



Mail Server Solution

Website
www.sharetech.com.tw/en-us

Sales Info
sales@sharetech.com.tw

Tech Support
help@sharetech.com.tw



ShareTech Mail APP manual

IT Administrator Settings in the MS Management Interface

Mail Server > Service Management

At present, the app supports only the Webmail port, and support for New Webmail will be provided in future updates.

Mail Service Setting	Setup
Administrative (https) Port	<input type="text" value="88"/>
Admin-Automatic Logout After Inactivity/Idle	<input type="text" value="24"/> Minute(s)
WebMail (https) Port	<input type="text" value="888"/>
WebMail (http) Service	<input type="radio"/> Enabled <input checked="" type="radio"/> Disabled Port <input type="text" value="80"/>
New WebMail (https) Service	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled Port <input type="text" value="999"/> <input type="checkbox"/> System Hyperlink use New WebMail Port

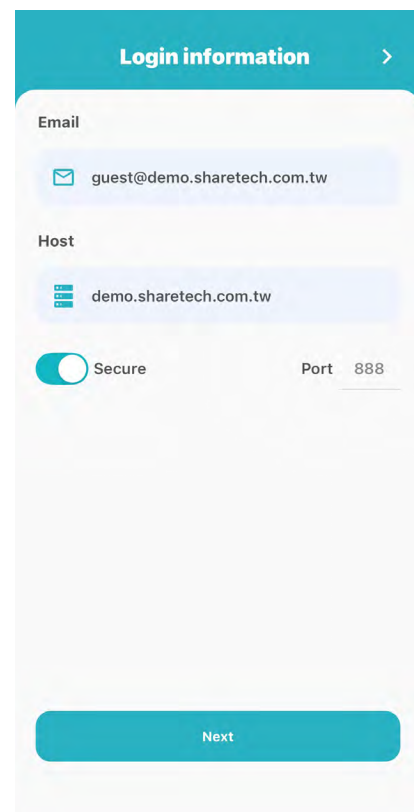
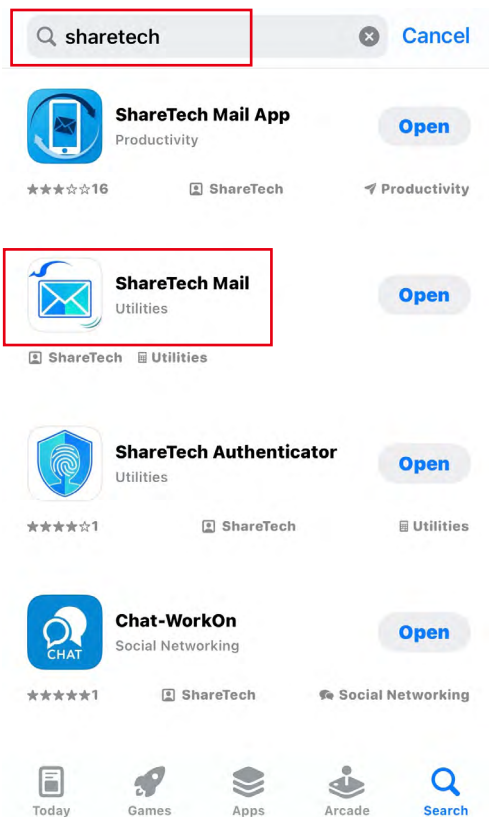
User Management > Basic Setup

Announcement posting is permitted only for users who have 'Publishing Bulletin' enabled.

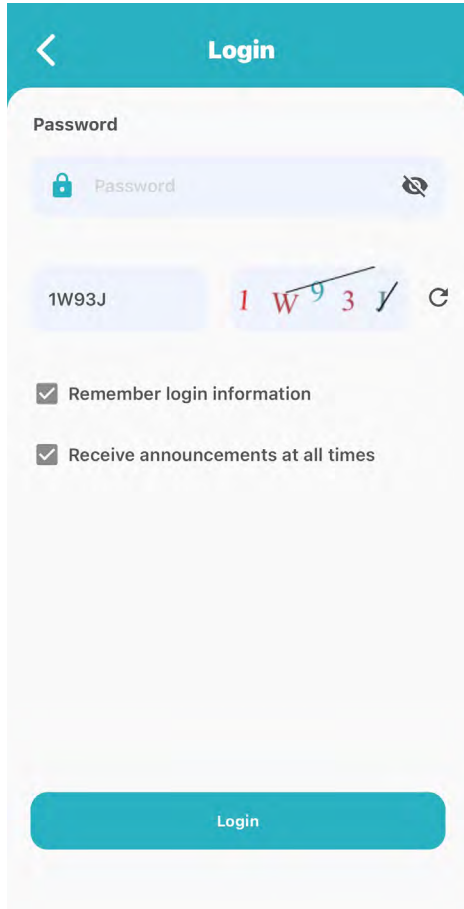
<input checked="" type="checkbox"/>	WebMail	<input type="checkbox"/>	SMTP(S)	<input type="checkbox"/>	POP3(S)	<input type="checkbox"/>	IMAP(S)
<input type="checkbox"/>	PushMail	★					
<input type="checkbox"/>	Cloud-HDD Service, quota	51200	MB (Range : 1 ~ 51200 MB)				
<input checked="" type="checkbox"/>	Shared Contact Management	<input type="checkbox"/>	Backup Shared Contact Authority				
<input type="checkbox"/>	Publishing E-paper	★					
<input checked="" type="checkbox"/>	Publishing Bulletin						
<input type="checkbox"/>	POP3 Proxy Authority	★					
<input type="checkbox"/>	SMTP mail backup to server						
<input type="checkbox"/>	Mail Forward						
<input type="checkbox"/>	The first time login, change password						
<input type="checkbox"/>	Change sender when writing mail						
<input type="checkbox"/>	Mail Recall						
<input type="checkbox"/>	View Mail Sending Log						
<input type="checkbox"/>	Mail Encryption	★					
<input checked="" type="checkbox"/>	File Online Preview						

ShareTech Mail App User Installation Guide (iOS 18.6.2)

