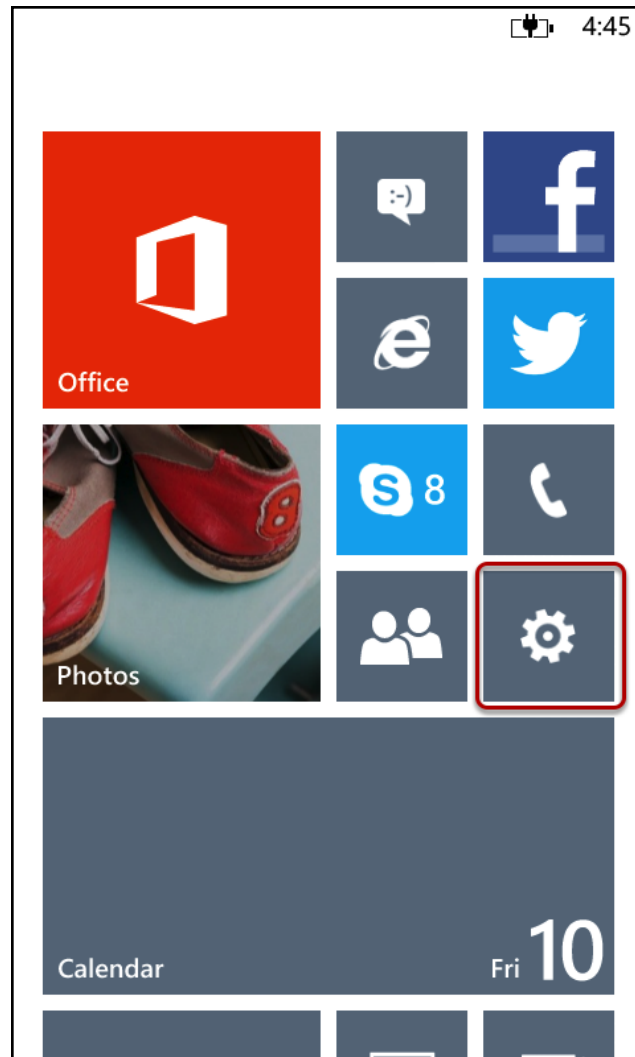
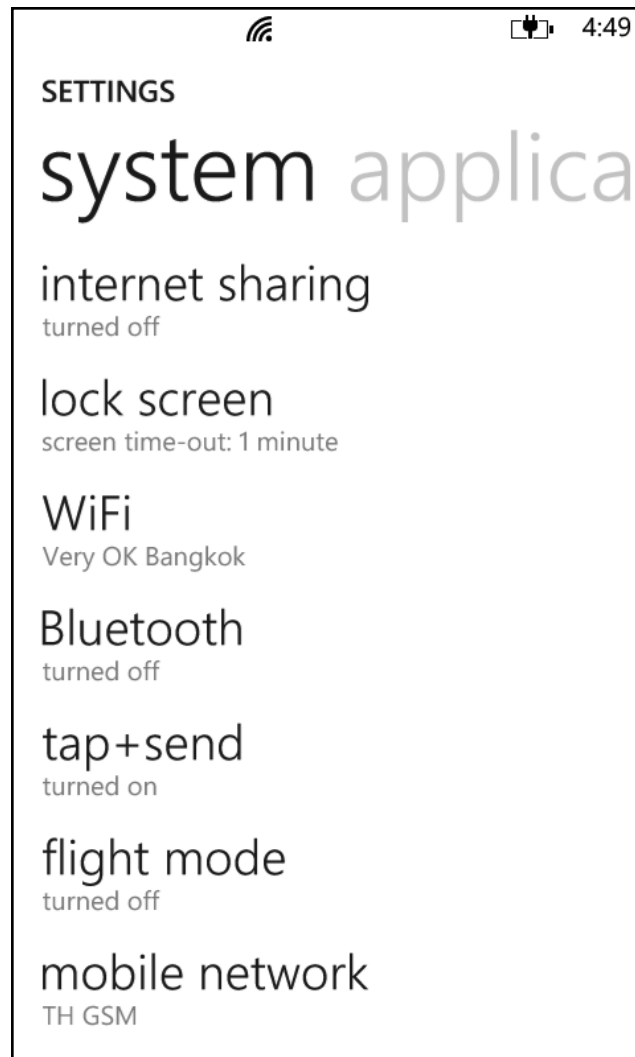


