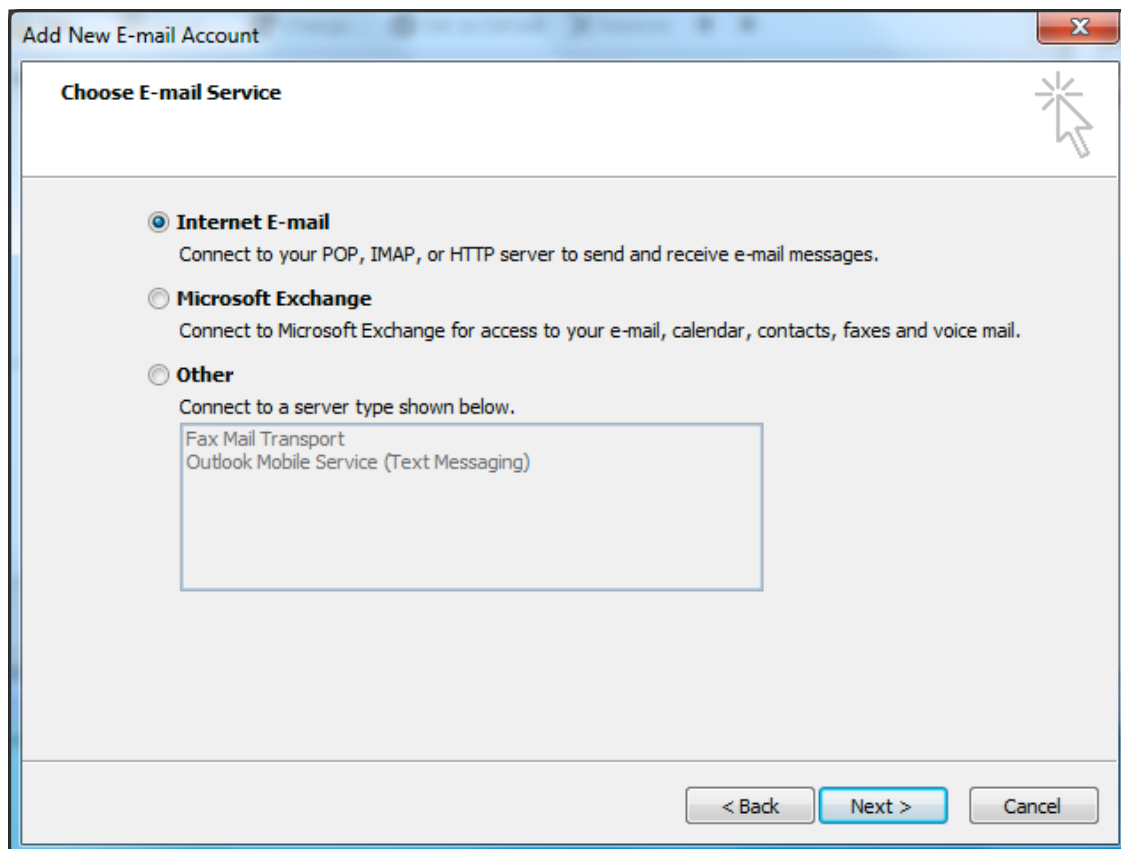
Manually configure server settings or additional server types

< Back Next > Cancel

Select **Manually configure server settings or additional server types**

Select **Next**

Add New E-mail Account



Select **Internet E-mail** (default)

Select **Next**

Internet E-mail Settings

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Joe Smith
E-mail Address: jsmith@mailtight.com

Server Information
Account Type: IMAP
Incoming mail server: mail.mailtight.com
Outgoing mail server (SMTP): send.mailtight.com

Logon Information
User Name: jsmith@mailtight.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

Enter the following account information

Your Name: *<the name that you would like to be displayed on your email>*

Email Address: *<E-mail address that was created on MailTight>*

Account Type: **IMAP**

Incoming mail server: **mail.mailtight.com**

Outgoing mail server (SMTP): **send.mailtight.com**

User Name: *<E-mail address that was created on MailTight>*

Password: *<Password that was created on MailTight>*

Internet E-mail Settings: More Settings ...

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Joe Smith
E-mail Address: jsmith@mailtight.com

Server Information
Account Type: IMAP
Incoming mail server: mail.mailtight.com
Outgoing mail server (SMTP): send.mailtight.com

Logon Information
User Name: jsmith@mailtight.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

