



Greenfield Public Schools
141 Davis Street
Greenfield, MA 01301
Tel: 413.772.1322
Fax: 413.774.7940

Carol S. Holzberg, PhD
District Technology Coordinator
carhol1@gpsk12.org

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Using Zimbra with the iPad

You can send email directly from your iPad if you're in the vicinity of Wi-Fi.

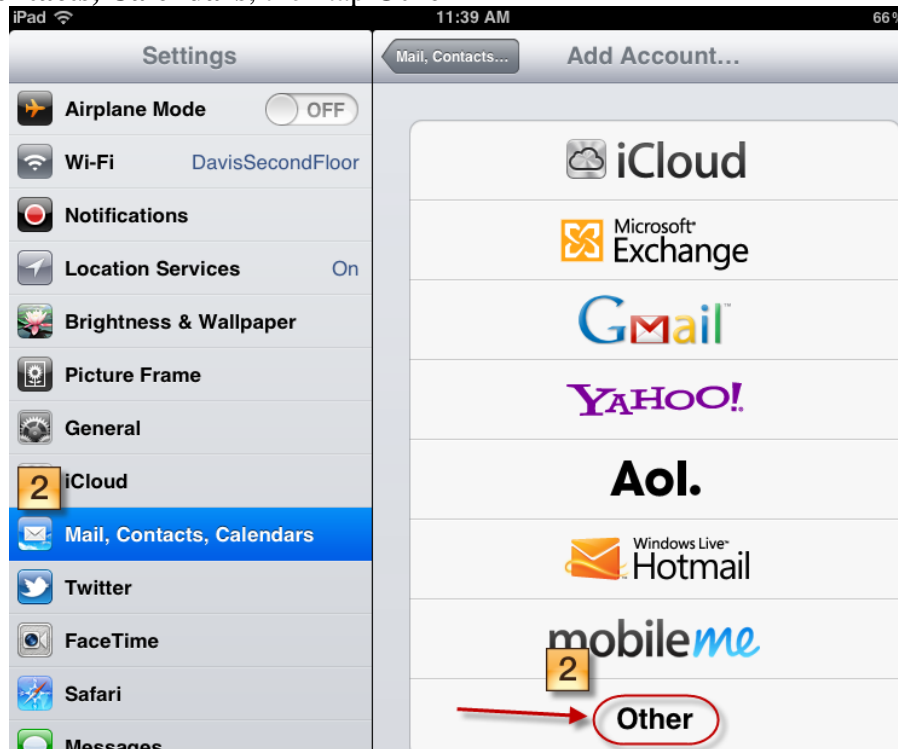
The iPad will send mail through Zimbra if you tell it how. To set up your iPad to use Zimbra follow these steps:

Tap **Home Screen** button if you're not already on the Home Screen. Once you're on the **Home Screen**

Tap **Settings**



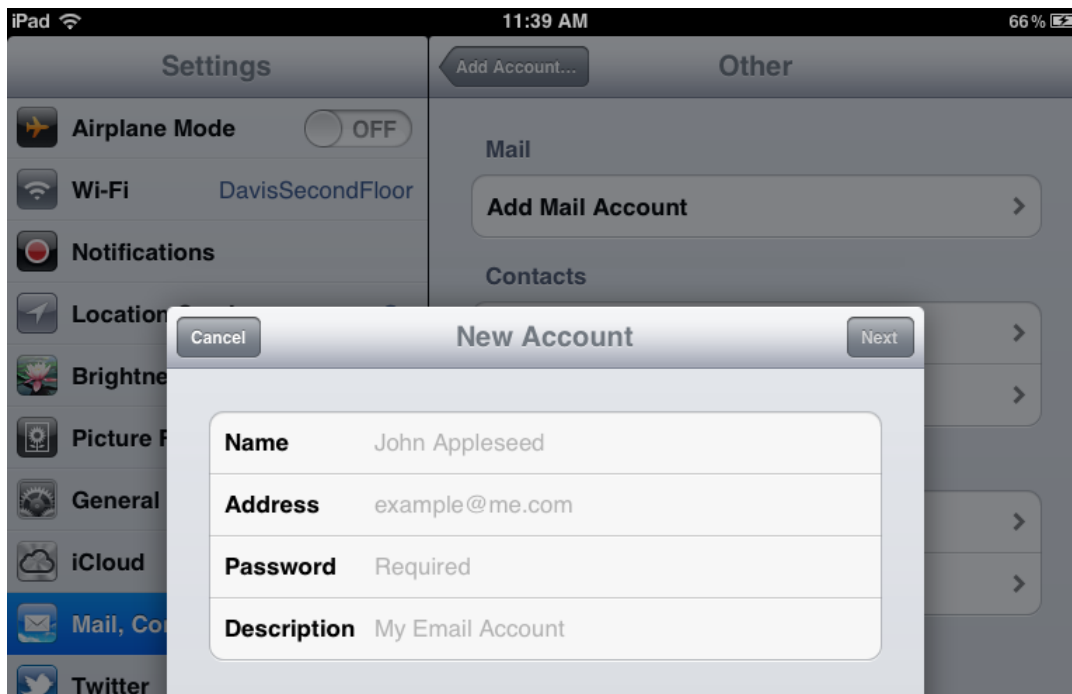
Tap **Mail, Contacts, Calendars**, then tap **Other**



