



Configuring Email-to-Feed in MangoApps

Collaborate in Teams with Distribution Groups

The Concept of Email-to-Feed

Email-to-Feed allows you to continue to correspond over email while capturing the communications and attachments inside MangoApps.

The recommended Email-to-Feed configuration routes correspondence to a MangoApps Team Wall. However, it is possible to route Email-to-Feed correspondence directly to the Main Activity Stream. Both scenarios are discussed at the end of this document.

Email-to-Feed Configuration

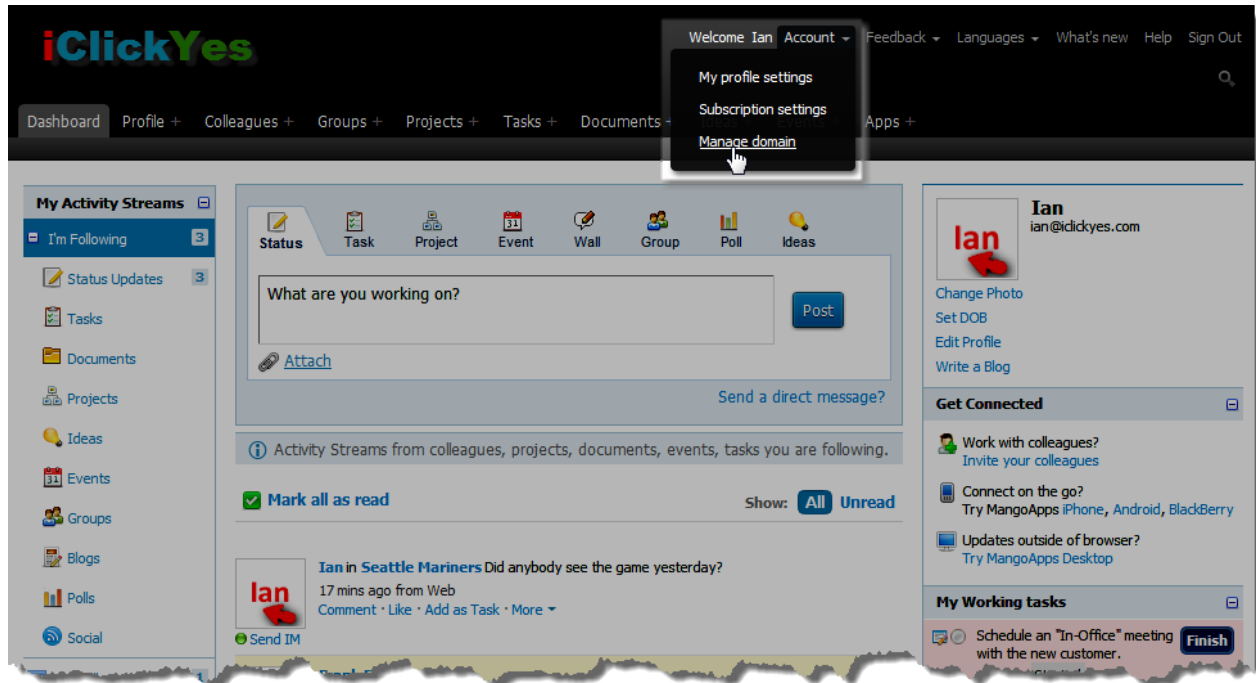
The MangoApps recommended configuration is a 3 step process. Step 1 is defines an email address that MangoApps checks periodically to fetch new activity. Step 2 defines distribution groups within your organization to maintain a private MangoApps domain. Distribution groups ensure that unwanted emails from potential spammers are not viewed by domain members. Step 3 maps distribution groups to Team Activity Streams to capture all correspondence, including email attachments.

Step 1: Configure your Single-User, In-Domain Email Address:

We recommend creating a single-user-in-domain email address (such as mangoapps@iclickyes.com in this example) to handle all potential incoming Email-to-Feed Activity Streams. You may need to talk to your network administrator to assist in creating this new email address.

After creating the special single-user-in-domain email address in your organization, you need to configure it within MangoApps:

1. From the Web Client, Login as the MangoApps Domain administrator and go the Admin Portal.



2. Click on "Integrate" -> "Email".



3. Configure Each of the following fields. The "iClickYes" domain uses Google Apps and this example shows the Google Apps mail settings for iClickYes.

Enable Email Setup

Place a check in this checkbox

IMAP email server address

Provide the incoming IMAP email server address. In this case, the Google Apps IMAP Mail Server address is shown.