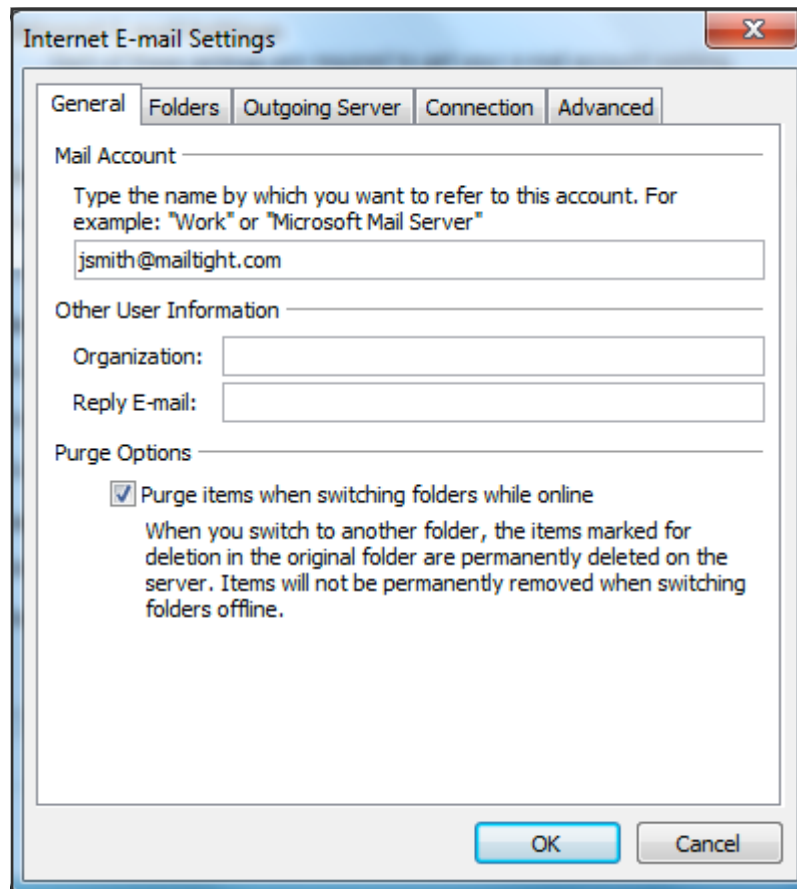
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

Select **More Settings ...**

Internet E-mail Settings: General



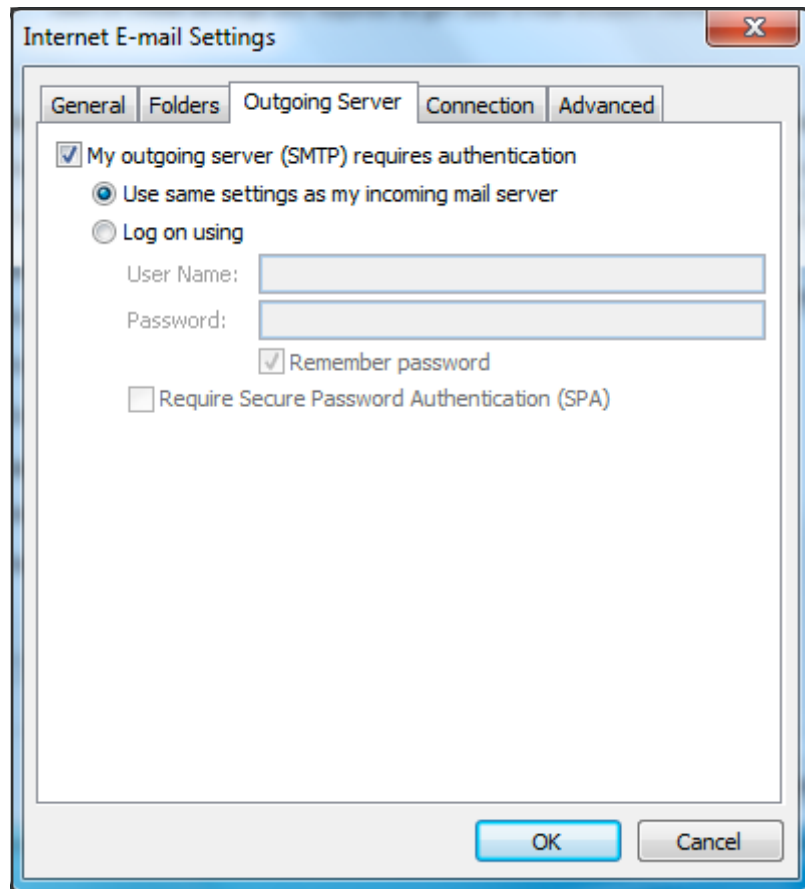
When an E-mail message is deleted, the e-mail will stay in the Mailbox with a strikethrough line over it.

The message is deleted a few hours or days later.

If you would like the messages to be deleted immediately

Select **Purge items when switching folders online**.