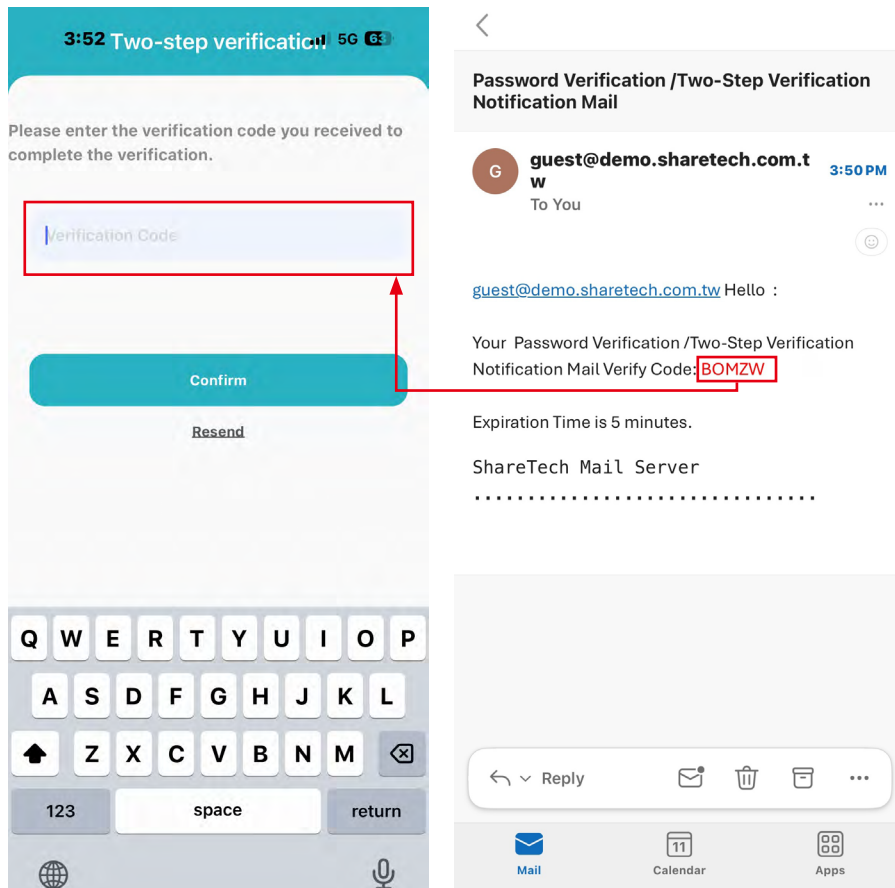
1. Go to the App Store and search for 'ShareTech' to download the application.
2. Please enter full Email address, host and port.
***Ask your IT administrator for host and Port**



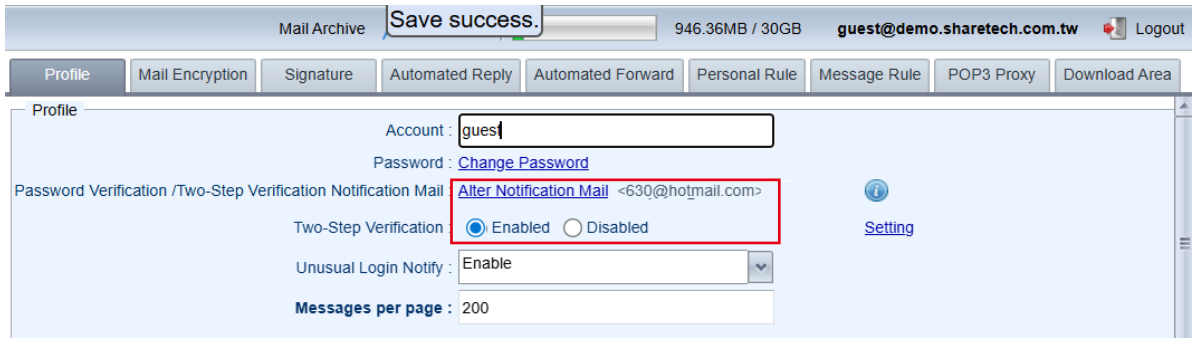
3. Enter Password and CAPTCHA (case-sensitive).



4. Two-Step Verification. If you enable Two-Step Verification Notification from webmail.

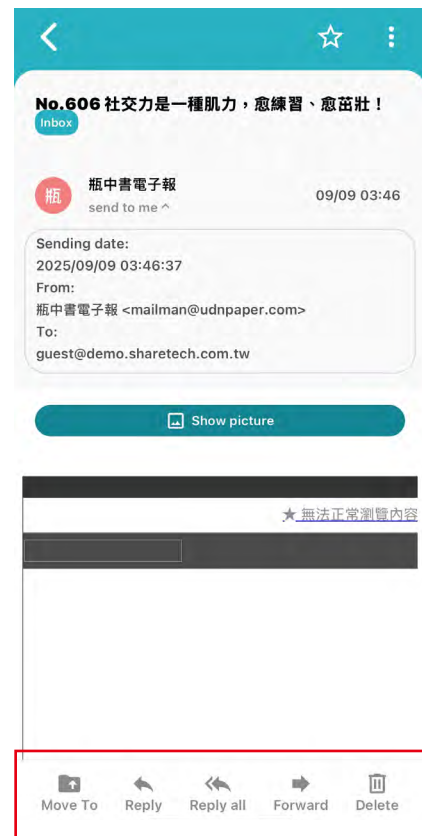


Webmail setting: Two-Step Verification Notification.

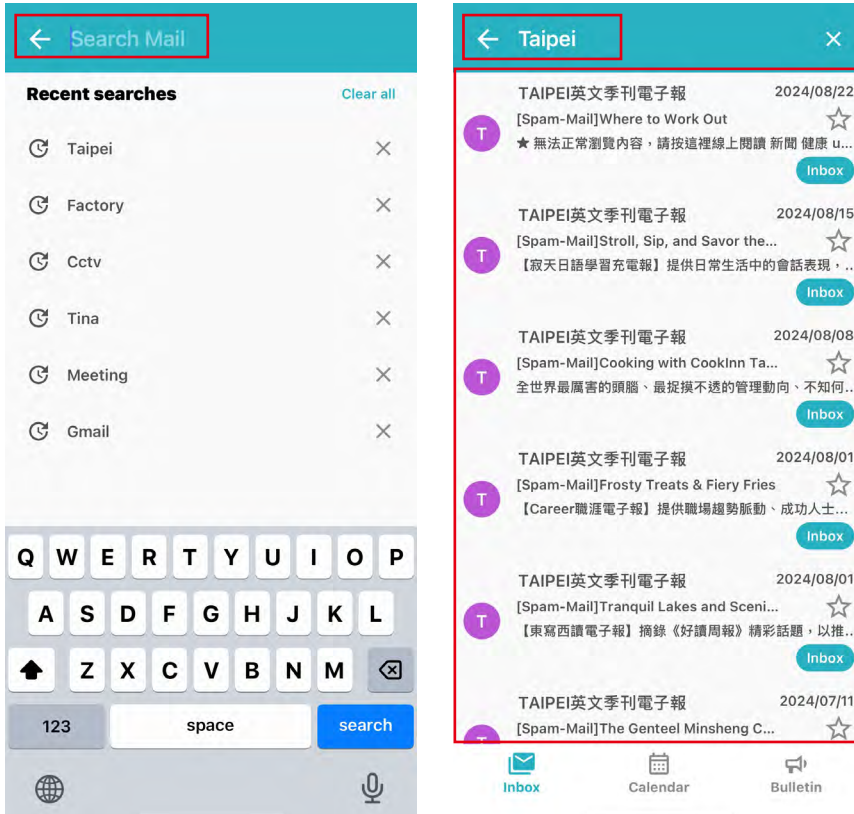


<Inbox>

1. After login, the user's inbox emails are displayed
2. By selecting an email, you can view its contents, reply, forward, delete, or move to folder.