MailTight - Windows Phone 8 Configuration

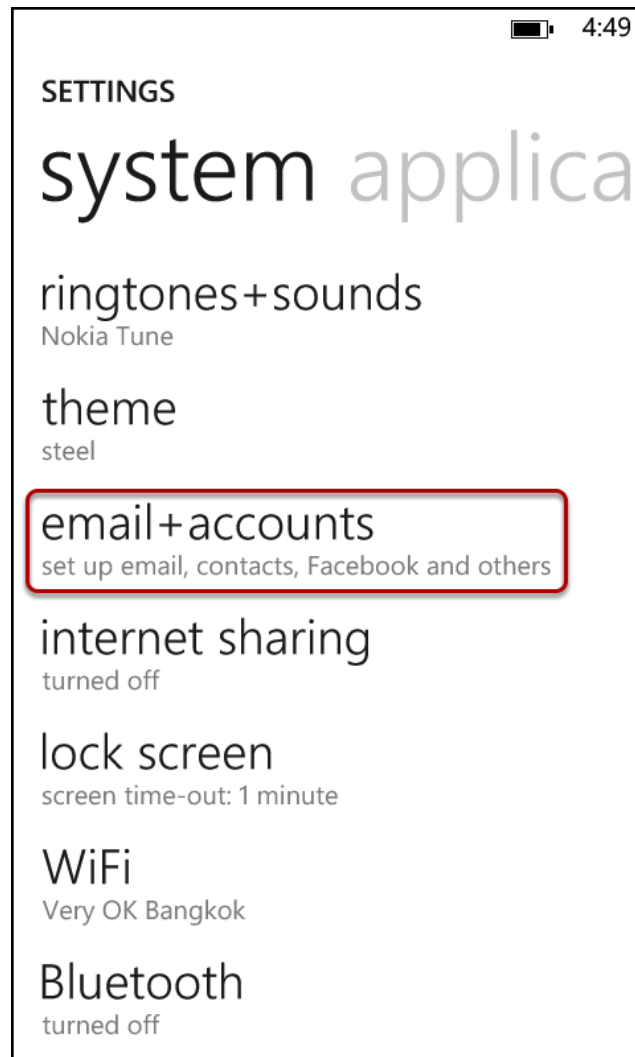
Initial Settings



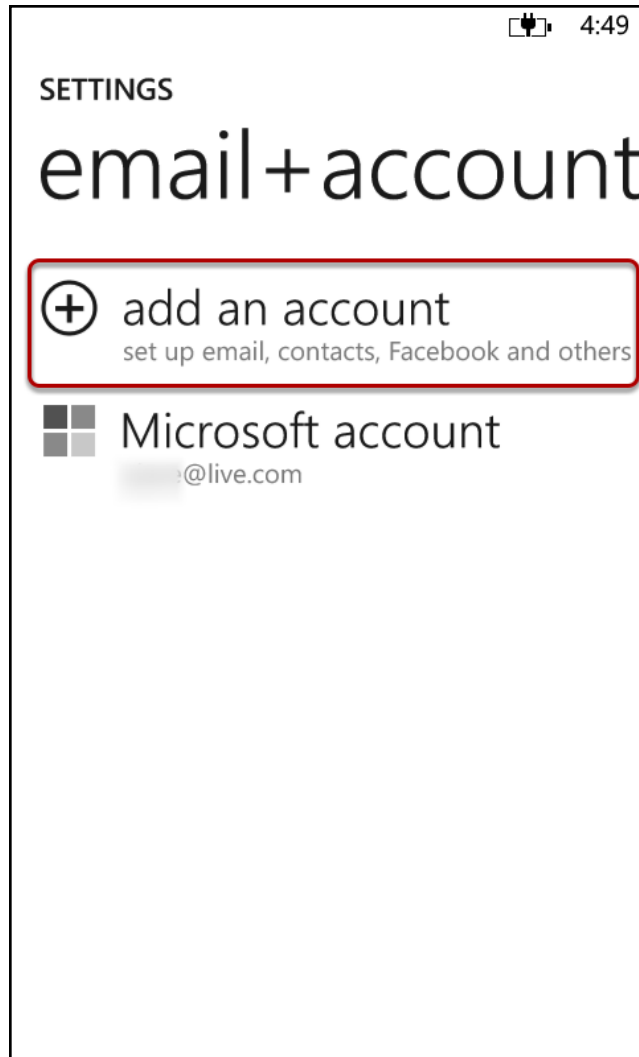
Navigate to the **Settings** tile



Scroll down the list until you see **email+accounts** ...