Internet E-mail Settings: Outgoing Server



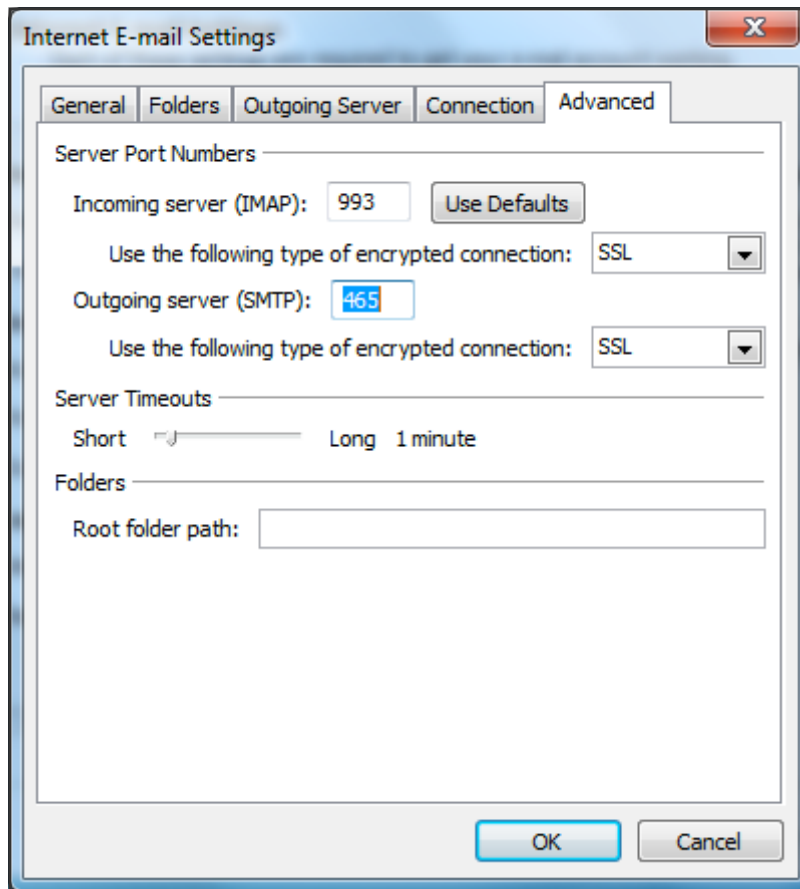
Select **Outgoing Server** Tab

MailTight requires all connections to be authenticated.

Select **My outgoing server (SMTP) requires authentication**

Select **Use same settings as my incoming mail server**

Internet E-mail Settings: Advanced SSL



Incoming server (IMAP): **993**

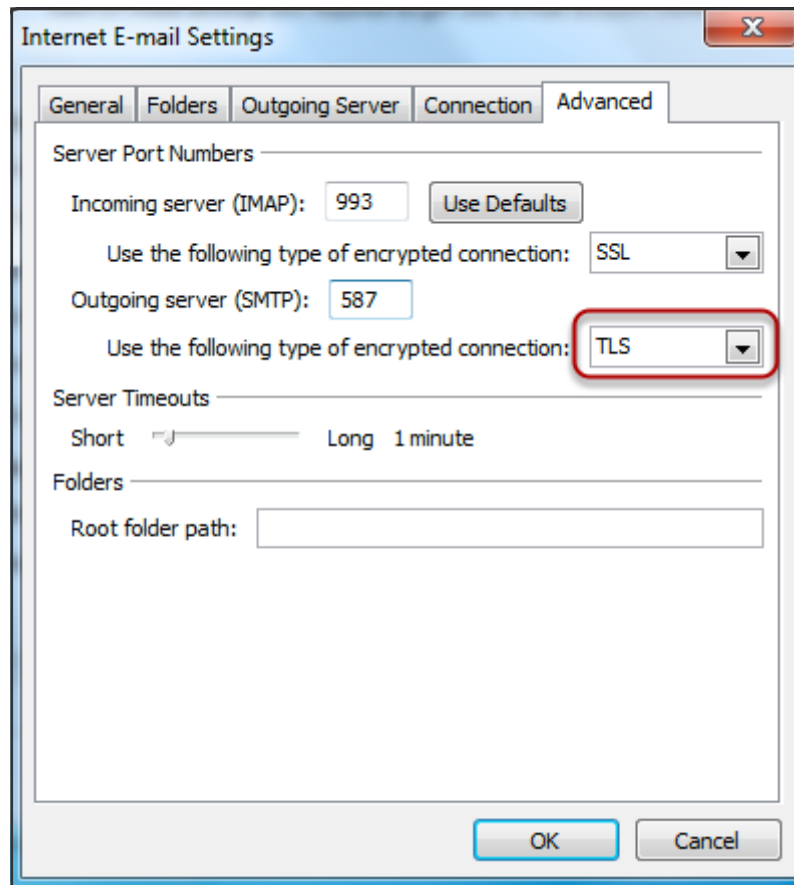
Outgoing server (SMTP): **465**

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

SSL provides the secure encrypted connection to our servers

Note: Please check the Outgoing server (SMTP): in a few rare cases, this port can revert back to 25 (see trouble shooting section)