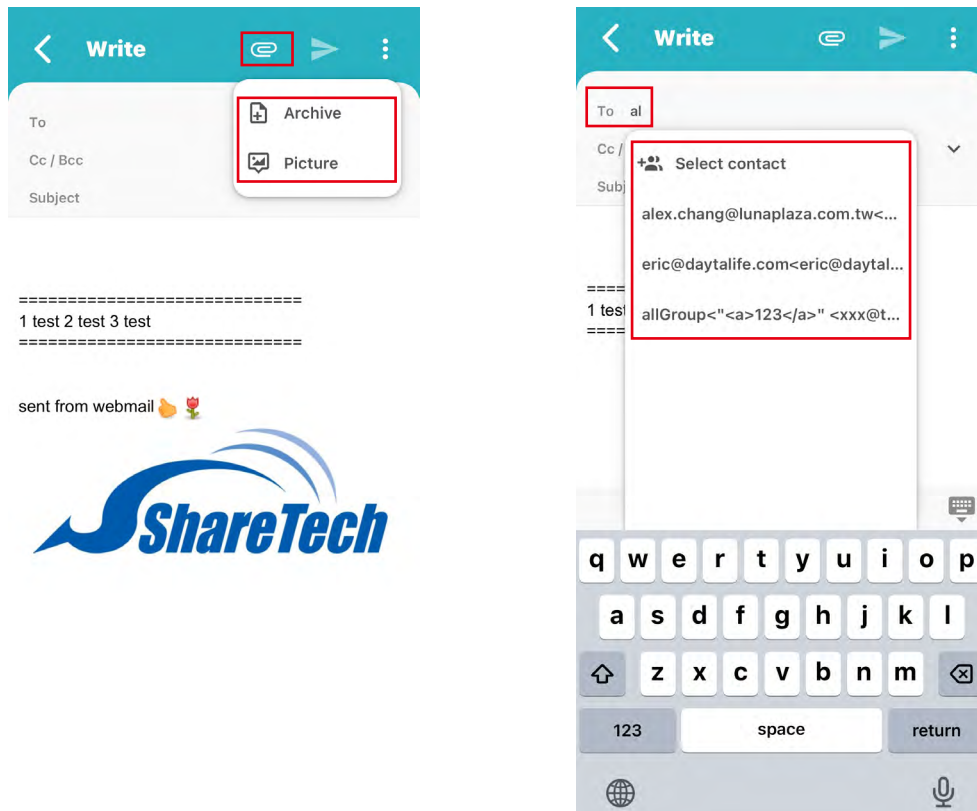
3. Tap "🔍" to search for emails.



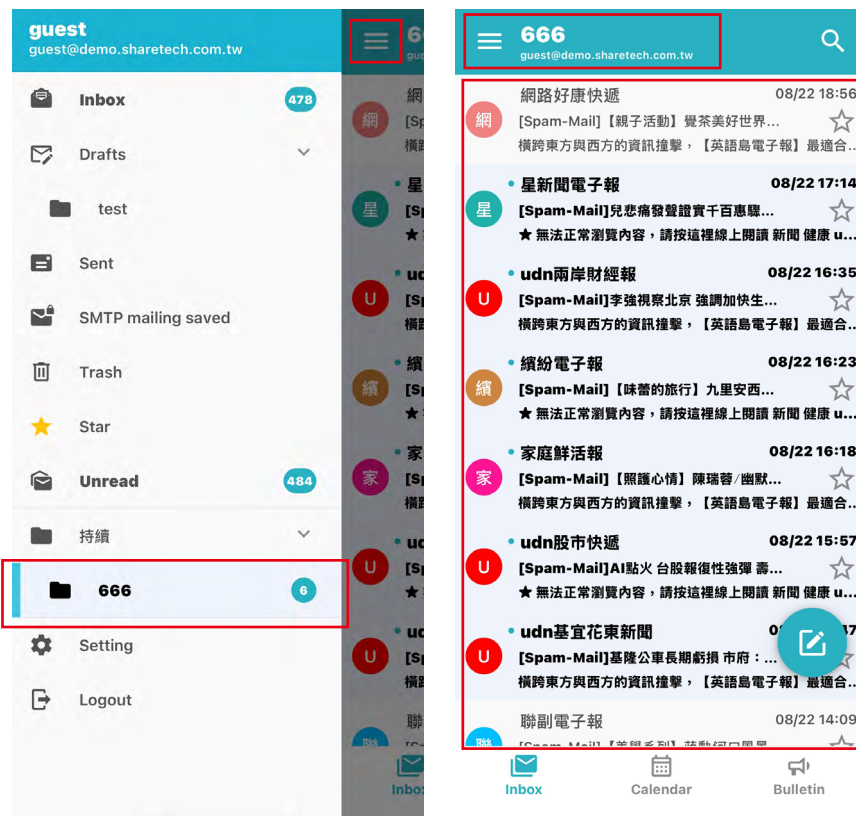
4. Tap "✉️" to compose a new email, and select recipients from contacts.

📁 Archive files 🖼️ Insert picture

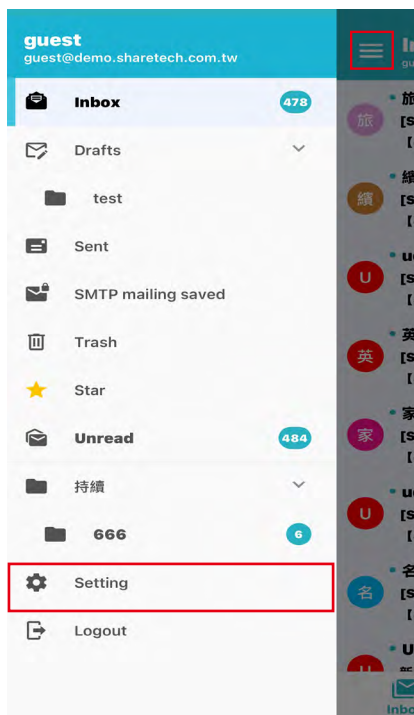
Tap "➤" Send email.



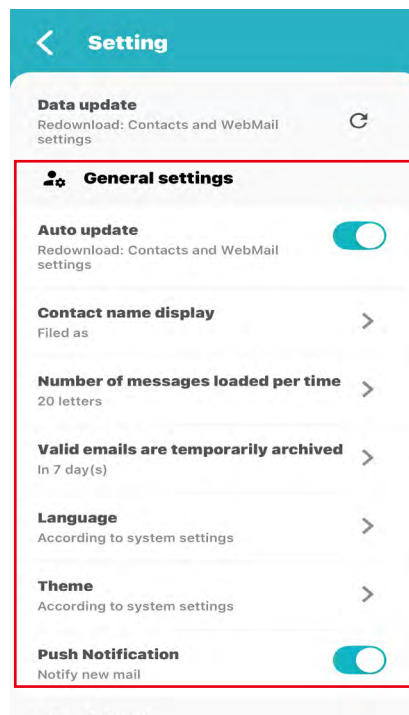
5. Tap "☰" " Selecting a folder, you can view the emails inside it.