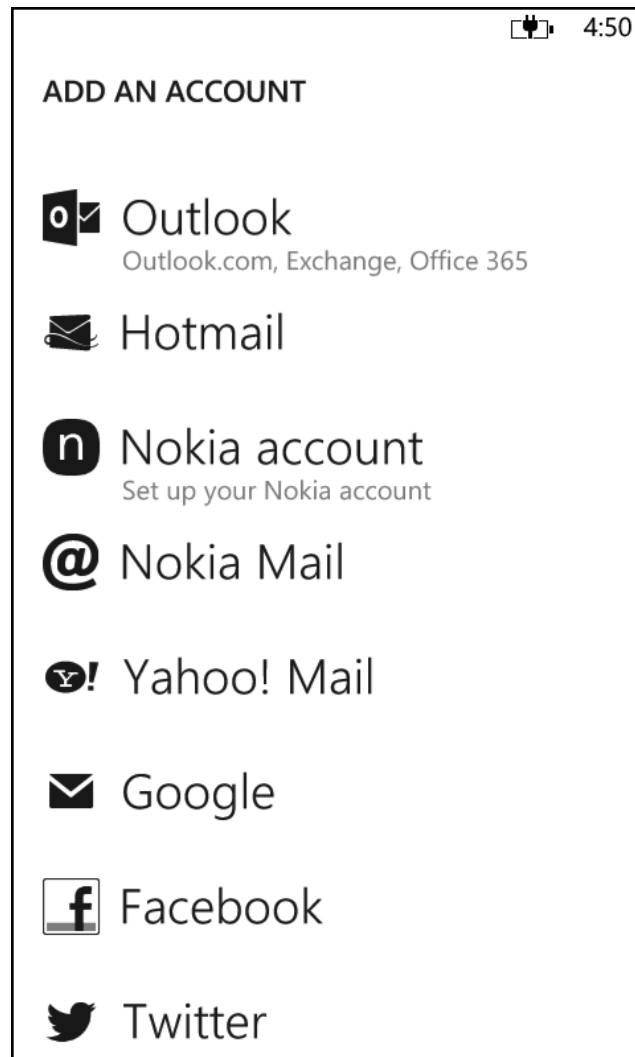


Select **email+accounts**



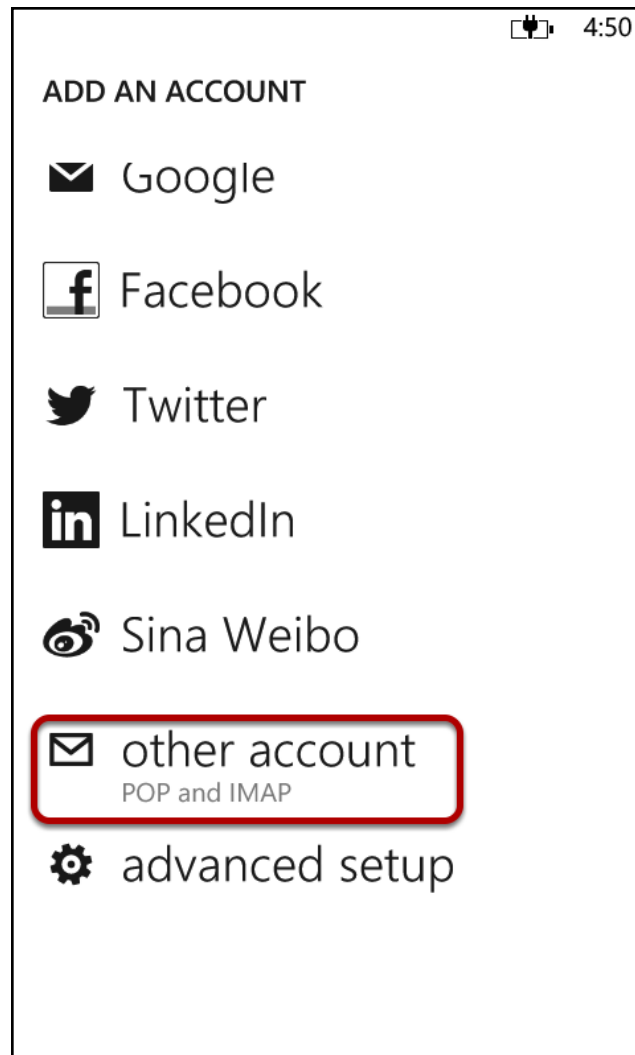
Select **add an account**

Add an Account



Scroll down the list until you see **other account ...**

Add an account - other account



Select ***other account***

Other Account - Details

OTHER ACCOUNT

Email address
jsmith@mailtight.com

Password
.....

Show password