Internet E-mail Settings: Advanced SSL/TLS



Incoming server (IMAP): **993**

Use the following type of encrypted connection: **SSL**

Outgoing server (SMTP): **465**

Use the following type of encrypted connection: **TLS**

SSL/TLS provide the secure encrypted connections to our servers

Select **OK**

Note: Please check the Outgoing server (SMTP): in a few rare cases, this port can revert back to 25 (see troubleshooting section)

Internet E-mail Settings: Test Account Settings

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Select **Test Account Settings ...**

Test Account Settings: Completed

Test Account Settings

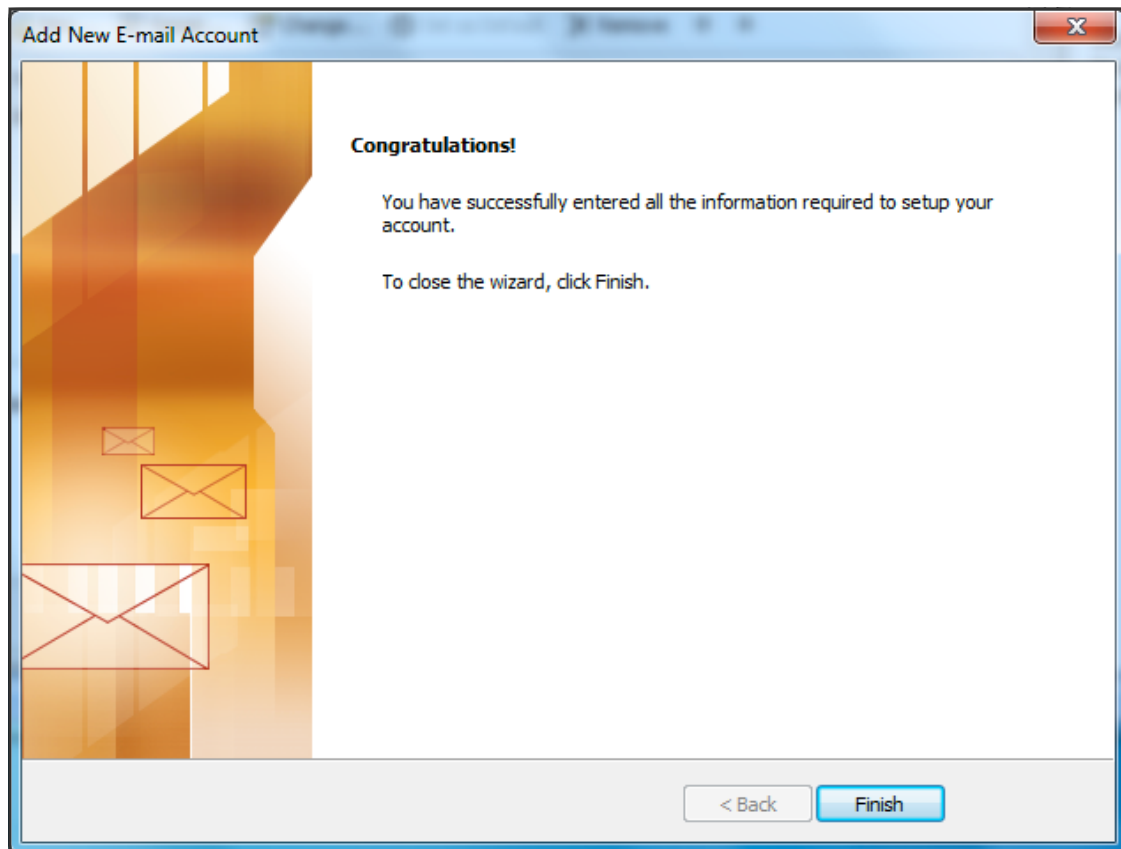
Congratulations! All tests completed successfully. Click Close to continue.

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

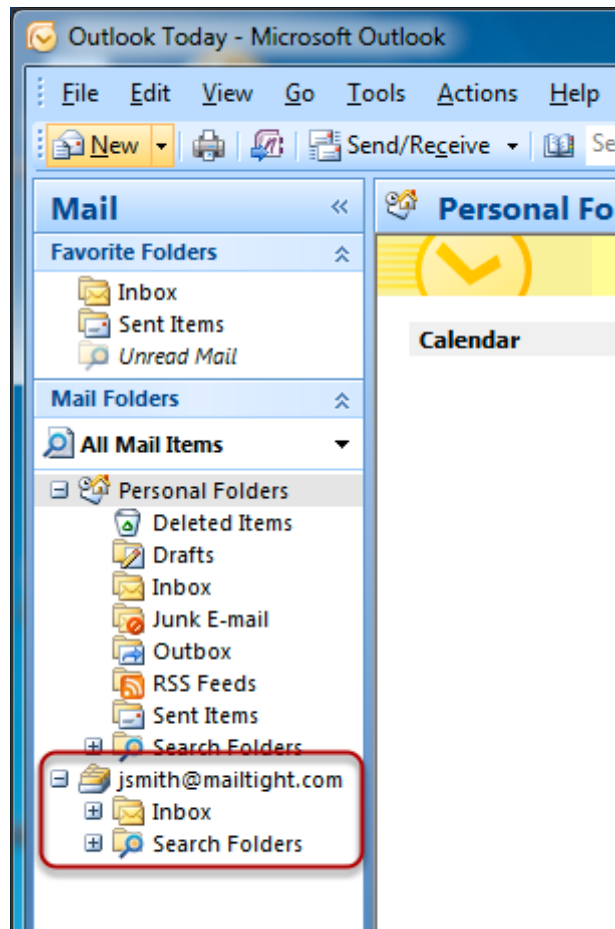
Test Account Settings show both show *Completed*.
Select **Close**