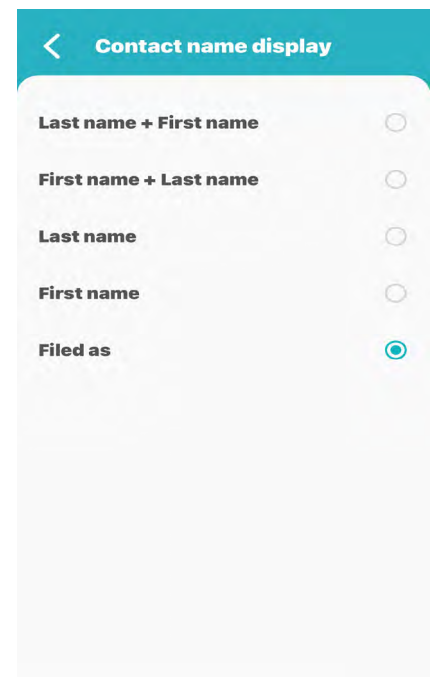
6. Inbox > Setting



6-1. Setting > General settings

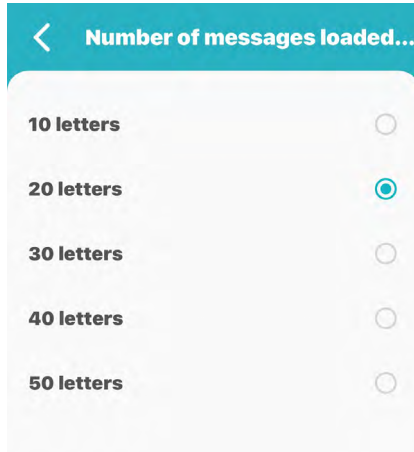


6-1-1. Setting > General Setting > Contact name display



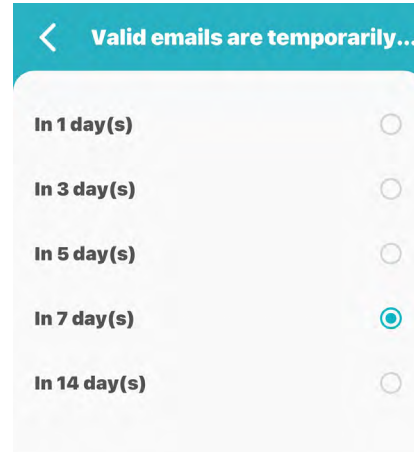
6-1-2. Setting > General Setting > Number of messages loaded per time

Notes: Only the subject and summary are loaded first, without actually connecting to the server to fetch the full content of the messages.

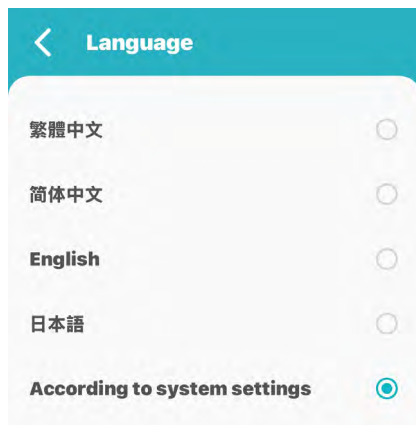


6-1-3. Setting > General Setting > Valid emails are temporarily archived

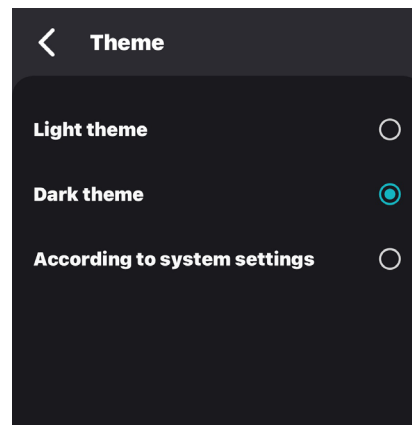
Notes: Read emails are temporarily cached. When you open the same email again within the cache period, the system will not reconnect to the server to re-download it.



6-1-4. Setting > General Setting > Language

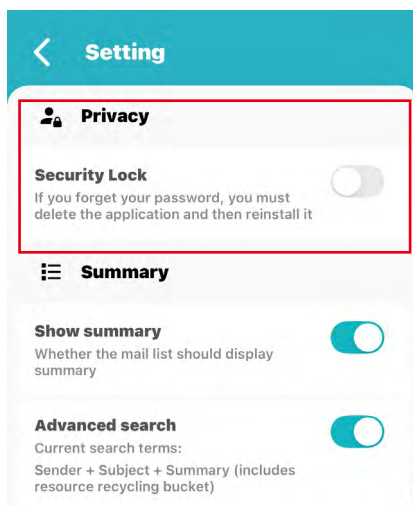


6-1-5. Setting > General Setting > Theme

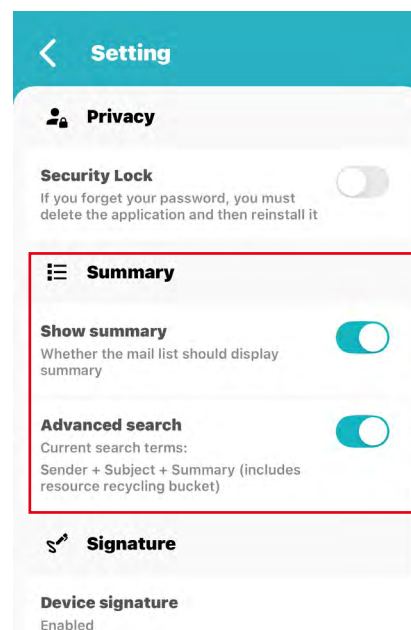


6-2. Setting > Privacy

Security Lock: If you forget your password, you must delete the application and then reinstall it.