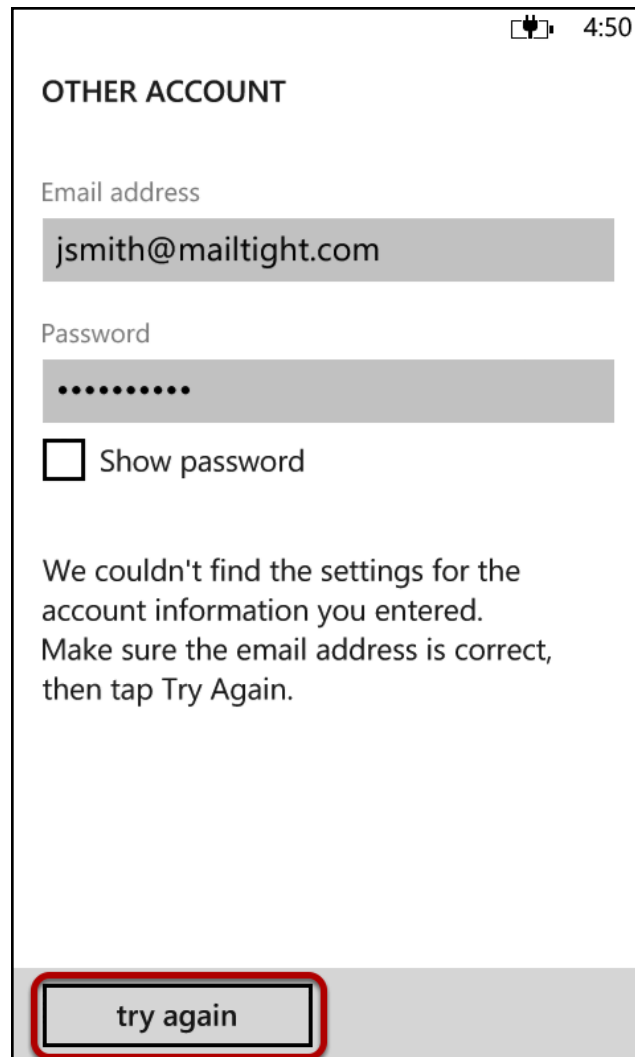
Your sign-in information will be saved.

sign in

Email address: enter your email address obtained during MailTight registration e.g. jsmith@mailtight.com

Password: enter your MailTight email account password

Press **sign in**



Windows Phone 8 tries to discover automatically the MailTight server settings. After a short while, it cannot, so it displays this screen.