IMAP email server port

Provide the incoming IMAP email server port. In this case, the Google Apps IMAP Mail Server port is shown.

Login email address

Provide the pre-configured email address that external Email-to-Feed participants should include in their emails.

Password

Provide the login password for the email address that external Email-to-Feed participants should include in their emails.

Max emails to fetch every few minutes

The Default is 200. Change if necessary.

Automatically send welcome/invite emails to new users created?

Currently, Email-to-Feed participants automatically get added to your domain as users. If new users should receive welcome/invite emails when they become part of your domain, place a check in this checkbox.

Automatically Fetch Emails?

Placing a check in this box will cause MangoApps to automatically attempt to fetch emails from the IMAP email server you specified. Unchecking would mean that an administrator would need to return to this screen to click the "Fetch Emails Now" link.

The screenshot shows the 'Integrate' settings page in the iClickYes application. The page is titled 'Integrate' and has a sub-tab 'Email'. A navigation bar at the top includes 'Dashboard', 'Domain', 'Users', 'Groups', 'Projects', 'Documents', 'Security', 'Integrate', 'Apps', 'Tools', and 'Reporting'. A user profile 'Welcome Ian' with 'Account' and 'Sign Out' options is in the top right. A search icon is also present. Below the navigation, there are sub-tabs for 'Authentication', 'Email', and 'Voice'. A note states '(All * marked fields are mandatory)'. A 'Fetch Emails Now' button is in the top right of the form area. An information box explains: 'Configure your company's IMAP server setting here. The system will connect to the configured server using the login credentials set below and fetch emails every couple of minutes. The emails fetched will be converted to either status updates or wall messages in the mapped group or project. If the sender of the emails is not present as a user in system, a new user will be created.' The form fields are: 'Enable email setup:' (checked), 'IMAP email server address:' (imap.gmail.com), 'IMAP email server port:' (993), 'Login email address:' (external@iclickyes.com), 'Password:' (masked with dots), 'Max emails to fetch every few minutes' (200), 'Automatically send welcome/invite emails to new users created' (checked), and 'Automatically Fetch Emails' (checked). 'Save' and 'Test Connection' buttons are at the bottom.

Step 2: Define Distribution Groups within your organization

Remember that Email-to-Feed activity streams can be routed to either the Main Activity Stream or to Team Activity Feeds. Distribution Groups will help route incoming Email-to-Feed correspondence to the appropriate audience. As an added benefit, distribution group settings can eliminate spam from arriving to MangoApps Team Activity Feeds. If distribution groups are not used, the Main Activity Stream will receive incoming Email-to-Feed Correspondence that has not been mapped to a MangoApps Team (Project or Group).

In this example (see picture below):

1. The (Google Apps) distribution group mariners@iclickyes.com is created . Everyone internal to the iClickYes.com email domain is able to email to mariners@iclickyes.com.

2. The special user mangoapps@iclickyes.com is required to be added to any distribution group that is created. Optionally, other project members with external email addresses (not ending in @iclickyes.com like bugs@warnerbros.com) can be specified in the distribution group.

Google Apps for iclickyes.com - Google Apps ian@iclickyes.com [Inbox](#) [Calendar](#) [Help](#) [Sign out](#)

Google apps

Dashboard Organization & users **Groups** Domain settings Advanced tools Setup Support Service settings ▾

[← Back to Groups](#)

Seattle Mariners mariners@iclickyes.com

Members [Roles and permissions](#)

+ Add new members You can add both users and other groups.

Type names, usernames, email addresses

as **Member** ▾

<input type="checkbox"/>	Name	Email address	Role
<input type="checkbox"/>	All users within IClickYes		Member
<input type="checkbox"/>	bugs@warnerbros.com	bugs@warnerbros.com	Member
<input type="checkbox"/>	ianh@mangospring.com	ianh@mangospring.com	Member