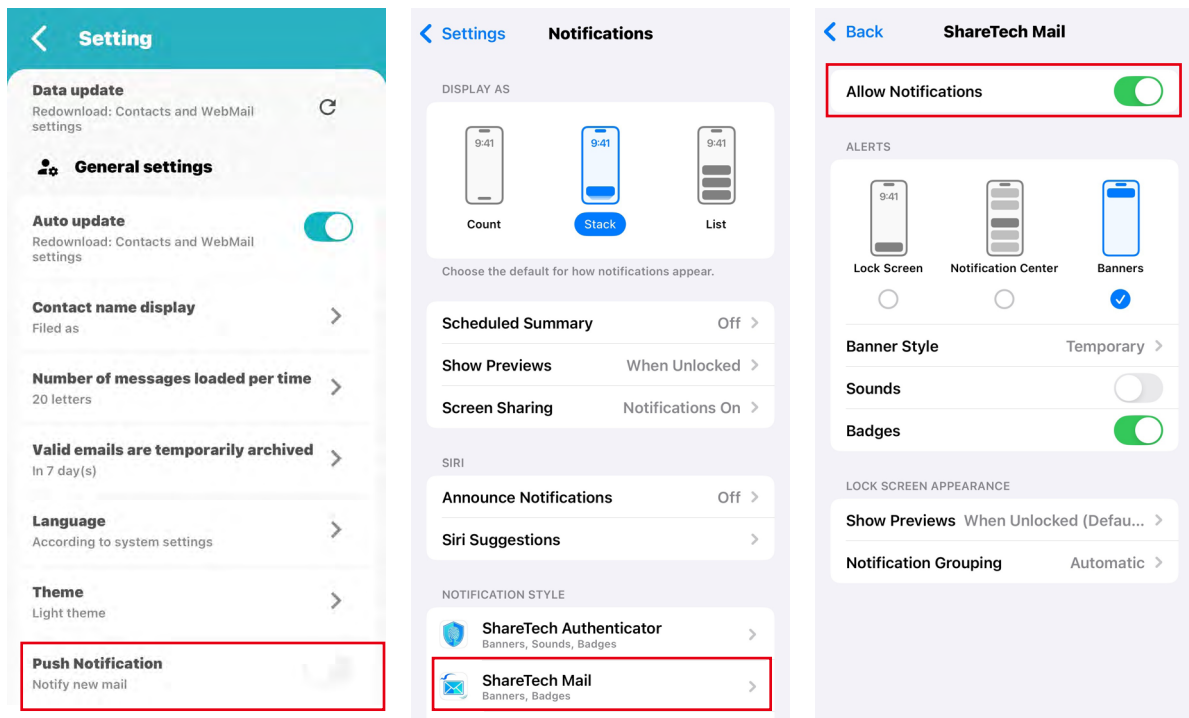


6-3. Setting > Summary

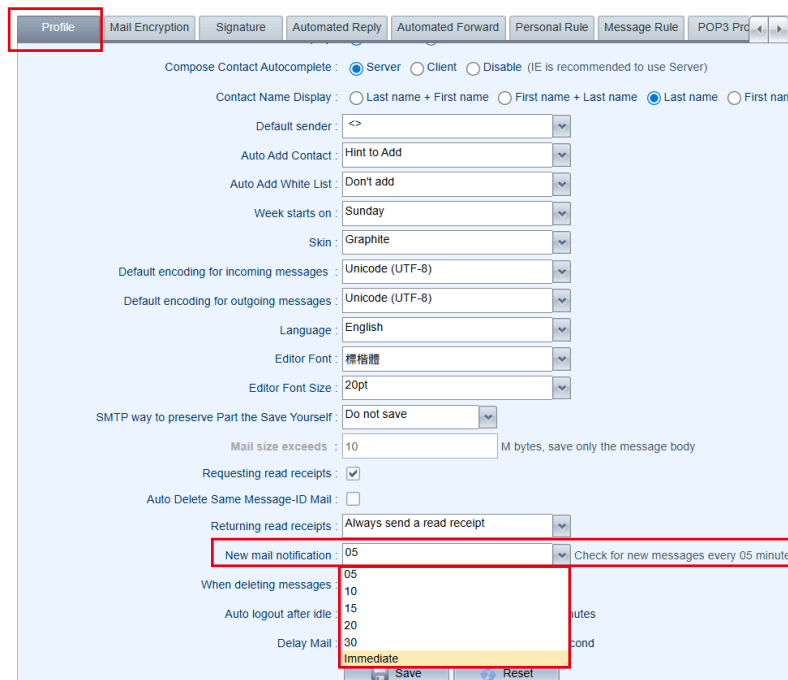


6-1-6. **Setting > General Setting > Push Notification.** If it cannot be enabled, notification setting on the phone must be turned on.

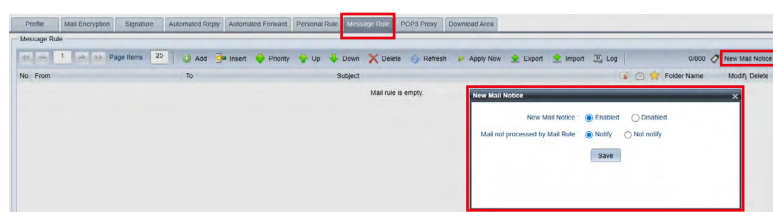
Your phone > **Setting > Notifications > NOTIFICATION STYLE > find “ShareTech Mail” > enable “Allow Notifications.”**



Webmail Profile > New mail Notification



Webmail Message Rule > New Mail Notice > Enabled



6-3-1. Show Summary

Enable "Show Summary"



Disable "Show Summary"

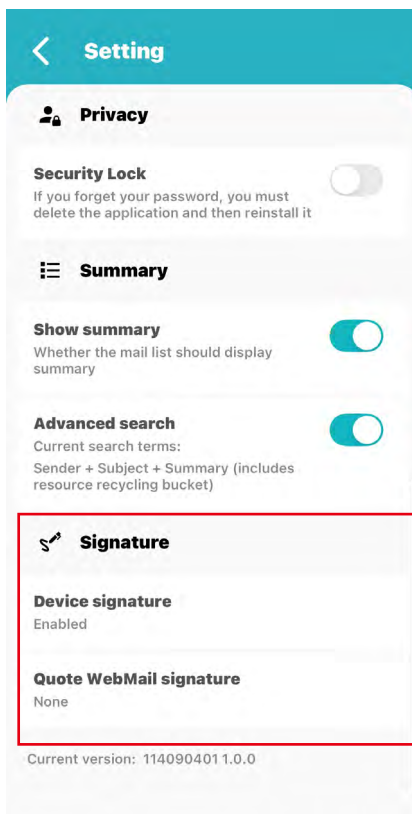


6-3-2 Advanced search

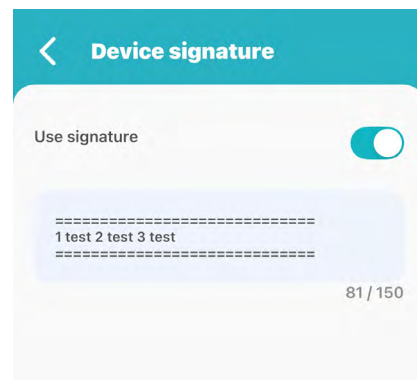
General search: Sender + Subject

Advanced search: Sender + Subject + Summary (includes resource recycling bucket)