Completed: E-mail configuration



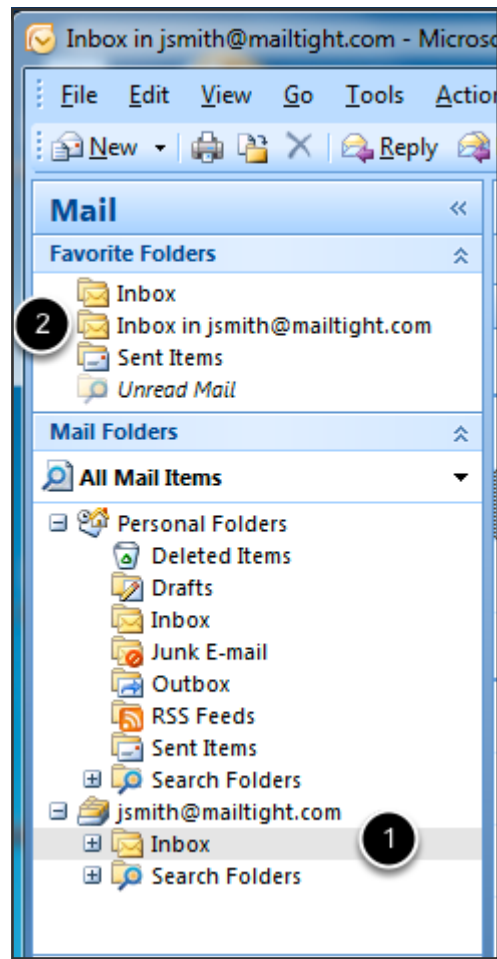
Congradulations!
Your E-mail account is now ready to use.
Select **Finish**

Outlook IMAP Inbox location



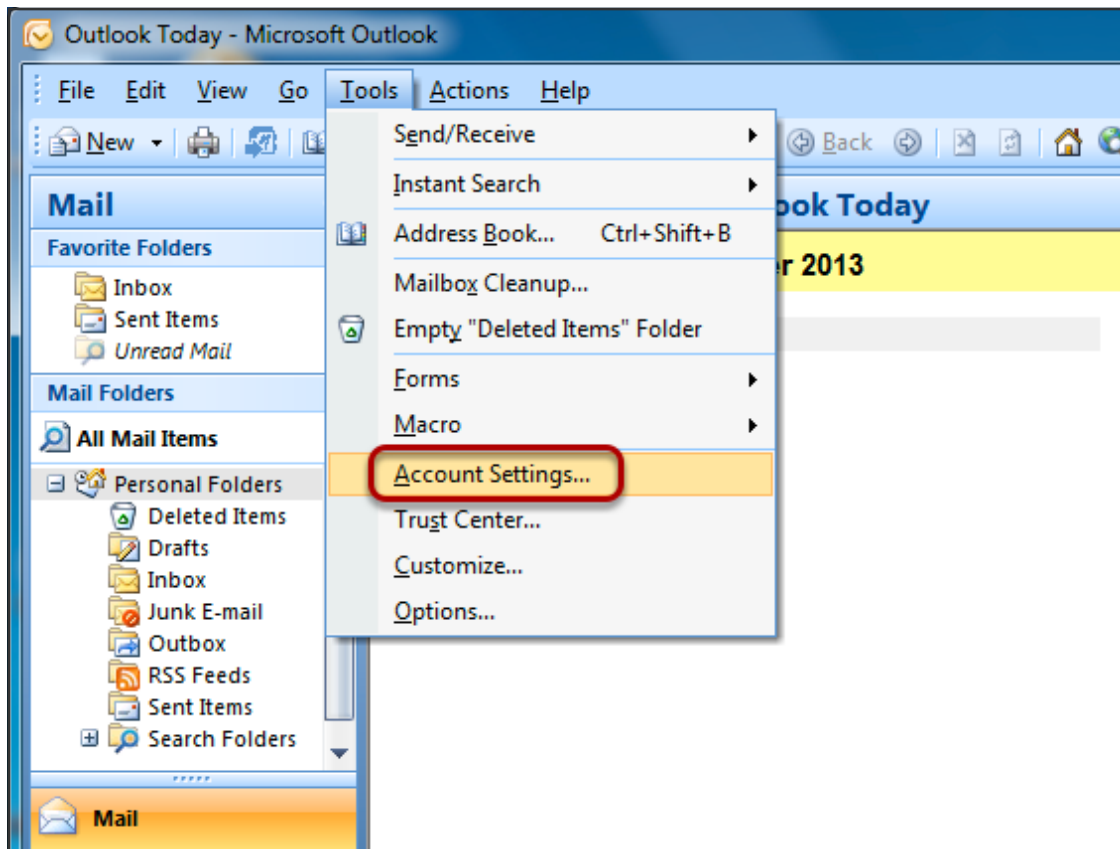
Your IMAP inbox is displayed separately below personal folders.

