



Accounts

Syncing Your Device to MaxxSouth Email



Access your email, documents and photos from wherever you go—even while you're offline. Featuring two-way sync technology, the Mobile App allows you to synchronize your contacts, calendar, documents and photos so you always have your important information with you at all times.


To manually sync your device with your MaxxSouth Email:

- ① Tap the **Nav icon**  in the navigation bar to open the Navigation Drawer.
- ② Tap the **Gear icon** at the bottom of the Navigation Drawer to bring up Settings.
- ③ Tap **Accounts**.
- ④ Tap the **email address** of the account you wish to sync.
- ⑤ Tap **Sync**.
- ⑥ Enable the **radio buttons**  of the content you want to synchronize.
- ⑦ Tap **Sync Now**.

You can also set the Mobile App to sync automatically:



From the Sync Screen:

- ① Tap **Auto-Sync**.
- ② Tap the **radio button**  to enable auto-sync.
- ③ Tap **Auto-sync frequency** to select how often you want the syncing process to occur.
- ④ Choose how often you want the app to sync.
- ⑤ Tap **When using Wi-Fi** and enable the **Allow auto-sync via Wi-Fi** radio button .

- ⑥ Select the types of files you want synced when a Wi-Fi connection is available.
- ⑦ Tap the left **back** arrow.
- ⑧ Tap **When using mobile data**.
- ⑨ Tap the **radio button**  if you want the device to sync using mobile data.
- ⑩ Tap the **boxes** to select the types of files you want synced when using your mobile data.

Syncing Contacts

With the Mobile App's two-way sync capabilities, you can synchronize and integrate your device's and MaxxSouth Email contacts so that you have all their information at your fingertips:


- ① Tap the **Nav icon**  in the navigation bar to open the Navigation Drawer.
- ② Tap the **Gear icon** at the bottom of the Navigation Drawer to bring up Settings.
- ③ Tap **Accounts**.
- ④ Tap the **email address** of the account you wish to sync.
- ⑤ Tap **Sync**.
- ⑥ From within the sync page, enable the **Contacts** radio button .
- ⑦ Tap **Sync Now** button to initiate the process.

Note: During the first attempt to use the app, you will be prompted with a request for permission for the app to access your Contacts. Once enabled, you will be able to sync your MaxxSouth Email contacts with the contacts in your device.

Accounts (CONTINUED)


Syncing Calendar

The Mobile App allows you to sync your calendars so you always have your schedule on hand. Here's how:

- ① Tap the **Nav icon**  in the navigation bar to open the Navigation Drawer.
- ② Tap the **Gear icon** at the bottom of the Navigation Drawer to bring up Settings.
- ③ Tap **Accounts**.
- ④ Tap the **email address** of the account you wish to sync.
- ⑤ Tap **Sync**.
- ⑥ From within the sync page, enable the **Calendar** button.
- ⑦ Tap **Sync Now** button to initiate the process.

Syncing Photos


Sync photos and videos from your device to your MaxxSouth Email Drive account quickly and easily:

- ① Tap the **Nav icon**  in the navigation bar to open the Navigation Drawer.
- ② Tap the **Gear icon** at the bottom of the Navigation Drawer to bring up Settings.
- ③ Tap **Accounts**.
- ④ Tap the **email address** of the account you wish to sync.
- ⑤ Tap **Sync**.
- ⑥ From within the sync page, enable the **Photos** button.
- ⑦ Tap **Sync Now** to initiate the process. You can also set your device to sync automatically.

Note: During the first attempt to attach or sync photos, you will be prompted with a screen requesting permission for the app to access your photos. Images will be saved in your Gallery, Photos, or videos directory of your phone.

Adding Another Account

The app allows you to integrate email accounts from the Web's most popular email providers and centralize them into one unified inbox. It works with Google Mail (Gmail, Google Apps for Business and Education), Microsoft (Outlook.com, Hotmail, MSN mail, Office 365 and Live), Yahoo! Mail, AOL, Apple (iCloud, me.com, mac.com), Mail2World, and other IMAP-enabled services:

- ① Tap the **Nav Icon**  at the top left corner of the Nav Bar to display the Navigation Drawer.
- ② Tap the **Gear icon** at the bottom of the Navigation Drawer to bring up Settings.
- ③ Tap **Accounts**.
- ④ Add Account.
- ⑤ Tap to select one of the popular email available.
- ⑥ Enter the **email address** in the email address field.
- ⑦ Enter the **password** in the password field.
- ⑧ Tap the **Sign in button**.

Note: To add an email account from a provider not listed, select Other.

- ⑨ Enter the **email address** in the email address field.
- ⑩ Enter the **password** in the password field.
- ⑪ Enter the **IMAP Hostname** in the field.
- ⑫ Enter the **IMAP Port number**.
- ⑬ Enter the **SMTP Hostname** in the field.
- ⑭ Enter the **SMTP Port number**.
- ⑮ Tap the **Sign in button**.

Note: Account passwords are heavily encrypted.


Accounts (CONTINUED)

Viewing or Editing Your Account Profile

Need to view or update your account profile? Manage your account profile directly from your email provider and make your changes there. The app will automatically reflect your changes.

Removing an Account

Want to remove an email account from the app? Not a problem.

- ① In the Nav Bar, tap the **Nav icon** .
- ② Tap the **Gear icon** at the bottom of the Navigation Drawer.
- ③ Tap **Accounts**.
- ④ Tap the email address for the account you wish to remove.
- ⑤ Tap the **Trash Can** icon to permanently remove the account from the mobile app.
- ⑥ Tap **OK** to confirm the deletion of the account.

Note: The account will be removed from the app but will not be deleted. It can still be accessed through your MaxxSouth Email and can also be re-added to the app in the future.