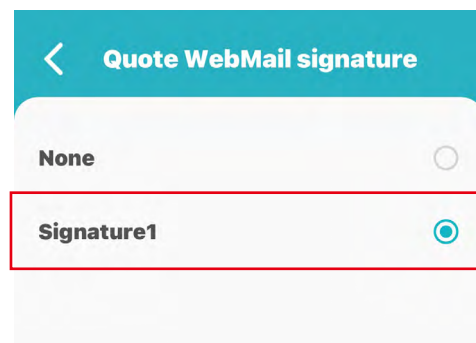
6-4 Setting > Signature



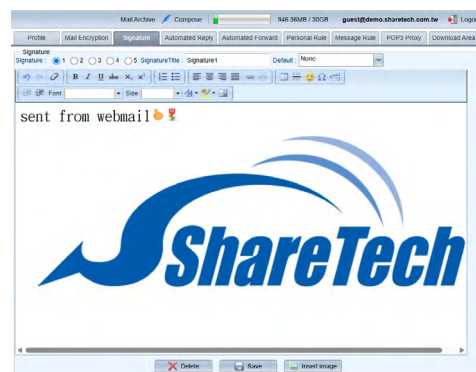
6-4-1. Device signature



6-4-2. Quote WebMail Signature

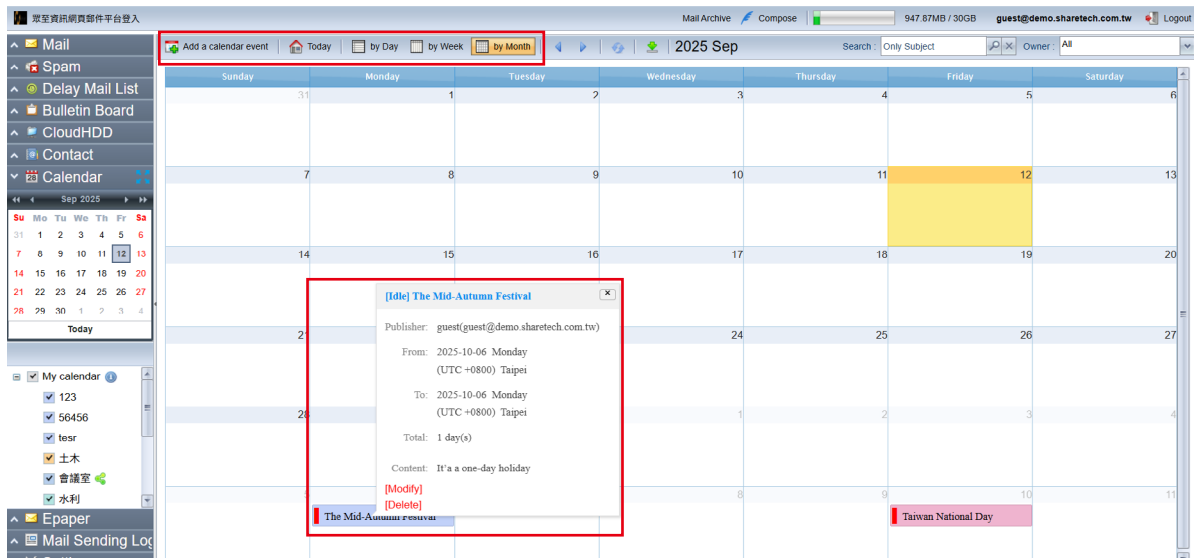
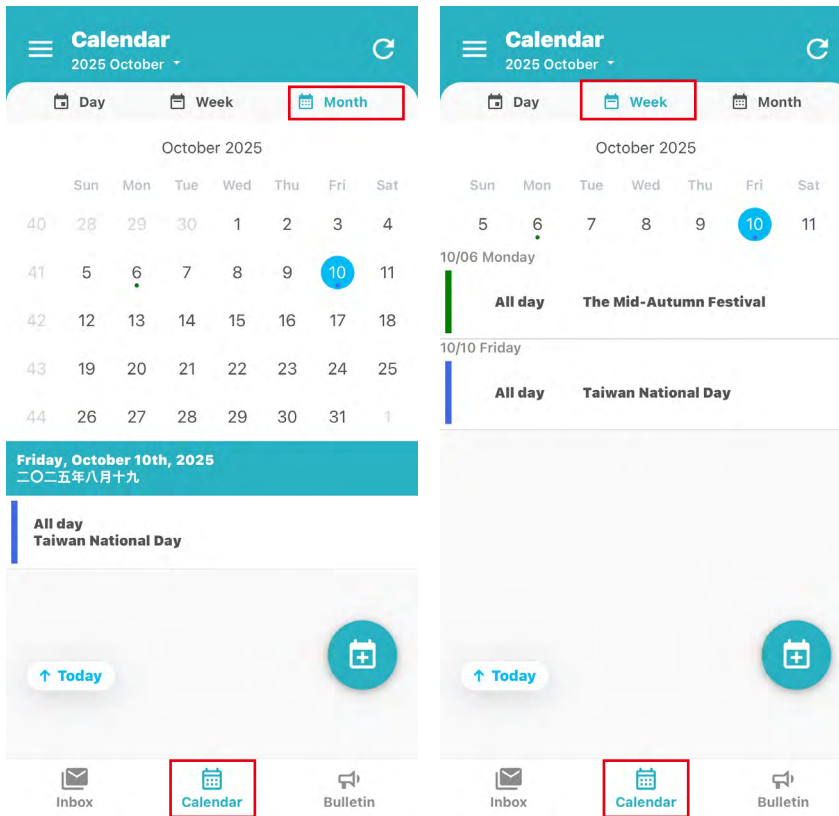


Webmail Signature

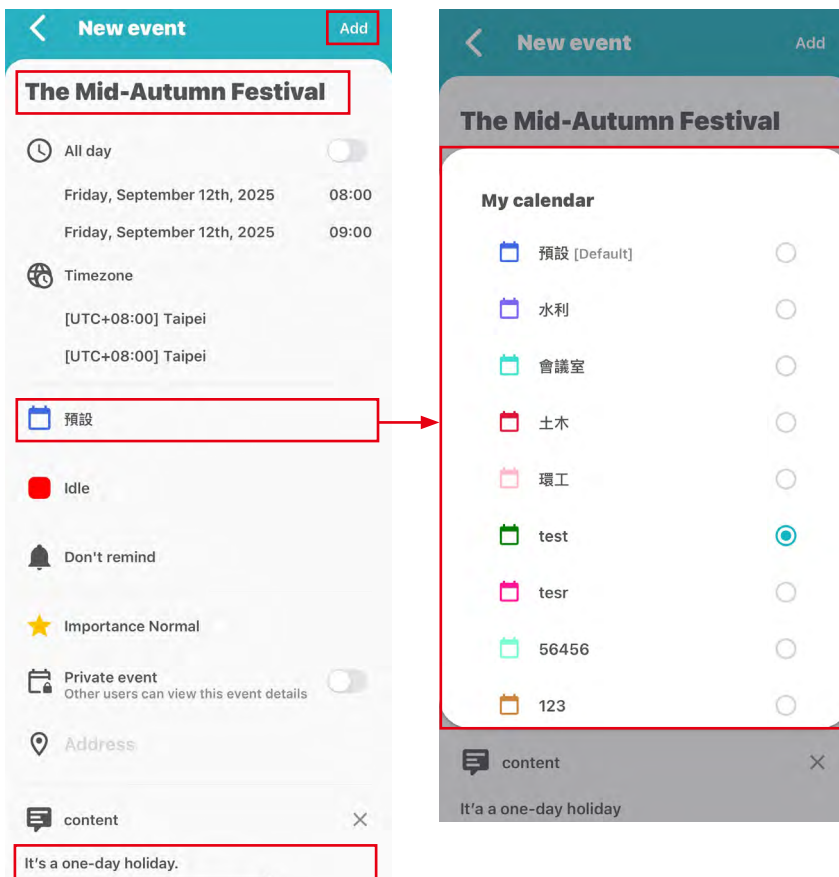


<Calender> 

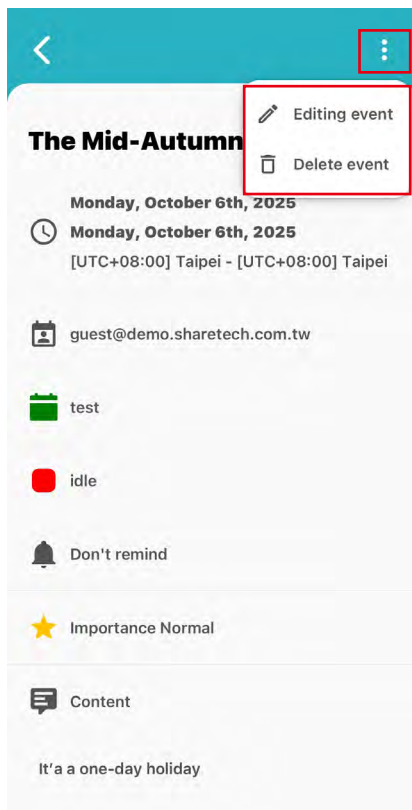
1. The calendar offers three viewing modes: daily, weekly, and monthly.