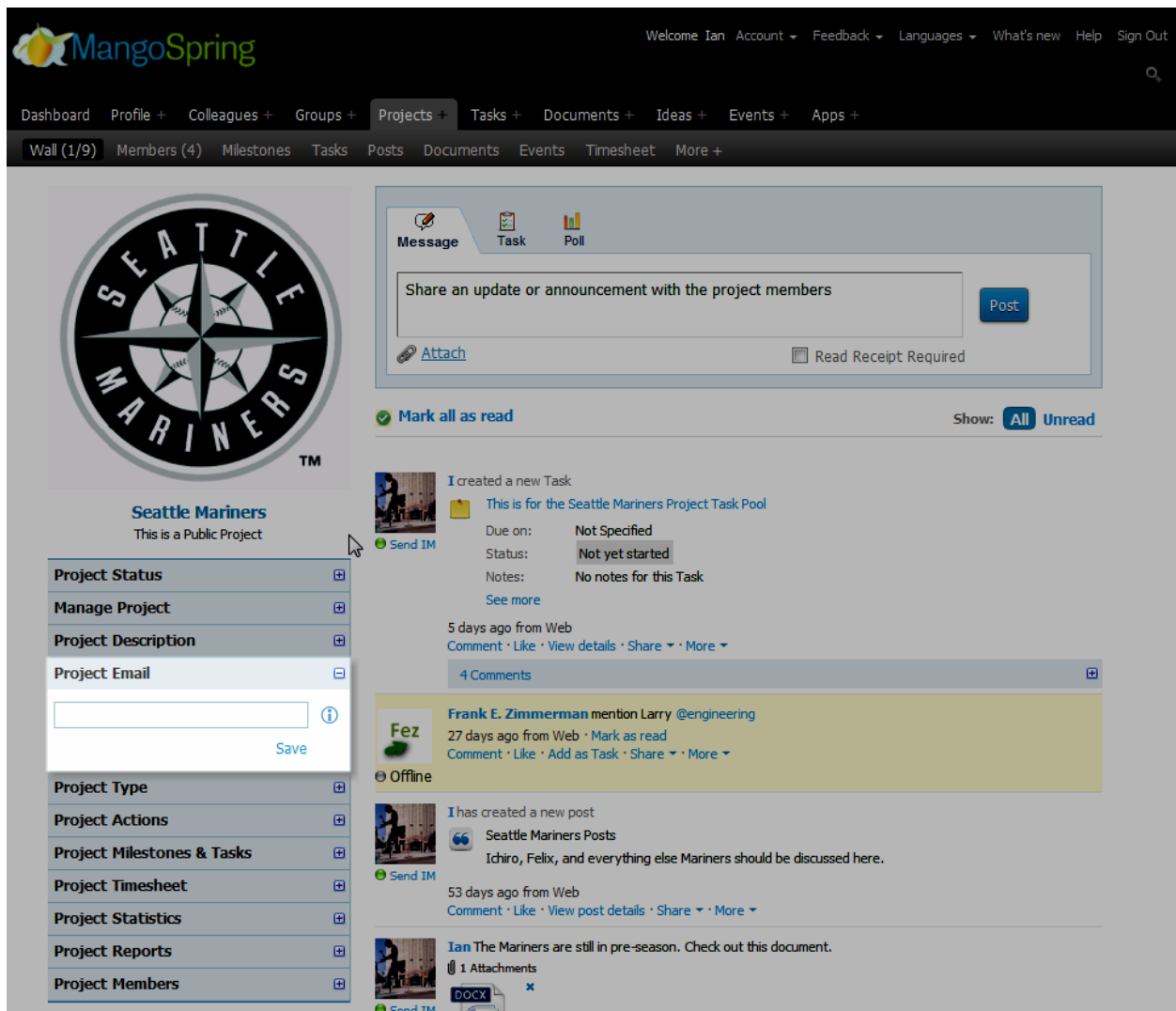
▾ 1 - 3

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The result is that anyone that has been specified as part of the distribution group mariners@iclickyes.com can send email that is automatically captured by Email-to-Feed in MangoApps.

Step 3: Map Team Activity Streams to Defined Distribution Groups

With your distribution groups created, you need only map teams (Projects or Groups) to the distribution groups you created in order to use Email-to-Feed. Administrators of teams are able to configure the email address of a distribution group to the team they administer. Pictured is the “Group Email” from the left-side menu bar where mariners@iclickyes.com is added to the Seattle Mariners team.



Email-to-Feed in Use

After Email-to-Feed is set up, you can continue to communicate with non-domain members over email. Tell the non-domain members to CC the recommended distribution group email you mapped to a Team in “Step 3” (mariners@iclickyes.com) for for the “Team Wall Scenario” below. For the “Main Activity Stream Scenario” below, tell non-domain members to CC the special email you created in “Step 1” (mangoapps@iclickyes.com). All communication including attachments will be logged in the Main Activity Stream of MangoApps as shown below.

Team Wall Scenario:

This scenario will deliver Email-to-Feed Correspondence to a MangoApps Team Wall.