Outlook: Creating a Favourite Folder



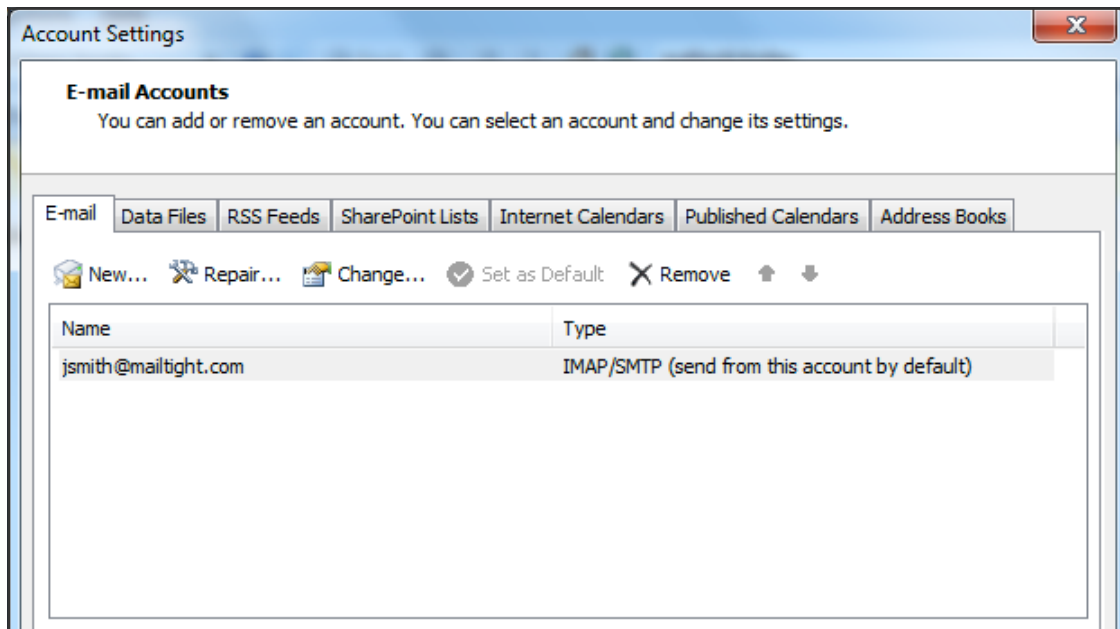
Drag the Inbox folder **(1)** and release it **(2)**
You have now created a Favourite Folder

Changing Sent items Folder to the Server



Select **Tools / Account Settings**

Changing Sent items Folder to the Server: Selecting an E-mail account



Select *<Your E-Mail account>*

Changing Sent items Folder to the Server: More Settings ...

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Joe Smith
E-mail Address: jsmith@mailtight.com

Server Information
Account Type: IMAP
Incoming mail server: mail.mailtight.com
Outgoing mail server (SMTP): send.mailtight.com

Logon Information
User Name: jsmith@mailtight.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