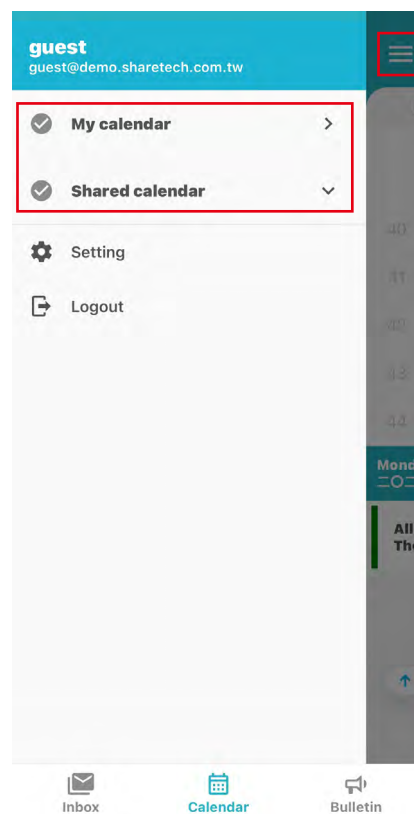
2. Tap "📅" "add new event."
Enter event name, select date, time, content or address.



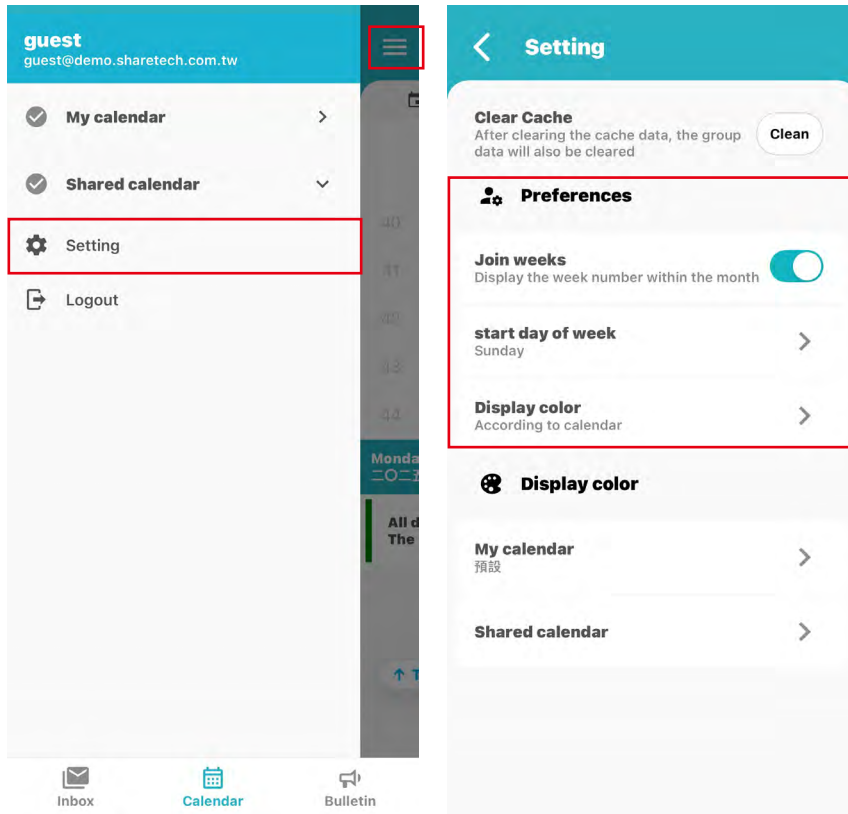
3. Tap "⋮" "editing event or delete event."



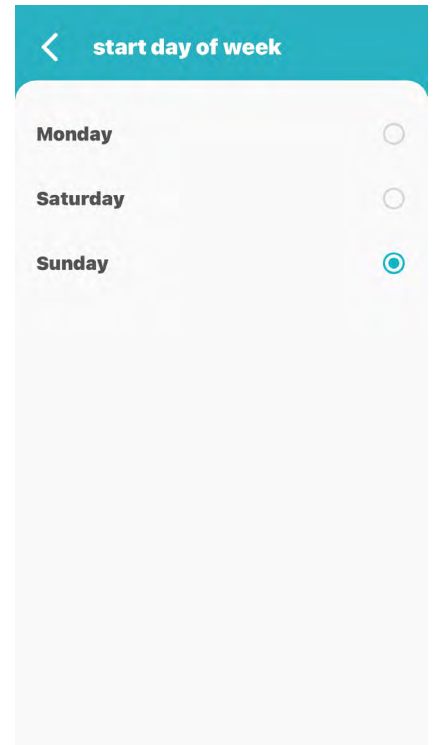
4. Tap "☰" "shows my calendar, shared calendar and calendar setting."