You must press **try again** before it will allow you to configure the correct settings.

Other Account - advanced settings

OTHER ACCOUNT

Email address
jsmith@mailtight.com

Password
.....

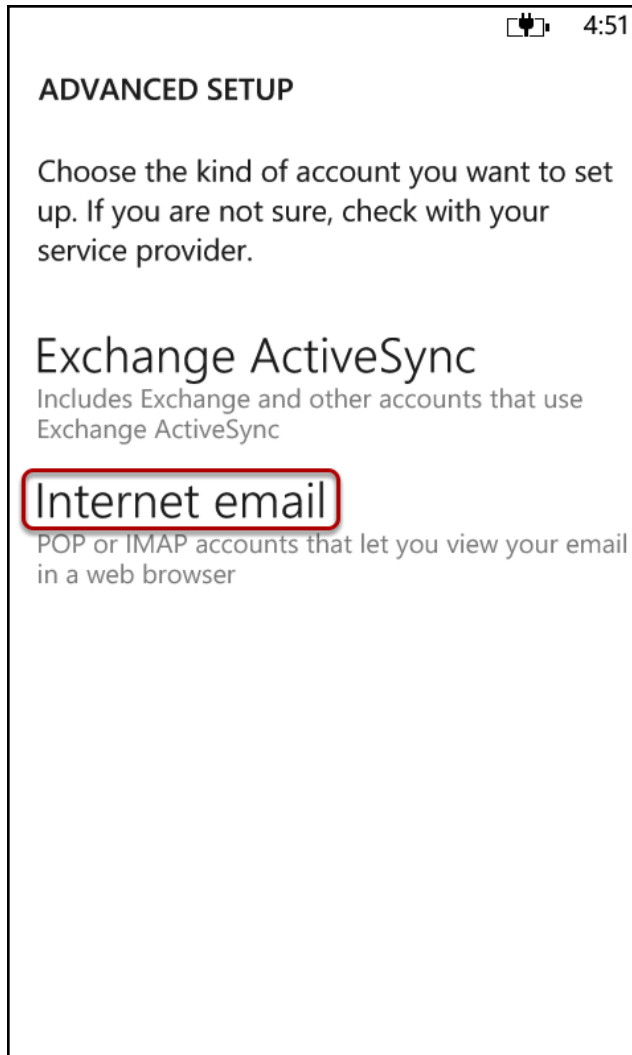
Show password

We couldn't find the settings for the account information you entered. Make sure the email address is correct, then tap Try Again. If you would rather add the settings for this account manually, tap Advanced.

try again advanced

After attempting to discover the settings again, your Windows Phone 8 will display this page, allowing you to configure manual settings.

Select **advanced**



Select **Internet email**

Internet Email Account - Incoming email server

INTERNET EMAIL ACCOUNT

Account name
jsmith@mailtight.com

Your name
Joe Smith

We'll send your messages using this name

Incoming email server
mail.mailtight.com

Account type
IMAP4

Username
sign in

Enter your **Account name** description (e.g. your email address or *MailTight email*)

Enter **Your Name** as you want it to be displayed in emails sent from your Windows Phone 8

For your **Incoming email server** enter: *mail.mailtight.com*

For **Account type**, you can select how your Windows Phone 8 downloads your email. If you select *IMAP4*, your email account will work well with multiple devices and your mailbox will be available and consistent across all devices (e.g. delete an email on your phone and it will be removed from your laptop too). Your email is stored encrypted and securely on a MailTight server in a location of your choice. If you lose your phone or laptop, you will still have all your email on the server.

If you select *POP3*, your email account will work well with just your phone but will not be synchronised with other devices, such as your laptop. You should generally use this setting if you want to store your email locally on your Windows Phone 8 and do not want any email kept on a MailTight server after it has been downloaded.

Continue to scroll down the settings list...

Internet Email Account

INTERNET EMAIL ACCOUNT

Account type
IMAP4

Username
jsmith@mailtight.com

Examples: kevinc, kevinc@contoso.com,
domain\kevinc

Password
.....