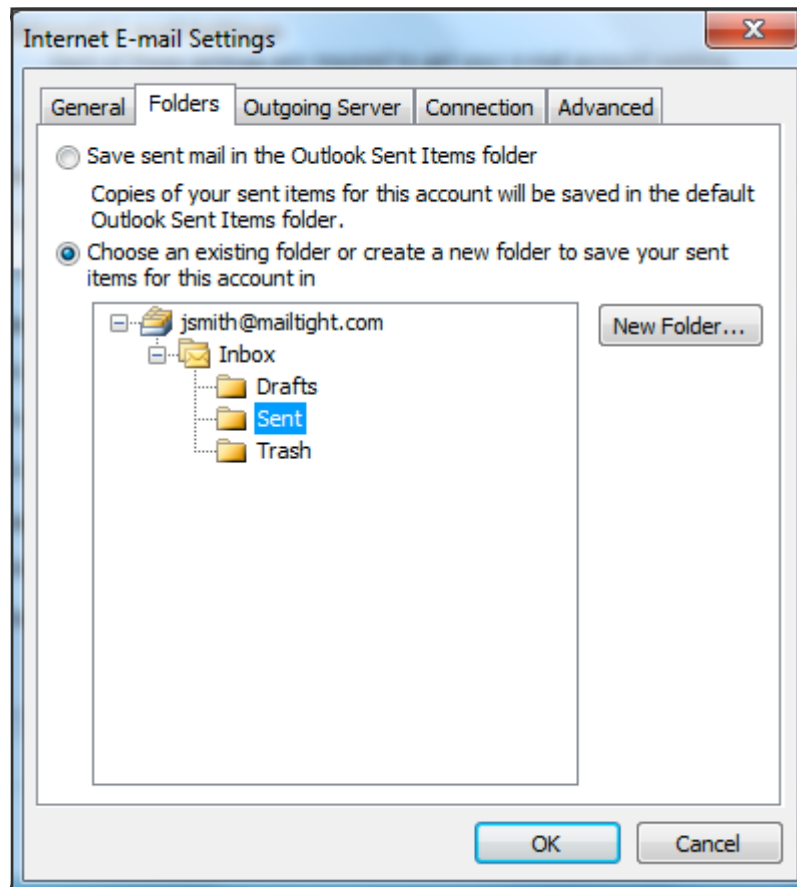
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

Select **More Settings ...**

Changing Sent items Folder to the Server: Folder



Select **Folders** Tab

If you would like copies of the sent items to be available on the computer and also on the server
Select **Choose an existing folder or create a new folder to save your sent items for this account in**

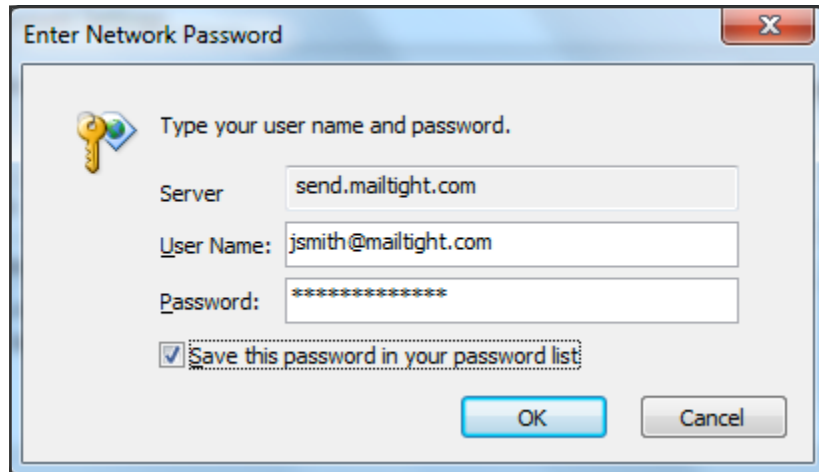
Select **Sent** Folder

Select **OK**

Troubleshoot Guide

The following guide outlines some examples of problems reported by the email community.

Error: Enter Network Password

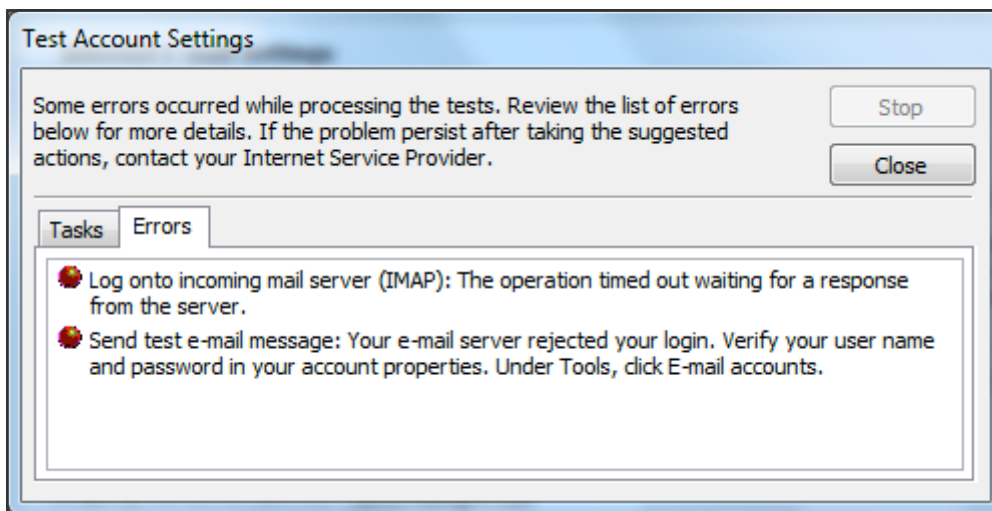


The password dialogue box keeps appearing.