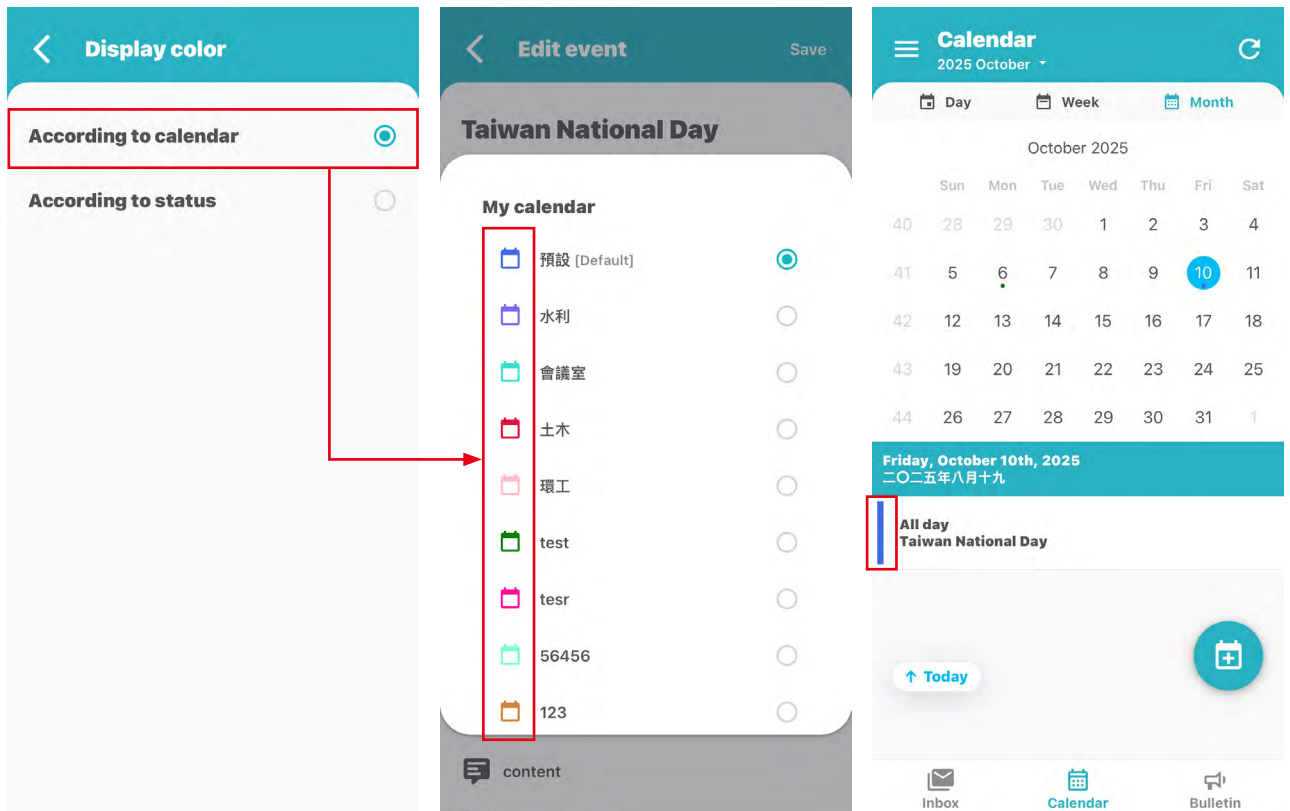
5. Calendar > Setting > Preferences

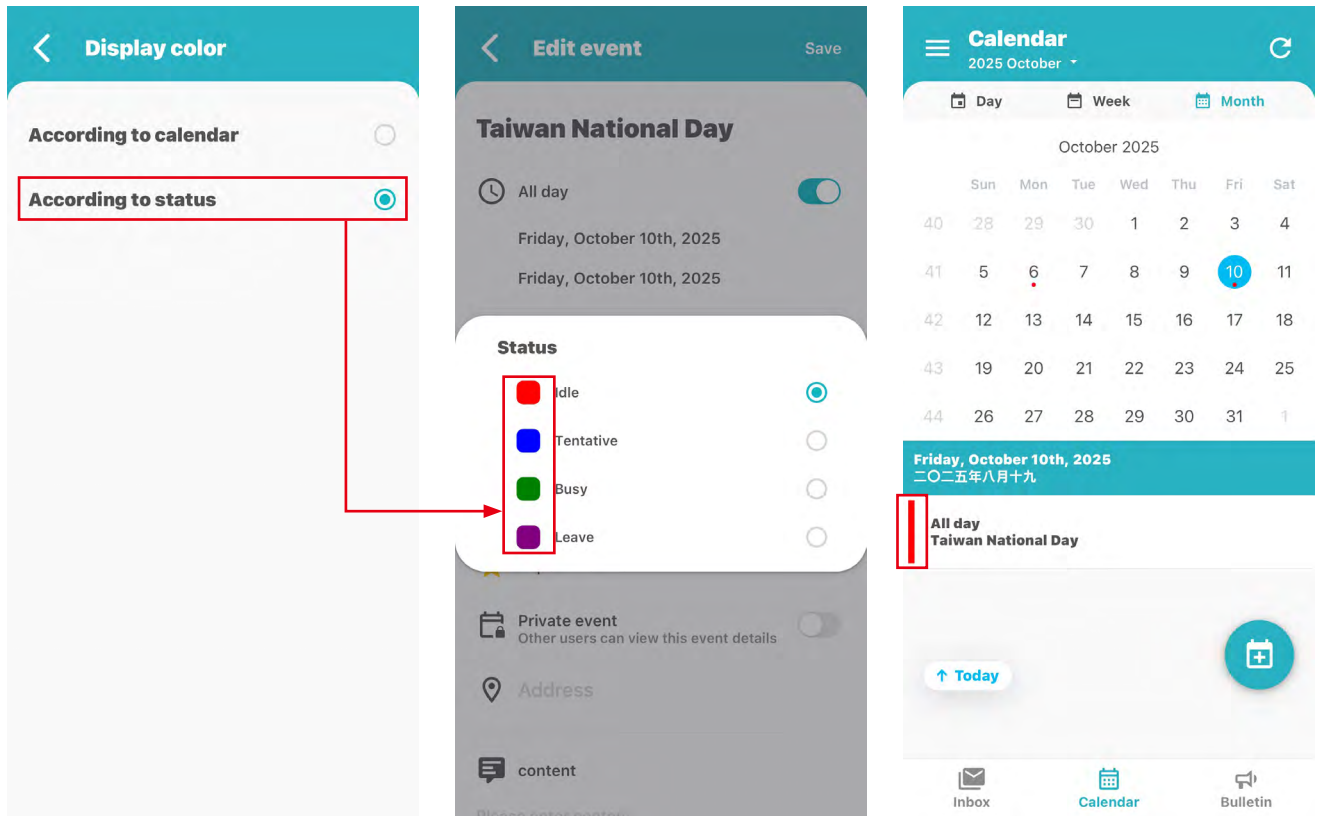


5-1-1. Setting > Preferences > Start day of week



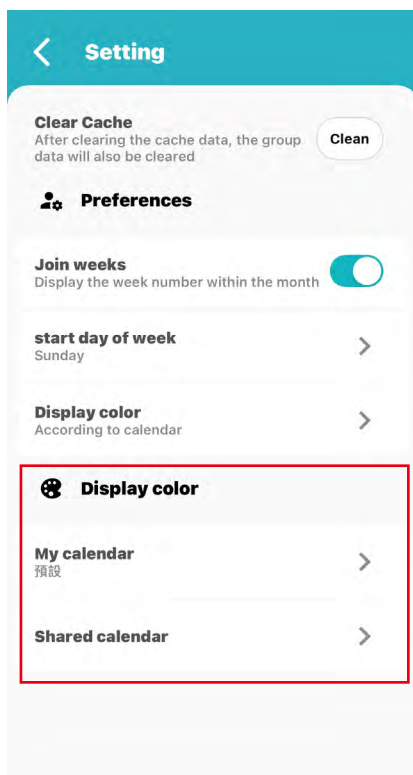
5-1-2. Setting > Preferences > Display color





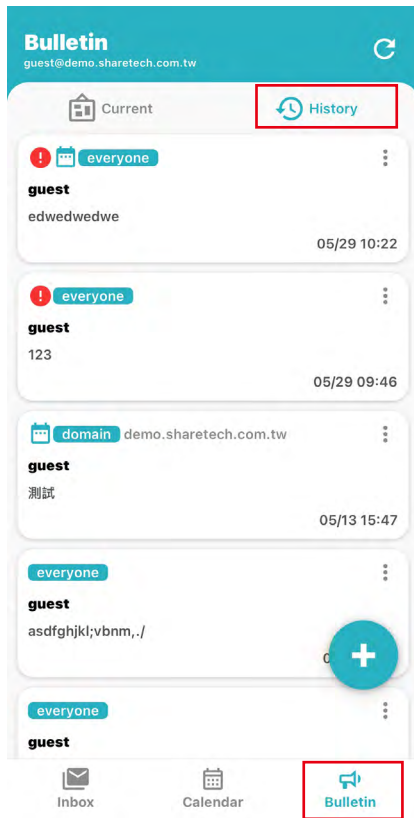
5-2. Calendar > Setting > Display color

5-2-1. Calendar > Setting > My Calendar



<Bulletin>

1. It shows 'Current announcements and 'History announcements'.



Delete	Publisher	Bulletin Reciple	Publish Date	Content
X	guest	All People	2025/05/29 10:22	edwedwedwe
X	guest	All People	2025/05/29 09:46	123
X	guest	Domain	2025/05/13 15:47	測試
X	guest	All People	2025/03/19 11:13	asdfghjkl;vbnm,./
X	guest	All People	2025/03/19 11:10	yyyyyyyyyyyyyyyyyyyyyy
X	guest	All People	2025/03/19 11:08	All
X	guest	All People	2025/03/04 14:40	測試

* You can add announcements only if the administrator enables publishing rights.

2. Tap " + " "add an announcement.

You are able to select date(immediate or period), and publish object(such as domain, department, or group)