Tap Add Mail Account



Add New Account information:



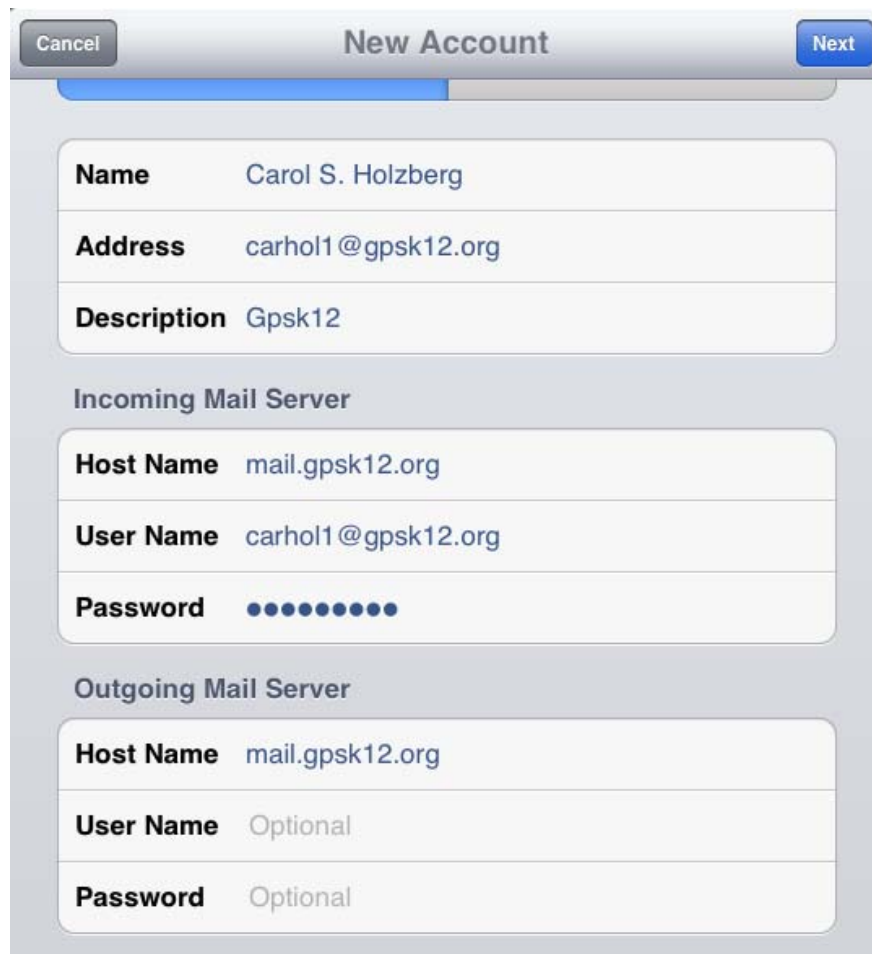
You will need to add

1. Your **Name**, e.g., Carol S. Holzberg
2. Your complete email **Address**, e.g., carhol1@gpsk12.org
3. Your email **Password** [Note: If you share your iPad with others and you enter your password, they can send Zimbra email as you. Are you sure you want to do this?]
4. A brief **Description** of the account, e.g., Gpsk12

5. Tap **Next** (upper right corner of the new account box) to continue.

Remember to use your **Account** information (not mine! 😊)

Add **Incoming Mail Server** Information and **Outgoing Mail Server (SMTP)** information:



Name Carol S. Holzberg

Address carhol1@gpsk12.org

Description Gpsk12

Incoming Mail Server

Host Name mail.gpsk12.org

User Name carhol1@gpsk12.org

Password ●●●●●●●●

Outgoing Mail Server

Host Name mail.gpsk12.org

User Name Optional

Password Optional

Incoming Host Name = mail.gpsk12.org
User Name: Your Email Address
Password = your Zimbra Password

Outgoing Mail Server Host Name = mail.gpsk12.org
User Name and Password: Optional

Tap **Next**.

The iPad then tries to verify your settings. If any screens pop up asking if you're sure, click Yes. If a messages pops up and says it's not secure, do you want to continue, click Yes.

Click **Save**.

Apple will add the Zimbra account.

To Verify the Settings

If you're not still in Settings, you need to return to the Home Page and tap **Settings**



Tap **Mail, Contacts, Calendars**,

Tap your **Gpsk12 account**

Tap the **Account name** (It should be your Email Address)

Hide the Keyboard so you can see what's written

Tap **SMTP** (in the section called **Outgoing Mail Server**)

On the next screen, in the **Primary Server** section, tap **mail.gpsk12.org**



Use **SSL** should be **ON**
Server port should read **587**



Tap **Done**

You can now send email via Zimbra.

You may want to add your Name/Email Address to the **Contacts** App



So that you can click your name from a drop down list when sending email. The Contacts App is on the Home Screen.