This can be caused by the following:

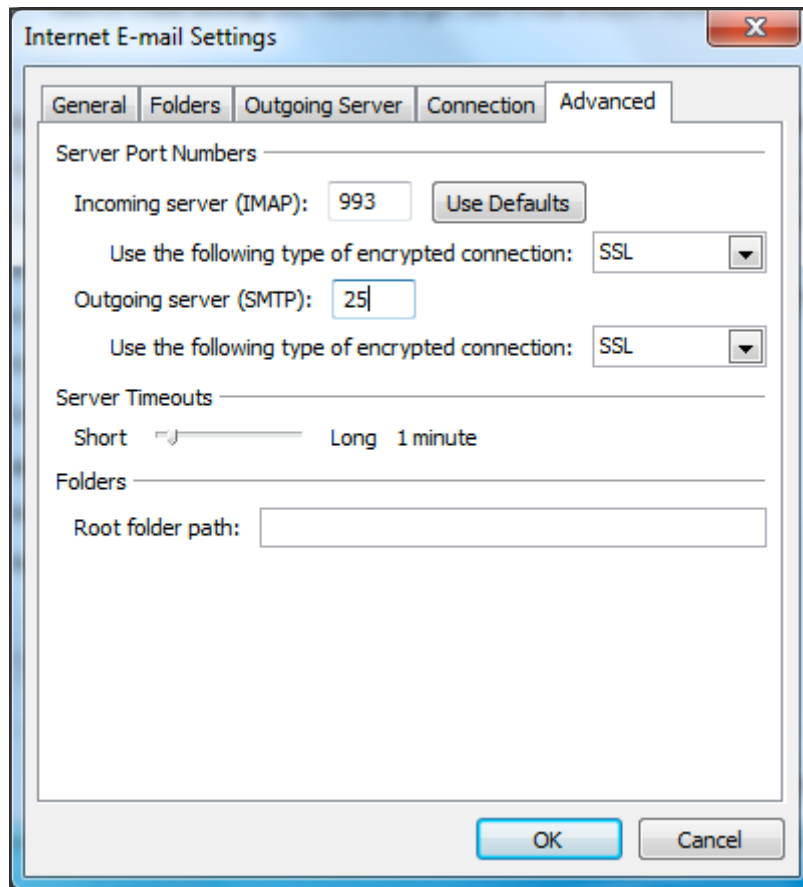
1. Poor internet connect speed
2. Cut and Paste of the password has included an additional character or space.
In some caes the extra character are not visible
Clear the Password completely and retype the password
3. CAPS lock is on
4. User Name is not correct or is missing the domain name (eg. @mailtight.com)

Test Account Settings - Failed



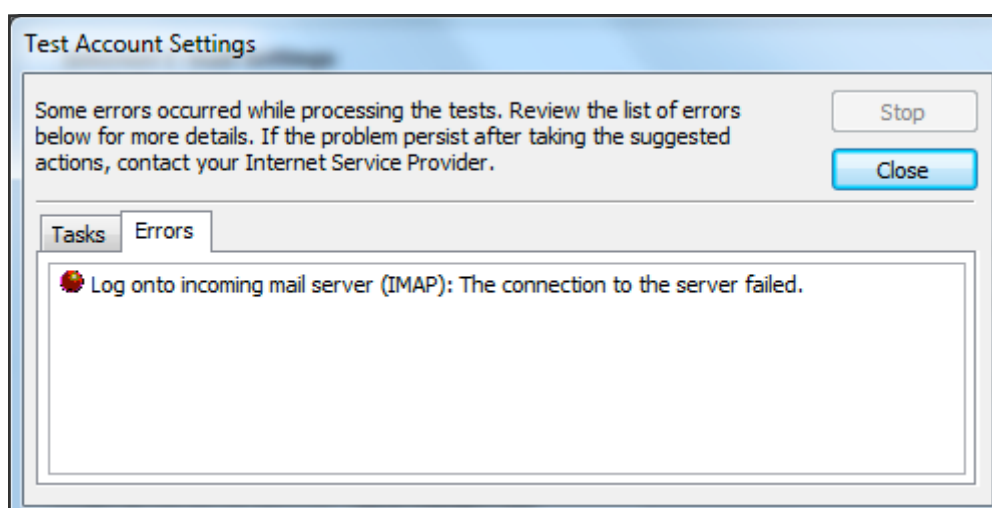
1. Cut and Paste of the password has included an additional character or space.
In some caes the extra character are not visible
Clear the Password completely and retype the password
2. CAPS lock is on
3. User Name is not correct or is missing the domain name (eg. @mailtight.com)

Test Account Settings - Port Failed



The Outgoing server [SMTP] can revert back to port 25.
Make sure for SSL The Outgoing server [SMTP] Port 465 is set
For TLS The Outgoing server [SMTP] Port 587 must be set.

IMAP Connection Server Connection - Failed



Check that Port **993** is used for the IMAP incoming mail server setting