Show password

Outgoing (SMTP) email server
send.mailtight.com

sign in

Username: enter your MailTight email address e.g. *jsmith@mailtight.com*

Password: enter your MailTight email account password

Continue to scroll down the settings list...

Internet Email Account cont.

INTERNET EMAIL ACCOUNT

Show password

Outgoing (SMTP) email server

send.mailtight.com

Outgoing server requires authentication

Use the same username and password for sending email

advanced settings

sign in

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

Check the boxes for:

Outgoing server requires authentication

Use the same username and password for sending email

Now press **advanced settings**

Internet Email Account cont.

INTERNET EMAIL ACCOUNT

Outgoing server requires authentication

Use the same username and password for sending email

Require SSL for incoming email

Require SSL for outgoing email

Download new content

every 15 minutes

Download email from

the past month

sign in

Check the boxes for:

Require SSL for incoming email

Require SSL for outgoing email

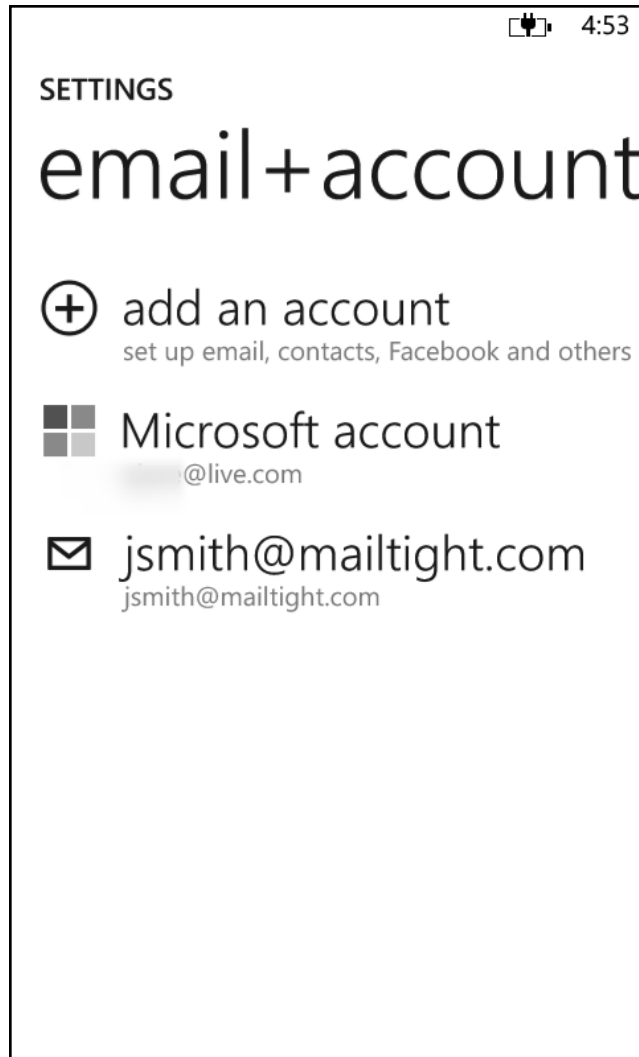
Download new content

Click here to select how often your phone will check for new email (e.g. *every 15 minutes*)