The Requirements:

- The special single-user-in-domain email such as mangoapps@iclickyes.com from Step 1 above must be previously configured.
- A distribution group such as mariners@iclickyes.com from Step 2 above must be previously configured with the special single-user-in-domain email included as one of the group members

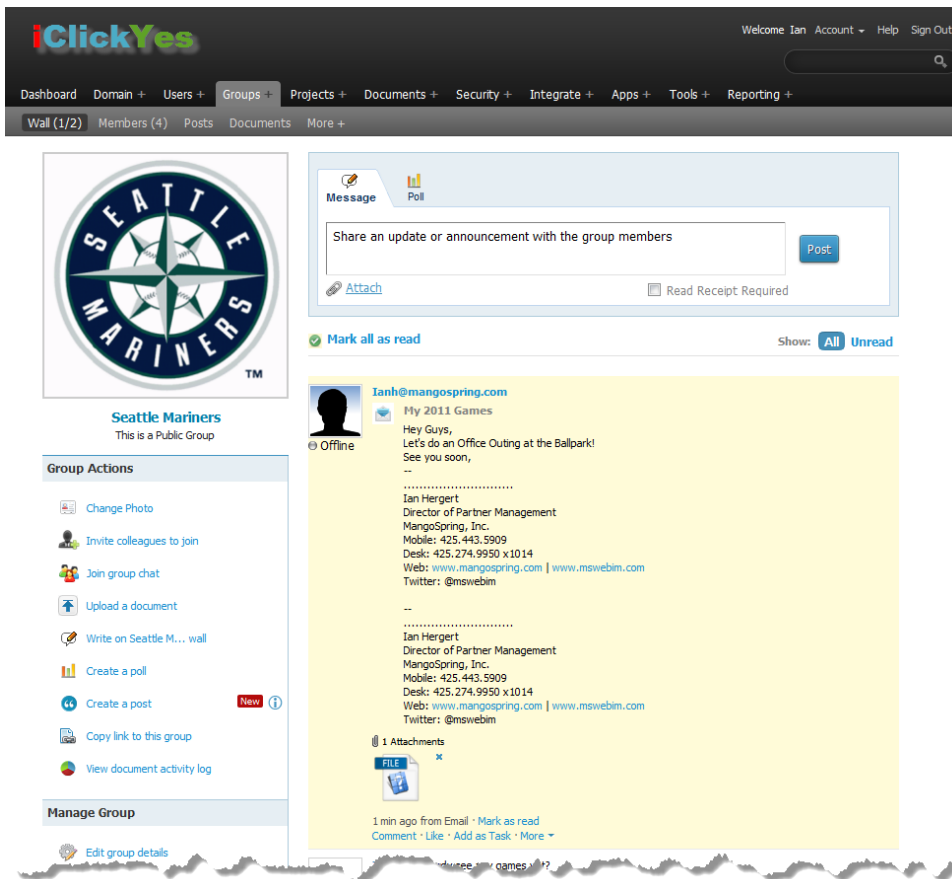
- The distribution group must be mapped to a Team as in Step 3 above.
- Both the sender and replier of the email must CC the distribution group.

The Steps:

1. You send an email requesting a project document to a contact that is not part of your MangoApps domain and CC the distribution group mariners@iclickyes.com.
2. Your contact replies to your email with the document as an attachment and also CC's the distribution group mariners@iclickyes.com.

The Result:

- Both incoming and outgoing emails with attachments get captured in the MangoApps Team.



Main Activity Stream Scenario:

Although Email-to-Feed is recommended for Teams, entire domains can receive Email-to-Feed correspondence into the Main Activity Stream.

The Requirements:

- The special single-user-in-domain email such as mangoapps@iclickyes.com from Step 1 above must be previously configured.
- Both the sender and replier of the email must CC the special single-user-in-domain email.

The Steps:

1. You send an email requesting a project document to a contact that is not part of your MangoApps domain and CC the special single-user-in-domain email mangoapps@iclickyes.com.
2. Your contact replies to your email with the document as an attachment and also CC's the email mangoapps@iclickyes.com.

The Result:

- Both incoming and outgoing emails with attachments get captured in the MangoApps Main Activity Stream.

Whether using the recommended Team Wall scenario using distribution groups or the Main Activity Stream scenario, you can capture and collaborate on external user correspondence with Email-to-Feed within your organization.

For more information about configuring Email-to-Feed or other questions, please contact support@mangospring.com or call (425) 274-9950.