Download email from

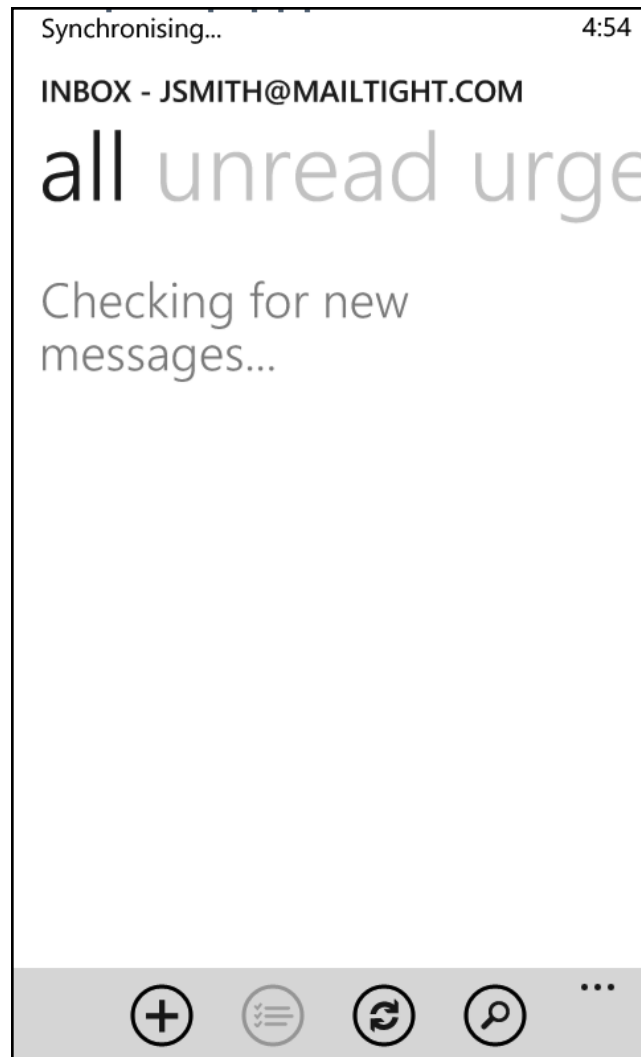
Click here to select whether you download all email or just recent messages to your Windows Phone 8

Press **sign in**



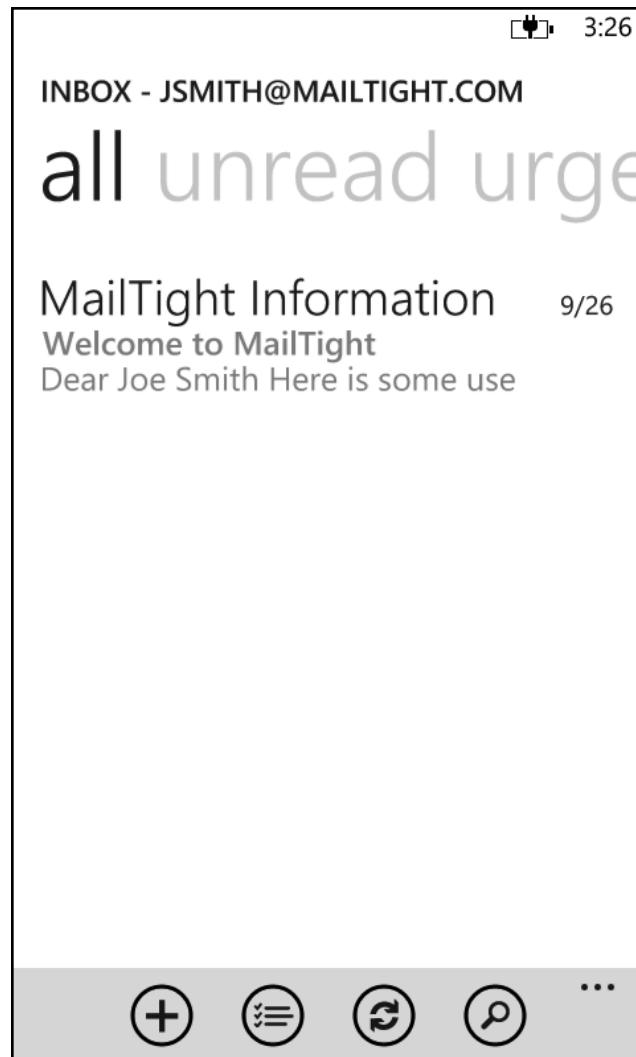
Tap on your MailTight email account to view your Inbox and download your email

Inbox - Synchronising



Your messages will now be synchronised.

Please note: your Windows Phone 8 will only download messages for the time period that you selected in **Settings** e.g. the past 7 days



Your MailTight Inbox is now fully configured and synchronised.

Refer to Microsoft Windows Phone 8 documentation for how to compose messages, use the email features on your phone and configure other settings.